



2105 Sullivan Drive
Harrison, MI 48625
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<https://cityofharrison-mi.gov>

"The City of Harrison is an Equal Opportunity Employer and Provider"

City of Harrison Boards and Commissions Application

This application form is for all boards and commissions within the City of Harrison. Each board and commission plays a vital role in supporting the City's mission, and we seek individuals passionate about serving the community. The following information outlines the purpose, candidate expectations, and qualifications for each board and commission.

Board and Commission Descriptions

1. Planning Commission (PC)

Purpose: The Planning Commission oversees site plan reviews, zoning ordinance compliance, and the City's master plan updates.

Ideal Candidate: We seek community representatives, including residents, non-profit representatives, school officials, and business owners. Successful members are typically interested in land use, development, and strategic planning. Relevant experience includes architecture, land use planning, real estate development, and civil engineering.

2. Downtown Development Authority (DDA)

Purpose: The DDA is tasked with developing and implementing plans to support downtown revitalization and economic growth.

Ideal Candidate: Candidates must either reside in the DDA district or own or manage a business there. We value applicants with a vision for downtown growth and beautification and diverse business backgrounds. Relevant experience includes new business development, marketing, finance, real estate, and urban planning.

3. Zoning Board of Appeals (ZBA)

Purpose: The ZBA hears and decides on requests for variances and appeals related to zoning ordinance interpretations.

Ideal Candidate: Logical and unbiased candidates capable of fair decision-

making are ideal for the ZBA. Relevant backgrounds include architecture, engineering, real estate, and land use planning.

4. Board of Review

Purpose: The Board of Review hears appeals and determines corrections on property assessments and classifications in March, July, and December.

Ideal Candidate: State law requires candidates to be full-time residents of Harrison who are committed to impartial property assessment. Appointees must also complete mandatory training. Relevant backgrounds include familiarity with property assessments, real estate, and property tax regulations.

Application Process

1. **Application Submission:** Applications are accepted via email, in person, or by mail at the City Manager's office.
 2. **Review Process:** Applications will be reviewed by the City Manager and Mayor, and if applicable, by a selection committee.
 3. **Recommendation and Appointment:** Qualified candidates are recommended to the City Council for final approval and, if appointed, will be sworn in to serve on the respective board or commission.
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Applicant Information

Please complete the following sections. All information provided will be subject to disclosure under the Freedom of Information Act.

Application for Appointment to:

(Name of Board/Commission)

Name: _____

Address: _____

Phone Number: _____ **Email Address:** _____

Experience and Qualifications

1. Describe any experiences that led to your desire to serve the community:

2. Briefly outline your skills, background, and expertise, including any community or professional involvement relevant to this board or commission:

3. Employment History

Please provide your most recent employment experiences.

Dates of Employment	Company Name / Location	Position	Brief Job Description

4. Education and Certifications

Please provide details of your most recent education or certifications relevant to this position.

Dates of Education	Institution Name / Location	Degree / Certification	Relevance to This Position

5. Supplemental Information

Review the qualifications and check if you have experience relevant to the board or commission you are applying for.

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

- **Downtown Development Authority:**
 - New Business Development
 - Business Recruitment and Retention
 - Marketing and Promotion
 - Real Estate Development
 - Banking/Finance

- **Zoning Board of Appeals:**
 - Architecture
 - Building Construction/Engineering
 - Land Use Planning
 - Real Estate/Development/Law

Acknowledgment

By signing, I certify that the information provided is accurate to the best of my knowledge and that I understand this information is public under the Freedom of Information Act.

Signature: _____ **Date:** _____

Return to:

City Manager
2105 Sullivan Drive, Harrison, MI 48625
Phone: 989.539.7145
Email: jcavanaugh@CityofHarrison-MI.Gov