

Town of Clarkdale  
Board and Commission Application

**Before you begin....**

Thank you for your interest in serving on a Clarkdale board or commission. Terms for boards and commissions are two years, beginning on October 1<sup>st</sup> and ending on September 30<sup>th</sup>. Appointments are occasionally made before terms end due to a vacancy. Applicants are asked to participate in an informal interview process by an interview committee consisting of a staff member, a Councilmember and a member of the board or commission for which you are applying. This committee makes a recommendation to the Town Council. This process helps us to get to know you better and assists the Town Council in matching applicants to board/commission openings. The Town Council encourages all citizens to be involved in their government, however occasionally there are more applicants than there are positions to fill. Should you not be appointed, we encourage you to consider the many other volunteer opportunities with the Town.

This application is a public record, and as such may be disclosed to the public under Arizona's Public Records Laws. The applicant's name may also appear on the Town's website. Please call the Town Clerk at 639-2400 if you have any questions or concerns about the disclosure of specific information.

**Choice of Board or Commission**

Please type or print clearly in ink. If you need more space, please attach additional pages as needed. A description of each board and commission is attached at the back of this application. Please indicate which board(s) or commission(s) you are interested in and number them in order of preference, with number one being your first choice.

\_\_\_\_\_ Board of Adjustment  
\_\_\_\_\_ Design Review Board  
\_\_\_\_\_ Planning Commission

\_\_\_\_\_ Parks and Recreation Commission  
\_\_\_\_\_ Municipal Property Corporation  
\_\_\_\_\_ Public Safety Personnel Retirement Board

**Contact Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

May we contact you at work?      Yes      No

**Required Information**

1. Are you now or have you ever been employed by the Town of Clarkdale?      Yes      No
2. Are any of your relatives, either by blood or marriage, employed by the Town of Clarkdale?      Yes      No

3. Except for minor traffic violations, have you ever been convicted of any violation of federal, state, local or military law or statute?      Yes      No      If the answer to 1, 2 or 3 is 'yes', please explain below or on an attached sheet of paper.
4. Why are you interested in serving on this (these) board(s) or commission(s)?
5. Please describe your qualifications for serving on this (these) board(s) or commission(s).

## Optional Information

6. Please list your education background.
7. Please list professional memberships, registrations, licenses, etc. that you feel may be applicable to the board(s) or commission(s) for which you are applying.
8. What previous volunteer or community service projects or activities have you participated in (does not have to be in Clarkdale)?

## Additional Information

9. Is there any other information you would like to provide which might help the Council make its decision on the appointment to the (these) board(s) and/or commission(s)?

## Signature

By signing below, I understand and agree that:

1. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of application, or if appointed, removal from the board/commission.
2. The Town of Clarkdale has my permission to verify all data given in this application, related papers or oral interviews. I authorize such verification and the giving and receiving of any information requested by the Town of Clarkdale and I release from liability any person giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered may prevent my being appointed, or if appointed, may subject me to removal for the board and/or commission.

The Town Council selects the best matched applicants the board and commission appointments based upon qualifications, regardless of race, color, creed, sex, national origin, age, handicap or other protected groups under state, federal or local equal opportunity laws.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Where to send your application

Mail your application to: Town Clerk, Town of Clarkdale, Post Office Box 308,  
Clarkdale, Arizona 86324

or

Fax your application to: (928) 639-2459

or

Deliver your application to: Town Hall, 39 N. Ninth Street, Clarkdale, AZ 86324

If you need an additional copy of this application, you can download it from the Town's website at <http://www.clarkdale.az.gov>. A copy of the "Public Service Handbook", which is a handbook for Clarkdale board and commission members, is also available on the website.

## Information about boards and commissions

The Board of Adjustment is a judicial body which has powers and duties prescribed by law and ordinance including: 1) To hear and decide appeals to administrative decisions; 2) To interpret the boundaries of zoning districts; 3) To hear and decide variances; 4) To permit the extension of nonconforming uses. Decisions of the Board of Adjustments are final, unless appealed to the Superior Court. This board meets on an as-needed basis, normally 4-6 times per year.

The Parks and Recreation Commission is an advisory body to the Town Council in matters pertaining to and in the advancement of sound planning and programming for parks and recreation. This Commission currently meets on the second Wednesday of each month.

The Design Review Board reviews the exterior design of proposed new commercial buildings, proposed alterations to commercial buildings and major development or redevelopment projects to assure that they are compatible with the surrounding environment and to preserve and protect the integrity and character of the Town. This board also reviews applications submitted under the Town's Site Plan Review Ordinance. Decisions of the Design Review Board are final, unless appealed to the Town Council. The Board meets on an as-needed basis, and normally meets approximately six times a year.

The Municipal Property Corporation is a non-profit organization that is an "affiliate of the governmental unit". The charge of the MPC is to finance the cost of acquisition, construction and equipping of certain facilities and infrastructure by the Town of Clarkdale. The MPC normally meets once a year, however if the Town is obtaining financing through the MPC additional meetings would be scheduled.

The Planning Commission is an advisory Commission that makes recommendations to the Town Council. The Commission reviews all long-range plans for the Town, including the General Plan, specific plans, and rezoning. It also bears the primary responsibility for the initial review of larger developments, including applications for preliminary subdivision plats. Furthermore the Commission makes formal recommendations to the Town Council on planning policies and provides a forum at which citizens may express their opinions and concerns relating to planning issues. The Commission normally meets once a month, however if they are working on a specific project, they may schedule additional meetings during a given month.

The Public Safety Personnel Retirement Board oversees the retirement pension fund for the Town's police officers. This Board consists of the Mayor (or designee), two police officers, and two citizens. The Board usually meets once or twice a year. The Board oversees the retirement system, determines questions with regard to eligibility and service credits, reviews financial reports, and issues directions concerning benefits to be paid.