***City of Mountain Brook***

***Public Service Opportunities***

City government depends heavily on residents who volunteer their time and energy to participate as member of boards, commissions, and committees. The involvement of residents is important to setting the direction of Mountain Brook’s future.

**Introduction**

Please read through the following information to find the board, commission, or committee that best fits your interests, talents, and/or experience. More information on each board can be found online at [www.mtnbrook.org](http://www.mtnbrook.org). Please fill out one application per board if you are interested in more than one. Applications are accepted at any time and held for approximately 3 years. The City Council appoints all of the positions as the terms expire, with the exception of the Planning Commission, which are appointed by the Mayor. All applications and/or inquiries should be submitted on the website ([www.mtnbrook.org](http://www.mtnbrook.org) ) under Government > Get Involved > Boards and Committees > Apply here. Complete the application and upload it with your resume.

**Qualifications and Expectations**

* Must be residents of the City of Mountain Brook for at least one year.
* Serve without compensation
* Cannot serve on more than one board, commission, or committee simultaneously
* Must be an active participant and attend most of the scheduled meetings

**Boards, Commissions, and Committees**

**Planning Commission (PC)**

The Planning Commission reviews a variety of public hearing requests to ensure proposed property improvement projects meet all the guidelines and legal requirements set forth by the City. These include both residential and commercial projects.

 Meets: First Monday of each month at City Hall at 5:30 pm.

 Positions: 7

 Term: 6 years

 City Contact: Planning, Building, and Sustainability - Dana Hazen hazend@mtnbrook.org

 Tammy Reid reidt@mtnbrook.org

**Village Design Review Committee (VDR)**

The Village Design Review Committee reviews applications for commercial building design and signage within the villages to maintain the cohesive aesthetic uniquely established for each village. Examples of these cases could involve new or renovated facades, awnings, windows, or signage.

 Meets: Third Wednesday of each month at City Hall at 8:00am

 Positions: 7

 Term: 3 years

 City Contact: Planning, Building, and Sustainability - Dana Hazen hazend@mtnbrook.org

 Tammy Reid reidt@mtnbrook.org

**Board of Zoning Adjustment (BZA)**

 The Board of Zoning Adjustment reviews requests for variances to the Zoning Regulations to ensure that these requests do not negatively impact the surrounding neighborhood. Some variances are necessary due to unusual circumstances such as parcel shape, size, or topography. Some examples of this include deviation from building setbacks and height limits.

 Meets: Third Monday of each month at City Hall at 5:00 pm

 Positions: 7

 Term: 3 years

 City Contact: Planning, Building, and Sustainability - Dana Hazen hazend@mtnbrook.org

 Tammy Reid reidt@mtnbrook.org

**O’Neal Library Board**

The O’Neal Library Board oversees all matters dealing with the city’s library. This includes programs, events, and building improvements.

 Meets: Third Tuesday of each month at O’Neal Library at 4:30 pm

 Positions: 5

 Term: 4 years

 City Contact: O’Neal Library - Lindsy Gardner lgardner@oneallibrary.org

**Parks and Recreation Board (Park Board)**

The Park Board is an advisory board for the Parks and Recreation Department and provides guidance on the use and maintenance of city parks and athletic facilities. They help prioritize park improvement projects, provide input on sports agreements and field use, and review special projects within the parks and traffic islands.

 Meets: Second Tuesday of each month at City Hall at 5:00 pm

 Positions: 9

 Term: 5 years

 City Contact: Parks and Recreation - Shanda Williams williamssh@mtnbrook.org

**Board of Landscape Design (BLD)**

The Board of Landscape Design strives to provide services that are designed to support the City’s efforts to maintain and sustain Mountain Brook’s community forest. Their goal is to have trees that are healthy, well placed, and attractive on both public and private property throughout the city.

 Meets: Third Tuesday of each month at City Hall at 5:15 pm

 Positions: 7

 Term: 3 years

 City Contact: Planning, Building, and Sustainability – Tyler Slaten slatent@mtnbrook.org

**Board of Education (BOE)**

The Board of Education reviews all matters dealing with the school system.

 Meets: Second Monday of each month at the Board of Education Building at 3:30 pm

 Positions: 5

 Term: 5 years

 Contact: Board of Education - Richard Barlow barlowd@mtnbrook.k12.al.us

**Editorial Board**

The Editorial Board is responsible for the publication of the city newsletter, The Reporter.

 Meets: Eight (8) times a year, at the call of the Chairman

 Positions: 4

 Term: NA

 City Contact: City Manager – Sam Gaston gastons@mtnbrook.org

**Finance Committee**

The Finance Committee reviews the proposed budget each year and submits recommendations to the City Council. They may also review any other fiscal matter requested by the City Council throughout the year.

 Meets: Annually in July/Aug, and as needed

 Positions: 7

 Term: 4 years

 City Contact: Finance Department - Steven Boone boones@mtnbrook.org

**Environmental Sustainability (Bee City) Committee**

Assist the City in planning and hosting educational events that support pollinators and the use of native plants; developing guidelines and policies for reduced pesticide/herbicide use on city properties; and developing programs to support pollinators on city properties.

 Meets: Quarterly or as needed

 Positions: 7

 Term: 3 years

 City Contact: Department of Planning, Building, & Sustainability – Dana Hazen hazend@mtnbrook.org

***City of Mountain Brook***

***Public Service Application***

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

Phone Number: ( ) \_\_­\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Street City State Zip Code

How long have you been a resident of Mountain Brook? \_\_\_\_\_\_\_\_\_\_\_\_

Which Board/Commission/Committee are you applying for? (check only one)

|  |  |  |
| --- | --- | --- |
| Planning Commission | Board of Zoning Adjustments | Board of Landscape Design |
| Village Design and Review | Board of Education | Parks and Recreation Board |
| Editorial Board | Finance Committee | O’Neal Library Board |
| Environmental Sustainability(Bee City) |  |  |

**Previous Board Appointments**

Please list any current or previous board appointments you have held for the City of Mountain Brook.

|  |  |
| --- | --- |
| Name of Board | Dates Served |
|  |  |
|  |  |

**Community Activities**

Please list any current or past experience you have with civic, fraternal, volunteer, non-profit organizations in which you are or have been active.

|  |  |  |
| --- | --- | --- |
| Name of organization | Dates Served | Title, Specific Projects, or Other Info. |
|  |  |  |
|  |  |  |
|  |  |  |

**Appointment Interest**

|  |
| --- |
| Please provide a brief statement describing your interest in serving on the selected board. |
| What specific objectives would you work towards as a member of the selected board? |
| Summarize your qualifications that you believe would benefit the selected board. Include education, experience, licenses, etc. You may attach a resume also.  |

**Certification**

|  |
| --- |
| By initialing here ( \_\_\_\_\_\_\_\_\_), I certify the following:I am a resident of Mountain BrookI understand the commitment requirements for the board for which I am applying.I understand that I will be serving without compensation.I will report to the city if a conflict of interest arises or something changes that would affect my membership on the Board.I will keep an open mind and consider all sides of issues presented to the board.I understand that this application and appointment will become public record. |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name of Applicant Signature Date**

Note: If additional space is needed to complete the application, you may either write on the back of one of the pages or add additional pages. You may also attach any valid documentation you feel necessary to give us a better understanding of your qualifications. This includes a resume, copy of licenses or degrees, etc.

Submit the application to: [www.mtnbrook.org](http://www.mtnbrook.org) or Sam Gaston, City Manager at gastons@mtnbrook.org

Applications will be kept for three years from the date listed on the front page. You will need to re-apply periodically if you are still interested in serving on any of the boards. If your contact information changes within the three years, please submit a new application.