

# BOARDS & COMMISSIONS APPLICATION

Thank you for your interest and expressed willingness to serve as an official for the Village of Cass City! This application will inform the President and Council with information pertaining an appointment to a Village Board or Commission. Once the application is completed, the Village Manager and Village President will review the materials and make a recommendation to the Village Council, who will vote on the final appointment. All applicants will have the opportunity to be interviewed by the Village Council during a regularly scheduled meeting. The Village has a goal of reviewing all appointments within 30 days *when a position is vacant*. If a position is not vacant, applications will be filed for two years from their submission date and applicants will be notified if they are considered for vacant seat during that time.

**NAME:** \_\_\_\_\_ **U.S. Citizen**  Yes  No  
*Please Print: Last First M.I.*

**ADDRESS:** \_\_\_\_\_  
*Number Street City State Zip*

**PHONE:** \_\_\_\_\_  
*Home Cell Work*

**EMAIL:** \_\_\_\_\_

## I am interested in serving on . . .

| <i>Boards/Committees</i>  | <i>Function</i>   | <i>Meeting Times</i>                  |
|---|---|---------------------------------------|
| <input type="checkbox"/> Downtown Development Authority & Economic Development Commission (4-year term) | <ul style="list-style-type: none"><li>To promote and enhance in the Downtown District</li><li>To guide decisions that affect the industrial park</li></ul>                            | 1:30 PM, Second Tuesday of the Month  |
| <input type="checkbox"/> Planning Commission (3-year term)  | <ul style="list-style-type: none"><li>To develop the Master Plan, provide input on zoning, and inform the village council on public works and community development matters</li></ul> | 7:00 PM, Third Wednesday of the Month |
| <input type="checkbox"/> Zoning Board of Appeals (3-year term)  | <ul style="list-style-type: none"><li>To determine variance requests and hear appeals of the Village's zoning administrator's decisions</li></ul>                                     | May of Each Year, Then as Required    |
| <input type="checkbox"/> Other: _____   |   |                                       |

## *When you have completed this application please:*

**Mail, drop off, or utilize outside drop box:**

Village of Cass City  
PO Box 123  
6506 Main Street  
Cass City, MI 48726

**Email to:**

Village Manager Debbie Powell  
ccmanager@casscity.org

**Fax:**

(989) 872 - 4855



**I Have Experience In . . .**

*DDA/EDC*

- Architecture & Landscape Architecture
- Commercial & Residential Development
- Downtown Retail
- Historic Preservation
- Marketing & Promotion
- Planning & Zoning

*Planning Commission*

- Building Construction
- Civil Engineering
- Code Enforcement
- Land Use Planning
- Real Estate Development

*Zoning Board of Appeals*

- Building Construction
- Civil Engineering
- Land Use Planning
- Real Estate & Development Law

*Other Skills*

- Accounting & Financial Management
- Arts & Culture
- Executive Leadership
- General Board Experience
- Grants & Fund Development

**Note:** Lack of experience in these areas does not disqualify someone from serving, but these skills provide an overview of the matters handled by the boards and committees.

**Background Information**

*Applicant may attach resume, CV, or other relevant materials when applying.*

**Educational Background:**

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**Professional Qualifications and/or Work Experience:**

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**Community Organizations and Volunteer Experience:**

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**Why would you like to serve on a board or commission?**

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**References (2):**

**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

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