



## BOARD AND COMMITTEE INTEREST FORM

Please complete and return this form to the Village of Plain City at 800 Village Blvd. Plain City, OH 43064 or email to [village@plain-city.com](mailto:village@plain-city.com).

**Name:** \_\_\_\_\_

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

**City:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Title/Position:** \_\_\_\_\_

**Committee of Interest:** Descriptions for each board or committee are listed below. All representatives are volunteer positions. Please check your area of interest.

☐ Design Review Board (DRB)

☐ Planning & Zoning (P&Z)

☐ Board of Zoning Appeals (BZA)

☐ Personnel & Finance, CIP Committee

☐ Parks & Recreation Committee

☐ Tree Commission

☐ Economic Development Committee (EDC)

☐ Communication and Marketing Advisory  
Committee (CMAC)

☐ Other: \_\_\_\_\_

### Application:

1. Do you have commitments that would prevent you from attending meetings and/or assisting in special projects?
2. Are you involved in other civic organizations? If so, please list.
3. Explain why you would like to become a member of your committee of interest and any applicable experience.

Your application will be reviewed, and you will be contacted to discuss your board or committee of interest in more detail if necessary. If you have any questions, please email [village@plain-city.com](mailto:village@plain-city.com).

The Village of Plain City has several active boards and committees. A few of the boards and committees have statutory powers, while others serve in an advisory capacity to the Village Council. Each member is selected by submitting this letter of interest in order to be considered as a board or committee member. The Mayor and administrative staff will review all letters of interest based on qualifications and willingness to serve the community and local government. The Mayor and staff will forward their recommendation to Council for a confirmation vote.

Each board/committee may consist of up to two Council members, resident/community members, and the lead staff member, if applicable.

All meetings are held in the Municipal Building at 800 Village Blvd. Plain City, OH 43064.

### **DESIGN REVIEW BOARD (DRB)**

**Terms of Office:** 3-year term

**Meeting Frequency:** Meets as needed on the last Wednesday of the month at 6:30pm (minimum of 4 times/year).

**Description:** This board serves in assisting with the revitalization of the Plain City Uptown District. Members of the board will review applicant projects and plans, holding them to the guidelines outlined in the Codified Ordinances. The goal is to help guide applicants and encourage investment within the community.

### **PLANNING & ZONING COMMITTEE (P&Z)**

**Terms of Office:** 6-year term

**Meeting Frequency:** Meets as needed on the third Wednesday of the month at 6:30pm (minimum of 4 times/year).

**Description:** This committee is comprised of residents of the Village and is tasked with reviewing major site plans, discuss amendments to the zoning code, and encourage appropriate and sustainable development within the Village. Residents who are interested will need to have or acquire knowledge of the Plain City Zoning Code and application processes.

### **BOARD OF ZONING APPEALS (BZA)**

**Terms of Office:** 4-year term

**Meeting Frequency:** Meets as needed on the third Tuesday of the month at 6:30pm.

**Description:** This board reviews applications that request a variance from the standard zoning code and conditional use requests, where applicable. Members of this board will need to have or acquire knowledge of the Plain City Zoning Code and application processes.

## **PERSONNEL & FINANCE, CIP COMMITTEE**

**Terms of Office:** 4-year term

**Meeting Frequency:** Meets as needed.

**Description:** This committee provides suggestions and recommendations regarding the annual budget and discusses the need for additional personnel, as well as the overall benefit package for employees. The chair of the committee brings forth the recommendations to Council for a vote.

## **PARKS & RECREATION COMMITTEE**

**Terms of Office:** 3-year term

**Meeting Frequency:** Meets the second Tuesday of each month at 6:30 p.m.

**Description:** This committee provides suggestions and recommendations regarding the development, maintenance, and operation of parks, playgrounds, and recreational facilities. The committee also assists in the stimulation of citizen interest in the parks and scenic sites.

## **TREE COMMISSION**

**Terms of Office:** 3-year term

**Meeting Frequency:** Meets the second Tuesday of each month, as needed, at 5:30 p.m.

**Description:** This commission provides suggestions and recommendations regarding the maintenance and improvement of the community forest and tree canopy within the Village of Plain City. The commission assists in providing expert recommendations to Council, Village administration, developers, and property owners on proper planting techniques, tree risk assessment, and proper native tree selection. This commission seeks to educate the public about the many benefits that trees provide to the Village and its residents.

## **ECONOMIC DEVELOPMENT COMMITTEE (EDC)**

**Terms of Office:** 3-year term

**Meeting Frequency:** Meets the fourth Tuesday of each month at 11:00 a.m.

**Description:** This committee provides input and guidance on projects and issues that impact the Village's business development, real estate, housing, connectivity, and labor force. It also serves as a liaison between the business community and Village government.

## **COMMUNICATIONS & MARKETING ADVISORY COMMITTEE (CMAC)**

**Terms of Office:** 3-year term

**Meeting Frequency:** Meets the third Tuesday of each month at 6:30 p.m.

**Description:** This committee supports the Village's marketing and communication efforts and advises on projects and initiatives as needed. The committee guides and advises the Mayor, Council, Village departments, and others on fostering a positive image of the Village and positive interaction with residents and businesses.