



# Citizen Board Application Form

**Note:** This application is valid for **one year** from the date of completion.

If you are interested in serving on a City Board, please complete this application and return it to: City Manager's Office, 401 Park Avenue South, Winter Park, FL 32789. Fax 407-599-3436.

Name: \_\_\_\_\_ Home phone: \_\_\_\_\_  
Home address: \_\_\_\_\_ Business phone: \_\_\_\_\_  
Business: \_\_\_\_\_ E-Mail address: \_\_\_\_\_  
Business address: \_\_\_\_\_

- |                                  |                              |                             |
|----------------------------------|------------------------------|-----------------------------|
| Are you a registered voter?      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you a resident of the city?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you own property in the city? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you hold a public office?     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you employed by the city?    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Until you are selected for the board of your choice, may we submit your application when vacancies occur, rather than phoning you?       Yes       No

Please list in order of your preference, the Board(s) for which you are submitting this application and the special skill(s) that would be beneficial in serving on said board. Note: The functions and requirements of each board are listed on pages 3 and 4 of this application form.

1. \_\_\_\_\_ / \_\_\_\_\_
2. \_\_\_\_\_ / \_\_\_\_\_
3. \_\_\_\_\_ / \_\_\_\_\_

Do you have any potential conflicts of interest that may arise from time to time if you serve on one of these boards? (A conflict of interest would be anything that inures to your benefit, your employer's benefit or a member of your family's benefit. For Example: You are applying for a Planning and Zoning Board Appointment and are an Architect or Attorney that may occasionally represent a client with a project before the board. Note: Having a potential conflict of interest does not necessarily exclude you from serving on a board. )       Yes       No

If yes, please explain:

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Are you currently serving on a City Board(s)? Yes No

If yes, which board(s)\_\_\_\_\_

\_\_\_\_\_

Have you previously served on a City Board(s)? Yes No

If yes, which board(s)\_\_\_\_\_

Please list any other community involvement:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any work/career experience:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list your educational experience:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## CITIZEN BOARD DESCRIPTIONS

**Board of Adjustment.** Reviews requests for zoning variances where special conditions and other hardships exist. *Members of this board act in a quasi-judicial manner and are required to refrain from ex parte communications whenever possible. Members of this board are required to file a Financial Disclosure Form. Members must be City residents and freeholders. Meetings are the third Tuesday of every month at 5:00 pm.*

**Civil Service Board.** Administers and enforces the Civil Service Act and the Code or Rules and Regulations adopted, enacted and amended thereunder. *Members of this board act in a quasi-judicial manner and are required to refrain from ex parte communications whenever possible. This board also serves as the City's Personnel Review Board to hear appeals of any general employee appealing a termination, suspension or demotion. Must be City residents, each having different vocations. Meetings are held the first Tuesday of each month at 4:00 pm.*

**Code Enforcement Board.** Examines cases presented by the City's Code Enforcement Officer. The board is empowered to prosecute persons who violate the city code. *Members of this board act in a quasi-judicial manner and are required to refrain from ex parte communications whenever possible. Members of this board are required to file a Financial Disclosure Form and be a City Resident. Meetings are held the first Thursday of the month at 3:00 pm.*

**Community Redevelopment Advisory Board.** Provides the Mayor and City commission with recommendations for projects and programs to be undertaken within the Community Redevelopment Agency area. *Must file Financial Disclosure Form and be a City resident. Formal Meetings are held the Thursday following the forth Monday of every month at 5:30pm. Work sessions are held Tuesday of the same week as the formal meeting at noon.*

**Construction Board of Adjustments and Appeals.** Hears appeals of decisions and interpretations of the building and fire codes for the construction of buildings throughout the city and reviews proposed changes in the building code. *Members of this board act in a quasi-judicial manner and are required to refrain from ex parte communications whenever possible. Members are not required to be residents. Meetings are held four times annually.*

**Economic Development Advisory Board.** Provides recommendations for economic development. *Members must be residents or business owners in the City. Meetings are held the first Wednesday of month at 8:15 am.*

**Environmental Review Board.** Reviews, informs and advises the Mayor and City Commission on matters of city-wide environmental concern. *There are no residency requirements. Meetings are held the third Thursday of the month at noon.*

**Ethics Board.** Drafting recommendations for ethics policies, reviewing processes for ethics training of city employees, elected officials, and appointed members of boards, committees and various task forces, and enhancing communications on ethics issues to assure transparency.

**Firefighters Pension Trustees.** Administers the firefighters pension trust fund of the City of Winter Park. *Members of this board are required to file a Financial Disclosure Form. The board of trustees shall consist of five (5) members, two (2) of whom shall be legal residents and two (2) of whom shall be full-time Winter Park firefighters. The fifth member shall be chosen by a majority of the previous four members, and that name submitted to the governing body of the municipality who shall, as a ministerial duty, appoint such person. Meetings are held on an on-call basis.*

**Historic Preservation Commission.** Responsible for the development and administration of comprehensive historic preservation program. Shall identify and maintain the city's historic resources for the benefit of present and future residents. *Must file Financial Disclosure form and be a City resident. Meetings are held the second Wednesday of the month at 9:00am.*

**Housing Authority Commission.** Administers the acquisition, lease, construction, reconstruction, improvement, and operation of federally funded housing projects within the city. *No residency requirements. Meetings are held the second Tuesday of the month at 8:00am.*

**Keep Winter Park Beautiful Board.** Promotes beautification of the City and oversees fundraising and awareness programs. *There are no residency requirements. Meetings are held the first Wednesday of the month at 5:30pm.*

**Lakes and Waterways Board.** Reviews the condition of the lakes and waterways in the city and recommends to the Mayor and City Commission on matters pertaining to the lakes and waterways. *Must be a City resident. Meetings are held the third Wednesday of the month at noon.*

**Parks and Recreation Board.** Promotes the parks and recreation programs of the city and advises the Director of Parks and Recreation, the Mayor and City Commission and the City Manager in matters involving or affecting city parks and recreation. *No residency requirements. Meetings are held the second and fourth Wednesday s of the month at 5:00 pm.*

**Pedestrian & Bicycle Board.** Reviews pedestrian and bicycle circulation system with goal of improving same.

**Planning and Zoning Board.** Acts in an advisory capacity to the Mayor and City Commission in matters pertaining to zoning and land use. *Members of this board may be required to act in a quasi-judicial manner and are required to refrain from ex parte communications on those occasions . Members of this board are required to file a Financial Disclosure Form. Must be a City resident and freeholder. Meetings are the first Tuesday of the month. Work sessions are held the fourth Wednesday of each month at noon.*

**Police Officers Retirement Trustees.** Administers the police officers retirement fund of the City of Winter Park. *Members of this board are required to file a Financial Disclosure Form. The board of trustees shall consist of five (5) members, two (2) of whom shall be legal residents appointed by the legislative body and two (2) of whom shall be Winter Park police officers. The fifth member shall be chosen by a majority of the previous four members, and that name submitted to the governing body of the municipality who shall, as a ministerial duty, appoint such person. Meetings are held on an on-call basis.*

**Public Art Advisory Board.** Create public arts action plan for the city and advise commission in all matters involving public art. *Members must be City residents. Meetings are held the fourth Monday of the month at noon.*

**Tree Preservation Board.** Hears appeals for denial of tree removal permits; may require modification of plans to preserve trees. *Members must be City residents. Meetings are held the second Thursday of the month at 4:30 pm.*

**Utilities Advisory Board.** Advises the Mayor and City Commission on matters regarding the capital needs, rate structures, and policies relations to the operation of the city's utilities system. *All but one member must be a City resident and one member must be a non-city resident who is a Winter Park utilities customer.*