

# City of Avondale Estates

21 North Avondale Plaza • Avondale Estates, Georgia 30002

Telephone (404) 294-5400 • Fax (404) 299-8137

[www.AvondaleEstates.org](http://www.AvondaleEstates.org)

## APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Citizens provide a great insight and knowledge to City government. An avenue that the City of Avondale Estates uses to get this insight is through the various Boards and Commissions of the City of Avondale Estates. The members of the Boards and Commissions make decisions and help recommend and review policies for the City of Avondale Estates and its Board of Mayor and Commissioners (BOMC). This questionnaire will assist the BOMC in the review process and in determining applicant eligibility requirements and qualifications for Board or Commission membership.

If you have a resume, please include with your application.

Questions to consider before applying for membership on a Board or Commission:

- Do I fully understand what this Board or Commission expects from me?
- Am I committed to the goals and mission of this Board or Commission?
- Can I afford the demands on my time, resources and energy?
- Will I attend meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board or Commission meetings and prepare for each meeting?
- Can I work effectively with the other members of the Board or Commission?
- Am I willing to participate in necessary Board or Commission training, education and development activities that will improve my effectiveness in my position?

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Home E-Mail: \_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_ Work E-Mail: \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Preferred E-Mail:  Home  Work

a) Which Board(s) or Commission(s) do you wish to be appointed to? \_\_\_\_\_

b) How long have you been a resident of the City of Avondale Estates? \_\_\_ Years \_\_\_ Months

c) Are you current with all of your financial obligations to the City?  Yes  No

d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City?  Yes  No

e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application. Are you able to meet the attendance requirements of the position for which you are applying?  Yes  No

f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission?  Yes  No If yes, please explain:

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g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Avondale Estates?  Yes  No If yes, please explain:

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h) Do you have any employment or contractual relationship with the City of Avondale Estates that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission?  Yes  No If yes, please explain:

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i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice?  Yes  No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT STATEMENT**

I understand that I am applying for appointment to a Board or Commission office of the City of Avondale Estates; that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Please return signed application to:**

City Clerk  
City of Avondale Estates  
21 North Avondale Plaza  
Avondale Estates, Georgia 30002

## BOARD AND COMMISSION INFORMATION

**Architectural Review Board** (Regular Meetings: 1 per month or as necessary) -- The ARB is charged with regulating the design of development in the city's non-historic residential neighborhoods and the Commercial Business District (CBD) zoning district. The goal of this regulation is to ensure that new development in these areas respects and is compatible with the traditional architecture of adjacent properties and the overall area, in terms of both scale and style. The membership of the ARB shall consist of the members of the Avondale Estates Historic Preservation Commission.

**Board of Appeals** (Regular Meetings: meets as necessary) -- The Board hears appeals where there is an alleged error in any order, requirement, decision or determination made by the City's Building Official. The Board also authorizes variances from the terms of the Zoning Ordinance in accordance with the conditions listed in the ordinance and decides on other matters where the Board's decision is necessary. The Board is comprised of five (5) members who are residents of the city. The members are appointed by the BOMC and each serve 3-year terms.

**Downtown Development Authority** (Regular Meetings: 1 per month or as necessary) -- The DDA's mission is to oversee the revitalization and redevelopment of the central business districts and to develop and promote for the public good and general welfare trade, commerce, industry and employment opportunities. The DDA is comprised of seven directors. Three directors must be City residents, and at least four directors shall be persons who, in the judgement of the governing body of the municipal corporation, either have or represent a party who has an economic interest in the redevelopment and revitalization of the downtown development area. The directors are appointed by the BOMC and each serve 4-year terms. The directors also serve as the Main Street Board.

**Ethics Board** (Regular Meetings: meets as necessary) -- The Ethics Board is responsible for hearing complaints of violations of Article VII, Code of Ethics for City Officials of the Municipal Code. The Board is comprised of three (3) members who are residents of the city, one appointed by the mayor, one appointed by a majority vote of the BOMC, and the third -- who shall be a member in good standing of the State Bar of Georgia -- appointed by the two above named subject to approval by a majority of the BOMC. The members each serve 5-year terms.

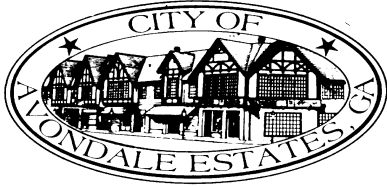
**Historic Preservation Commission** (Regular Meetings: 1 per month or as necessary) -- The HPC administers the City's historic preservation ordinance and is part of the planning function of the City. The HPC is comprised of five (5) members who are residents of the city. A majority of the members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archaeology, or other historic preservation-related disciplines, such as urban planning, American studies, American civilization, cultural geography, cultural anthropology, real estate, law, or landscape architecture, and all shall have demonstrated special interest, competence or knowledge in historic preservation.

**Lake Avondale Advisory Board** (Regular Meetings: meets as necessary) -- The Board provides expert advice to the City in preserving the beauty and vitality of Lake Avondale. The Board is comprised of five (5) members who are residents of the city and have experience in watershed/lake management, natural resource management, environmental management and environmental engineering. The Board reviews the conditions of the lake and its surrounding areas and makes recommendations to the BOMC for lake improvement projects.

**Personnel Board** (Regular Meetings: meets as necessary) -- The Board performs all functions previously assigned to the BOMC in the Personnel Management System manual, which is on file with the City Clerk. The Board is comprised of five (5) members who are residents of the city. The members are appointed by resolution of the BOMC and each serve 4-year terms.

**Planning and Zoning Board** (Regular Meetings: meets as necessary) -- The Board reviews applications for change in land use and other items as required by ordinance and makes recommendations to the BOMC who makes the final decision to approve or deny an applicant's request during a public hearing on the proposal. The Board is comprised of five (5) members who are residents of the city. The members are appointed by the BOMC and each serve 4-year terms.

**Tree Board/Environmental Committee** (Regular Meetings: meets as necessary) -- It is the responsibility of the city tree board/environmental committee to study, investigate, counsel and advise the city manager who will administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. The members are appointed by the Mayor and serve 2-year terms.



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## PROCEDURES FOR BOARD OR COMMISSION APPOINTMENT

- 1) Approximately one month before a board/commission member's term is to expire, the City Clerk notifies the Board of Mayor and Commissioners (BOMC) and the Chair of that particular board/commission.
- 2) The City Clerk places notice of openings in the City Electronic Newsletter (ENews) for thirty (30) days to seek applications/resumes from the community.
- 3) If no applications/resumes are received for the opening: City Clerk notifies Chair that no applications were received and to send in their recommendation to the City Clerk for the opening. The Chair may request to continue to run the opening in E-News.
- 4) If applications/resumes are received for the opening: The City Clerk will email applications/resumes to the Board/Commission that has the openings as well as to the BOMC.
- 5) Incumbents wishing for a new term must also reapply and be interviewed. Incumbents may not participate in interviewing other applicants or in the decision-making process.
- 6) In a case where more than five (5) applicants apply for a seat, the board may narrow the field to five (5) finalists to interview based upon supporting application and documents.
- 7) It is up to the Board/Commission to coordinate mandatory public interviews of the applicants and incumbents.
- 8) If a board/commission does not have a quorum to hold interviews or vote, the matter will then be elevated to the BOMC.
- 9) The Board/Commission voting to recommend applicants to fill vacant seats can do so anonymously via paper ballots.
- 10) Chair of Board/Commission sends board opening recommendation to the City Clerk who then shares it with the BOMC. The BOMC will discuss the recommendation at the following work session and then vote on the appointment at the following regular meeting.
- 11) The City Clerk will notify all applicants of the BOMC's decision via email and mail.