



# Village of Elk Rapids

## BOARD & COMMISSION APPLICATION

**Applicant Name (please print):** \_\_\_\_\_

Thank You for considering serving your community!

To assist the Village Council in selecting the best match between boards and members, please complete the questions on this form.

The meeting schedules and functions of all boards and committees are shown below. If you are a registered elector and not in default to the Village, you are eligible to serve. **Please rank the top five boards you are interested in joining, with #1 being the most preferred.** When making your selections, please consider not only the board's function, but also the meeting dates. Applications will remain on file in the clerk's office until the end of each calendar year in which your application was received.

RANK	BOARD OR COMMISSION	TERM	MEETING DATES/TIMES	FUNCTION
	<b>Beautification Commission</b>	3 Years	April – November 3 <sup>rd</sup> Wednesdays of the month @ 9:00 a.m.	Manages and maintains 14 gardens and public spaces in the Village. Partners with the Elk Rapids Garden Club and the Elk Rapids DPW. The mission is to promote native, pollinator, and environmentally sound long-term gardening and tree planting practices for the beautification of the village.
	<b>Downtown Development Authority (DDA)</b>	4 Years	2 <sup>nd</sup> Wednesdays of the month @ 6:00 p.m. Dates may change in the summer.	Analyze impact of economic changes in DDA districts, develop plans to promote orderly economic growth, and to provide all other matters necessary and related thereto.
	<b>Elk Rapids District Library Board</b>	4 Years	2 <sup>nd</sup> Thursdays of the month @ 5:00 p.m.	The mission of the Elk Rapids District Library is to provide quality resources and services that engage and impact the well-being of our community.
	<b>Elk Rapids Housing Coalition</b>	3 Years	TBD	The Coalition is formed and shall be exclusively operated for charitable purposes including, but not limited to, relieving all levels of year-round workforce or affordable housing shortages in the area of the Village of Elk Rapids.
	<b>Harbor Commission</b>	3 Years	2 <sup>nd</sup> Mondays of the month @ 6:30 p.m.	Review projects that may affect bodies of water throughout the village, create five-year plan for harbor functions and facilities, budget for harbor activities, recommend projects to village council.
	<b>Housing Commission</b>	5 Years	3 <sup>rd</sup> Tuesdays of the month @ 3:30 p.m.	Purchase, acquire, construct, maintain, operate, improve, extend, or repair public housing facilities.
	<b>Parks &amp; Recreation Commission</b>	3 Years	1 <sup>st</sup> Wednesdays of the month @ 6:30 p.m.	Recommend infrastructure changes and recreation opportunities to the village council, create and implement five-year community recreation plan, promote parks and recreational opportunities, budget for parks & recreational activities.
	<b>Planning Commission</b>	3 Years	4 <sup>th</sup> Tuesdays of the month @ 7:00 p.m.	Develop and recommend zoning ordinances, create, and adopt a comprehensive Community Master Plan, and review and/or approve new developments.
	<b>Zoning Board of Appeals (ZBA)</b>	3 Years	3 <sup>rd</sup> Thursdays of the month @ 6:00 p.m.	Review variance requests, interpret zoning ordinances, and consider appealing decisions made by Planning Administrator.

## GENERAL QUESTIONNAIRE

The objective of this application is recruitment for community involvement. Your life skills and experiences may provide greater value than you think. Please consider all the benefits you could bring to a commission or committee and not just the professional skills identified in the commission selection section of this application. Serving our community is not only greatly appreciated, it's rewarding!

How long have you lived in the Village of Elk Rapids and why did you choose to live here:

Please provide a brief summary of your educational and work background:

Please tell us about any previous civic or service club involvement:

Please tell us more about yourself and your interest in serving on a board or committee for the Village of Elk Rapids:

Please complete and return this form to the Village Clerk at the Elk Rapids Government Center, 315 Bridge Street, Elk Rapids, MI 49629.

The information you have supplied will be provided to the nominating committee for each board/commission, the Village Council, and is also subject to public disclosure under the Michigan Freedom of Information Act, as amended. If you have any questions, you may contact the Village Office at (231) 264-9274, email [ldawson@elkrapids.org](mailto:ldawson@elkrapids.org).

Signature: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: (Home/Mobile) \_\_\_\_\_ (Work): \_\_\_\_\_

Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

Thank You again for taking the time to fill out this application. Your willingness to serve the Village of Elk Rapids is greatly appreciated. Please read the descriptions on the following pages of each of the commissions so you can familiarize yourself with the functions and required capabilities.

## ADDITIONAL BOARD/COMMISSION INFO & PREVIOUS EXPERIENCE

Please check the boxes if you have experience with the specified criteria. You are also welcome to attach your current resume in addition to completing this section.

### BEAUTIFICATION COMMISSION

The beautification commission is comprised of eight (8) members, at least four (4) must be village residents and a council representative. A full term consists of three (3) years of service to the commission.

Please check below if you have experience in:

- Budgeting
- Computer skills
- Gardening
- Landscaping
- Marketing and communication
- Other \_\_\_\_\_

Please check below if you:

- Have an interest in plants and trees
- Can work as a team
- Could do some light gardening
- Have knowledge of good environmental practices
- Have an interest in gardening
- Have an interest pollinators and native plants
- Have native plant knowledge

### DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The DDA board of directors includes the chief executive officer (village president) and not less than eight (8) and no more than twelve (12) members. Members shall be appointed by the chief executive officer of the village, subject to the approval by the village council per DDA ordinance. A full term consists of four (4) years of service on the DDA board of directors.

Please check below if you have experience in:

- Advertising/Marketing/Public Relations
- Banking/Finance
- Business Leadership
- Commercial Real Estate
- Community Development
- Economic Development or Policy
- Grant Writing/Processing
- Legal Experience
- Other \_\_\_\_\_

Please check below if you are:

- A Resident in an Elk Rapids DDA District (Downtown, Ames Street, 31-Corridor, Industrial Park)
- Building Owner in an Elk Rapids DDA District
- Business Owner in an Elk Rapids DDA District
- Work at a business in an Elk Rapids DDA District

### ELK RAPIDS DISTRICT LIBRARY BOARD

The village appoints three (3) members to the library board. A full term consists of four (4) years of service on the ERDL board of trustees.

Please check below if you have experience in:

- Library and Informational Science
- Policy and Administration
- Other \_\_\_\_\_

Please check below if you have:

- A degree in Library or Informational Science
- An active ERDL Library Card
- Attended library events in the past year
- Professional Library Experience
- Volunteered with the Library or are part of the Friends of the Library Group

### ELK RAPIDS HOUSING COALITION 501c3

The Elk Rapids Housing Coalition shall consist of one (1) Council Representative and four (4) to six (6) other Directors, three (3) of which MUST be Village residents. A full term consists of three (3) years of service to the Coalition.

Please check below if you have experience in:

- Architecture
- Building Construction/Engineering
- Land Use Planning
- Finance/Banking
- Landscape Architecture
- Real Estate/Development/Law
- Fundraising
- Property/Facilities Management
- Public Relations
- Economic Development
- Grant Writing
- Other \_\_\_\_\_

### HARBOR COMMISSION

The harbor commission consists of seven (7) members, five (5) of whom are village residents, and a council representative. One (1) member may be appointed at large (does not need to be a village resident). A full term consists of three (3) years of service to the commission.

**Please check below if you have experience in:**

- Business
- Engineering
- Environmental Law
- Financial Operating Statements
- Grant Writing
- Marketing
- Other \_\_\_\_\_

**Please check below if you are:**

- A current or previous boater
- Seasonal Slip Holder at the Edward C. Grace Memorial Harbor
- Present or Past Harbor Staff (anywhere)

### PARKS & RECREATION COMMISSION

The committee shall consist of a council representative and six (6) members, four (4) of which must be village residents. A full term consists of three (3) years of service to the commission.

**Please check below if you have experience in:**

- Advertising/Marketing/Public Relations
- Appreciation for nature and the outdoors
- Fitness/Recreation
- Land Use Planning
- Landscape Architecture
- Physical Education
- Public Administration
- Recreational Programming and Classes
- Other \_\_\_\_\_

**Please check below if you:**

- Coached a sport: \_\_\_\_\_
- Have visited a village park in the past year
- Have volunteered to clean up trash
- Came out to the Community event in 2021

### HOUSING COMMISSION

The village housing commission shall consist of five (5) members, all of whom must reside in the village, to be appointed by the village council. At least one (1) member shall be a tenant of public or subsidized housing. A full term consists of five (5) years of service to the commission.

**Please check below if you have experience in:**

- Banking/Finance
- Building Construction/Engineering
- Facilities Management
- Housing Development/Law
- Property Appraisal/Assessing
- Property maintenance/management
- Other \_\_\_\_\_

**Please check below if you are:**

- A resident in public housing

### PLANNING COMMISSION

The commission shall consist of seven (7) members including six (6) village residents and a member of the village council. A full term consists of three (3) years of service to the commission.

**Which of the following traits do you feel you could contribute to the Planning Commission:**

- Research
- Attention to detail
- Environmental issue knowledge
- Open-mindedness
- Other \_\_\_\_\_

**Please check below if you have experience in:**

- Architecture
- Building Construction
- Civil Engineering
- Land Use Planning
- Landscape Architecture
- Real Estate/Development/Law
- Other \_\_\_\_\_

**Please check below if you are:**

- A Registered Voter with Primary Residency in the Village of Elk Rapids

## ZONING BOARD OF APPEALS (ZBA)

The ZBA consists of five (5) members, all village residents. One (1) member is appointed to serve from the planning commission and the other four (4) members are appointed by the village council.

**Which of the following traits do you feel you could contribute to the ZBA:**

- Research
- Attention to detail
- Open-mindedness
- Other \_\_\_\_\_

**Please check below if you have experience in:**

- Knowledge of Village of Elk Rapids Zoning Ordinances
- Planning/Zoning Law
- Real Estate/Development/Law
- Other \_\_\_\_\_

**Please check below if you are:**

- A Registered Voter with Primary Residency in the Village of Elk Rapids
- Willing to go through necessary training to understand zoning regulations that will be pertinent to this role