



## Application for Boards and Commissions

*Thank you for your interest in serving on a Board or Committee.*

*This form provides the Mayor and City Council basic applicant information to be considered for appointment.*

**(PLEASE PRINT OR TYPE)**

Mr. / Mrs. / Ms. First Name	Middle or Nick Name	Last Name		
Address	City	State	Zip Code	Home #
Email Address				Cell #
Employer				Title
Address	City	State	Zip Code	Work #

How long have you lived continuously in the City of Romulus? \_\_\_\_\_

Are you a registered voter in the City of Romulus? Yes  No  *(Verified by Clerk's Office)*

Are you a graduate of Romulus' Citizen Academy? Yes  No

Are you related to anyone employed by, or an elected official of the City of Romulus? Yes  No

If yes, please provide the person's name and your relationship: \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No

Do you have access to electronic resources (home computer, email, Internet access)? Yes  No

*(Many boards and committees use electronic methods to distribute meeting information.)*

Select UP TO three (3) boards or committees you wish to apply for in the order of your preference:  
 1=First Choice, 2=Second Choice, 3=Third Choice

- |  |                                    |
|--|------------------------------------|
| — Arts Council & Commission              | — Historical Commission            |
| — Beautification Committee               | — Housing Commission               |
| — Board of (Zoning) Appeals              | — Municipal Library Board          |
| — Board of Review                        | — Officer Compensation Commission  |
| — Brownfield Development Authority Board | — Planning Commission              |
| — Cemetery Board of Trustees             | — Police, Fire & Safety Commission |
| — Charter Committee                      | — Property Disposition Committee   |
| — Downtown Development Authority (DDA)   | — Recreation Commission            |
| — Construction Board of Appeals          | — Tax Increment Finance Authority  |
| — Electronic Sign Commission             | Committee (TIFA)                   |
| — Environmental Protection Board         |                                    |

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Professional Qualifications and/or Work Experience Relevant to the Board or Commission:

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Community Activities and/or Other Experience:

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Educational Background:

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Three Personal or Business References (List name and contact information):

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Why are you interested in this particular board or commission?:

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Any other additional information you'd like to share:

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**Supplemental Information:** Please review the attached “Boards and Commissions Application Attachment” for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat. Resumes are encouraged and may be attached to your **completed** application.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not have any of the experience or professional background listed below, we urge you to apply for consideration. Romulus needs citizens with diverse backgrounds on its boards and commissions.

**Expectations:** If appointed, members are expected to make every effort to be an active member of the board, committee or commission. This includes:

1. Attending meetings on a regular basis.
2. Reviewing meeting materials prior to the meeting.
3. Adhering to the city’s ethics policy
4. Representing the interests of the Romulus community as a whole.
5. Learning and utilizing key tools such as plans, policies and input from public engagement.

**Important Public Records Information:** All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the City Clerk’s office at 734-942-7540 if you have any questions or concerns about the disclosure of specific information.

**Truth and Accuracy:** I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

Return completed forms to:  
Romulus City Hall, Attn. City Clerk  
11111 Wayne Rd.  
Romulus, MI 48174

<u>FOR OFFICE USE ONLY</u>	
Received by: _____	Date: _____
<input type="checkbox"/> Confirmed voter status	
<input type="checkbox"/> Confirmed current <i>Full Disclosure Statement</i> on file	
<input type="checkbox"/> Confirmed compliance with applicable federal, state and local statutes	
<input type="checkbox"/> Confirmed receipt of Affidavit for Election Commission	
Confirmed by: _____	

**NOTE: Your application will be kept on file for two (2) years.**

## **BOARD AND COMMISSION APPLICATION ATTACHMENT**

### **Arts Council & Commission**

The Romulus Arts Council has been established for the purpose of promoting the culture of the arts among and including the entire population of our community; also for raising the standards of the arts through education, promotion, development and encouragement of activities in the areas of: visual, graphic, literature, music, dance, theatre and other art forms. There are seven (7) members. All terms are for two (2) years. The Arts Council meets on the third Tuesday of every month at 5:30 p.m., in the east Council Chambers at City Hall, and typically last no longer than 60 minutes. Members are appointed by the Mayor and confirmed by City Council pursuant to Chapter 2, Article IV, Division 6, Sections 2-243 – 2-245 of the Romulus Code of Ordinances, Resolution #84-870, November 13, 1984. Must be a Romulus Resident that has the desire to serve the Romulus Community.

Please check below if you have experience in:

- Visual Arts
- Performing Arts
- Literary Arts
- Architecture/Land Use Planning
- Budget/Fundraising/Grants

### **Beautification Committee**

The purpose of the Beautification Commission is to promote exterior property upkeep, and overall curb appeal that presents the city in a positive light. There is a body of seven (7) members appointed by the Mayor and approved by the City Council for a one year term pursuant to Chapter 2, Article IV, Division 2, Sections 2-121 – 2-124 of the Romulus Code of Ordinances, Resolution #78-195, April 24, 1978. The Commission meets once a month on the third Tuesday of every month at 7:00 p.m. in the Romulus City Hall Council Chambers. All activities are planned for both Commercial and Residential Citizens. Please check below if you have experience in:

- Property Maintenance/Management
- Landscape/Landscape Architecture
- Real Estate/Development

### **Board of (Zoning) Appeals**

This board provides for an administrative review, interpretation or exception to the Zoning Ordinance and authorizes variances as defined in the Zoning Ordinance and laws of the State of Michigan. Responsibilities include reviewing, hearing and deciding appeals, granting variances, approving temporary permits and granting special approvals as specified by the Zoning Ordinance. There are five (5) members and two alternates appointed by City Council pursuant to Section 125.3601, Michigan Compiled Laws, and Public Act 110 of 2006. All terms for members are for three (3) years. Alternates serve two (2) and three (3) years respectively. Compensation is allowed pursuant to Chapter 2, Article IV, Division 1, Section 2-96 of the Romulus Code of Ordinances. Meetings are held the first Wednesday of each month at 7:00 p.m. in the Council Chambers. Please check below if you have experience in:

- Architecture
- Building Construction/Engineering
- Land Use Planning
- Real Estate/Development Law
- Zoning

### **Board of Review**

The Board of Review hears appeals on the assessment of real and personal property. They are also responsible for revising and correcting assessments. The Board meets for in March typically for 3 ½ days, in July for a ½ day and December for a ½ day. Meetings are typically conducted in the Council Chambers. Each member is paid \$50 per session pursuant to Chapter 2, Article IV, Division 1, Section 2.96 of the Romulus Code of Ordinances. A session is defined as a ½ day. Pursuant to City Charter Section 11.7 and Michigan State Statute MCL 211.28, members are appointed by City Council for a term of two (2) years. No elected official shall sit on the Board of Review. Please check below if you have experience in:

- Banking/Finance
- Property Appraisal/Assessing
- Real Estate/Development/Law

### **Brownfield Development Authority Board**

The Brownfield Development Authority facilitates the implementation of brownfield plans, creates brownfield redevelopment zones, promotes revitalization, redevelopment and reuse of certain properties and other duties as prescribed by Act 381, the Brownfield Redevelopment Financing Act, of the Public Acts of the State of Michigan. The Romulus Brownfield Development Authority Board was established on July 13, 2015 by Resolution #15-253. The Board may be comprised of five (5) to nine (9) people and serve for a term of three (3) years. Meetings are only on an as-needed basis. Please check below if you have experience in:

- Banking/Finance
- New Business Development
- Real Estate Development
- Business Recruitment and Retention

### **Cemetery Board of Trustees**

The purpose of the Cemetery Board of Trustees is to advise and advocate for the care and management of burial lots, the protection/enhancement of all landscaping, fences & monuments and history and protection of the cemetery in general. Meetings are held fourth Tuesday of each month at 4:30 p.m. in the City Council Chambers. There are five (5) trustees which serve a term of five (5) years. All committee members are Romulus residents and property owners. Members are appointed by the Mayor and approved by City Council pursuant to Chapter 2, Article VII, Section 2-409 of the Romulus Code of Ordinances and Resolution #09-348. Please check below if you have experience in:

- Real Estate/Development/Law
- Landscape Architecture
- History

### **Charter Committee**

The purpose of the Charter Committee is to regularly review the City of Romulus Charter, and draft/submit revisions for consideration to the voters. The Committee meets on an as-needed basis. There are nine (9) members, all of whom are Romulus residents. Members of the Commission are appointed by the Mayor and approved by City Council pursuant to Chapter XVIII, Section 17.6 of the Romulus City Charter and re-established by Resolution #11-367. Please check below if you have experience in:

- Law
- Accounting
- Government

### **Construction Board of Appeals**

The Construction Board of Appeals reviews appeals to building permits and may grant variances under certain conditions. Meetings are held on an as-needed basis. The Board consists of five (5) members appointed by the Mayor and approved by City Council for a term of five (5) years pursuant to Chapter 8, Article VI, Section 8-156 of the Romulus Code of Ordinances. The Board was established by Resolution 91-007 of January 7, 1991 to create a Construction Board of Appeals in compliance with the provisions of Section 125-1514 of the State Construction Code Act of 1972, as amended. Please check below if you have experience in:

- Architecture
- Building Construction
- Engineering
- Electrical/Plumbing/HVAC

### **Downtown Development Authority (DDA)**

The Downtown Development Authority is a board of nine (9) local business people and residents that together with the Mayor and our elected officials work to promote the economic growth, development and revitalization of our city's original Central Business District. These responsibilities include the development and implementation of long range plans for public facilities and infrastructure, the acquisition and disposal of property, the restoration and preservation of all buildings and the correction and prevention of deterioration. The DDA promotes economic development through capital improvement projects, with the intent that it will stimulate private investment, create jobs and expand the tax base, and shall exercise such powers and duties as provided and in accordance with the terms of Public Act No. 197 of 1975 (MCL 125.1651 et seq.). The Authority meets on the second Wednesday of each month at 10:30am in the City Council Chambers, and typically last no longer than 60 minutes. The Downtown Development Authority (DDA) shall consist of not less than (7) members nor more than (13) persons appointed by the Mayor and approved by City Council pursuant to Chapter 12, Article III, Section 12-54 – 12-56 of the Romulus Code of Ordinances. Each member shall serve a term of four (4) years. Interested persons shall have an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district or shall be a resident in the downtown district. Please check below if you have experience in:

- New Business Development
- Business Recruitment, Retention and Expansion
- Marketing and Promotion
- Real Estate Development
- Banking/Finance

### **Electronic Sign Commission**

The purpose of the Electronic Sign Committee is to enhance Romulus communications by adding another mode of communication, help Romulus be a more welcoming place for the public and promote achievements and events for and within the City of Romulus. This board meets on an as-needed basis. The commission is to include six (6) persons with four-year terms appointed by the Mayor and approved by City Council pursuant to Resolution #09-056. Must be a Romulus resident, and have a desire to serve the community. Please check below if you have experience in:

- Marketing and Promotion
- Graphic Design
- Communication

### **Environmental Protection Board**

The Environmental Protection Board reviews applications, and accompanying documents, submitted to the City requesting approval for construction/installation of a new facility, or alteration of an existing facility, that may have environmental impacts, with respect to all State and Federal environmental protection laws. The Board comments are then provided to the applicant through public sessions/meetings scheduled by the Director of the Building Department. Meetings are held on an as-needed basis in the Council Chambers. There are five (5) members appointed by City Council for a term of three (3) years. Please check below if you have experience in:

- Environmental Protection
- Conservation
- Waste
- Health/Safety

### **Historical Commission**

The purpose of the commission is to foster an understanding and appreciation of local history. The Commission identifies local preservation concerns and makes recommendations for future use. Meetings are held the third Wednesday of every month at 6:00 p.m. at the Kingsley House located at 11147 Hunt St., Romulus, MI 48174. The Commission consists of seven (7) members, four (4) of which are appointed by the Mayor and approved by City Council, and three (3) members selected by the Romulus Historical Society and approved by City Council. All members serve a term for two (2) years pursuant to Chapter 2, Article IV, Division 3, Sections 2-145 – 2-154 of the Romulus Code of Ordinances. Please check below if you have experience in:

- Architecture
- Building Construction/Engineering
- Historic Preservation

### **Romulus Housing Commission (RHC)**

The Board of Commissioners at RHC is the legally and financially responsible governing body for 102 HUD funded housing units. The Commissioners approve policy and provide oversight of the Executive Director/Management Company. The Regular Meeting is the third Friday of each month at 11:00 a.m. at the RHC office located at 34200 Beverly Rd., Romulus, MI 48174. The monthly meeting last approximately 1 to 2 hours max. In addition, Special Meetings are sometimes needed to meet HUD deadlines. There are five (5) commissioners with a term of five (5) years pursuant to Chapter 12, Article II, Sections 12-19 – 12-25 of the Romulus Code of Ordinances. Members of the Housing Commission may receive compensation for actual expenses incurred. One commissioner is required to be a tenant/resident of RHC. Please check below if you have experience in:

- Residential Real Estate
- Property Management/Leasing
- Building Construction
- Low Income or Subsidized Housing
- Housing Development/Law

### **Municipal Library Board**

The Library Board has ultimate authority and responsibility for governing, controlling, and monitoring the business and affairs of the Romulus Public Library. The Library Board may delegate such authority, as it deems proper. Policies adopted by the Library Board are binding on its officers, agents, employees, and committees. The Board is responsible for hiring and evaluating the Library Director, monitoring and evaluating the overall effectiveness of the library, setting library policies, reviewing and adopting the annual budget, developing long-term planning, advocating for the library, communicating regularly with the Director, and conducting the affairs of the board at regularly scheduled meeting. Meetings are held Third Monday of the month at 5 p.m. in the Library Meeting Room (with the exception of holidays). Meets for approximately one hour. The Library Board is comprised of five (5) members which are appointed by the Mayor and approved by City Council as established by Council Resolution #s 11-111, 11-112 & 11-113. One member is appointed to serve as Romulus city council representative and one is appointed to represent Huron Township. Members serve either a one-year, two-year, three-year, four-year, or five-year term. The city council representative serves a four-year term that corresponds with their term in office. Interested persons notify the Board of their desire to serve. Upon receiving Board approval, they notify the Mayor in writing of their interest in serving. Mayor appoints members with City Council approval. Huron Township representative also notifies the Huron Township Supervisor for approval of the appointment prior to notifying the Mayor. Please check below if you have experience in:

- Policymaking
- Finance/Budget
- Advertising/Marketing/Public Relations
- Knowledge of Libraries
- Education

### **Officer Compensation Commission**

The Officer Compensation Commission makes a recommendation to City Council for the salary of each elected City Official. Meetings are held every odd year. The business which the local officers compensation commission may perform shall be conducted at a public meeting of the commission held in compliance with Public Act No. 267 of 1976 (MCL 15.261 et seq.). Public notice of the time, date, and place of the meeting of the commission shall be given in the manner required by such Act. The commission is comprised of seven (7) members which serve a term for seven (7) years. Members are appointed by the Mayor and approved by City Council pursuant to Chapter 2, Article IV, Division 4, Sections 2-171 – 2-184. Please check below if you have experience in:

- Elected Local Official
- Finance/Budget
- Public Sector Compensation

### **Planning Commission**

The Planning Commission reviews and approves development proposals for compliance with the City Zoning Ordinance. The Planning Commission is also responsible for adopting the City's Master Plan and making recommendations to the City Council on zoning ordinance amendments. Meetings are typically held the third Monday of each month at 7:00 p.m. in the City Hall Council Chambers. The Planning Commission is made up of nine (9) members appointed by the Mayor and approved by City Council. All terms are for three (3) years. Members of the Planning Commission shall be qualified electors (a United States citizen who has attained the age of 21 years, who has resided in the State of Michigan for at least six (6) months and in the City of Romulus for at least 30 days) that are representative of important segments of the community such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership is also representative of the entire geography of the city. Members are compensated at a rate established by resolution of the City Council pursuant to Chapter 2, Article IV, Division 1, Section 2-96 of the Romulus Code of Ordinances. Please check below if you have experience in:

- Architecture/Landscape Architecture
- Building Construction
- Civil Engineering
- Land Use Planning
- Real Estate Development



### **Police, Fire & Safety Commission**

Members of the commission are responsible for making recommendation to the police chief and fire chief as it relates to better serving the community. Commissioners also plan and assist with community events such as Hometown Heroes Recognition, Pumpkin Feast, Fourth of July Fireworks and the Police Citizen Academy Program. Meetings are held the third Tuesday of each month at 4:00 p.m. The meetings are usually held at the Romulus City Hall, located at 11111 Wayne Rd. There are seven (7) members. All terms are for three (3) years and staggered. The members elect a chair and co-chairperson to oversee the meetings. Interested individuals must be a resident of the city of Romulus. Members of the Police, Fires & Commission are appointed by the Mayor and approved by City Council pursuant to Chapter IV, Sections 4.1-4.9 in the Romulus City Charter, Chapter 2, Article IV, Division 5, Sections 2-207 - 2-217 in the Romulus Code of Ordinances and City Council Resolution # 74-159, 2-13-1974. Please check below if you have experience in:

- Emergency Response
- Law Enforcement
- Law

### **Property Disposition Committee**

The committee reviews all city-owned property and makes recommendations to the Mayor for review on its reuse or disposition. The committee shall be composed of the City Assessor, Community Development Director, City Clerk and two (2) residents of the City who are appointed by the Mayor and approved by the City Council to serve for four (4) year terms of office, pursuant to the Romulus City Charter, Chapter 2, Article V, Division 3, Section 2-328. Meetings are held quarterly at 10:00 a.m. in the Romulus City Hall Council Chambers. Please check below if you have experience in:

- Real Estate Development
- Land Use Planning
- Accounting/Finance

### **Recreation Commission**

The Romulus Recreation Commission has responsibility for input of planning, promoting and administering park and recreation programs in accordance with the Program Coordinator. The Recreation Commission meets on the third Tuesday of the month from 7:00pm to 8:00pm in the city hall council chambers or have meetings before or participate in special events in the same month. The commission also has traveling meetings occasionally. There are a total of nine (9) members appointed by the Mayor and confirmed by city council for a three year term pursuant to Chapter 2, Article IV, Section 2-96 of the Romulus Code of Ordinances. The Recreation Commission members are compensated per monthly meeting/event. A potential member should be outgoing, energetic, motivated and has an interest in programming for all ages. Please check below if you have experience in:

- Fitness/Recreation
- Physical Education
- Advertising/Marketing/Public Relations
- Landscape Architecture
- Finance/Fundraising/Grants

### **Tax Increment Finance Authority Committee (TIFA)**

The TIFA Committee initiates projects and programs to halt property value deterioration, increase property tax valuation and enhance economic activity within the district pursuant to Public Act 450 of 1980 and established by Resolution #84-537. TIFA meets on the second Tuesday of every month at 12:00 p.m. in the City Hall Council Chambers. There are 13 members which serve a term for four (4) years. Members are appointed by the Mayor and approved by City Council pursuant to Chapter 12, Article V, Sections 12-118 – 12-125 of the Romulus Code of Ordinances. Please check below if you have experience in:

- Banking/Finance
- New Business Development
- Real Estate Development
- Business Recruitment, Retention and Expansion