



Use Earlier of Post Mark or Hand Delivered Date.

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COUNCILMEMBER **BRUCE GAYNOR** • COUNCILMEMBER **ARLENE BECKLES** • CITY MANAGER **ERIC JOHNSON** • CITY CLERK **MONIQUE LANG**

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## INTRODUCTION:

### CITY OF NORCROSS BOARDS, COMMISSIONS, AND AUTHORITIES APPLICATION

Residents bring valuable insight and provide skilled resources to City government. An avenue that the City uses to get this insight and participation is through the various Boards, Commissions, and Authorities (BCA). Those appointed to serve on these volunteer organizations represent all residents' views to the Mayor and Council. In this role, they make decisions, create projects and plans, and help recommend and review policies for the City of Norcross. This questionnaire will assist the Council in its review process to determine applicant eligibility and qualifications for BCA appointments.

On behalf of the Mayor and City Council, thank you for submitting your application to serve on a City of Norcross BCA. Your service, contribution, and commitment to the City of Norcross are greatly appreciated. Should you have any questions, please feel free to contact the City Clerk Office at (678) 421-2035.

Please seriously consider these questions before applying for membership on a BCA:

- Briefly explain your reason(s) for wishing to serve on a Board/Commission/Authority.
- What skills and experiences do you have that can be applied to the mission and goals of the Board/Commission/Authority?
- Will you have the time and availability to prepare for and regularly attend meetings, periodic training sessions provided by the City either on or off-site or virtually, and to perform a reasonable amount of work outside of regularly scheduled meetings?
- How long have you been a resident of Norcross? (If required for appointment); or  
How long have you been a property or business owner in Norcross (if required for appointment); or  
How long have you been in an associated profession or related organization (if required for appointment)
- Do you know of any circumstances that would create a conflict or result in you having to abstain from voting on any action before the Board/Commission/Authority? If so, please explain.

Note that the City pays for training seminars and associated expenses to improve a member's knowledge of a BCA role and responsibilities. In addition, most BCA members receive a small honorarium for attending up to 12 regular BCA meetings per year.



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**CITY OF NORCROSS  
BOARDS, COMMISSIONS, AND AUTHORITIES APPLICATION**

Applicant Name \_\_\_\_\_  
Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
Are you a city resident? \_\_\_\_\_ Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_ Preferred Contact Number: \_\_\_\_\_  
Preferred Email: \_\_\_\_\_

Please list your qualifications (Include all City BCAs you serve/served on and any relevant experience/expertise in the area you wish to serve):

\_\_\_\_\_  
\_\_\_\_\_

Reasons for seeking appointment (Areas of interest, goals, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Are there any reasons you may have a conflict of interest if you were appointed to a BCA? If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_

Choose up to two (2) boards for which you seek candidacy, numbering them in order of preference, 1 being the most preferred.

- |   |  |
|---|--|
| ___ Architectural Review Board (ARB)              | ___ Norcross Public Arts Commission (NPAC)           |
| ___ Discovery Garden Park (DGP)                   | ___ Parks, Green Spaces, and Trails Commission (PGT) |
| ___ Norcross Downtown Development Authority (DDA) | ___ Planning & Zoning Board (P&Z)                    |
| ___ Historic Preservation Commission (HPC)        | ___ Sustainable Norcross Commission (SNC)            |
| ___ Norcross Housing Authority (NHA)              | ___ Tree Preservation Board (TPB)                    |
| ___ Norcross Development Authority (NDA)          | ___ Zoning Board of Appeals (ZBA)                    |

\*Please refer to attachment (A) for descriptions of City of Norcross BCAs. \*



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### BCA APPLICANT STATEMENT

I understand that I am applying for an appointment to a BCA of the City of Norcross. I further understand that:

1. The appointing authority may require an interview prior to consideration for appointment;
2. I will be required to take an oath of office to uphold the City's charter and ordinances;
3. The Norcross city code will govern my term in office;
4. I understand this appointment will require reasonable effort on my part, and I am willing to devote the necessary time to carry out the responsibilities and requirements of the position;
5. The City of Norcross will conduct a Criminal Background Check prior to the appointment to a BCA.
6. In addition, my application will remain on file for two years with the City Clerk. The appointing Authority will periodically review it, so it is my responsibility to keep the application updated.

I agree to comply with all requirements of the BCA for which I am applying and to which I may be appointed. All statements and information provided in this application are correct to the best of my knowledge.

Signature: \_\_\_\_\_

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

**Please return signed application to:**  
Office of the City Clerk  
City of Norcross  
65 Lawrenceville St.  
Norcross, GA 30071  
monique.lang@norcrossga.net



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**CRIMINAL BACKGROUND CHECK  
RELEASE FORM**

Applicant Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

SSN: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

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

List all counties of residence in past 7 years: \_\_\_\_\_

**PRE-APPOINTMENT RELEASE AUTHORIZATION**

The City of Norcross will conduct a Criminal Background Check prior to appointment to a BCA. Please answer the following questions and sign as indicated below:

1. Have you been convicted of any crime in the past seven years? \_\_\_\_\_

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

2. Have you received Deferred Adjudication for any crime in the past 7 years? \_\_\_\_\_

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ expressly authorize any person associated with any Law Enforcement Agency (Federal, State, or Local) or any person who has knowledge of my criminal records, to release information to the City of Norcross and release their employees or agents from any liability and any person providing the requested information from any damage whatsoever resulting from the acquisition, use, retention, or disclosure of any such information. I will not hold the City of Norcross, their employees, or agents responsible for error or inaccuracies in the acquisition of transmittal of information pertaining to my background verification.

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

Witness: \_\_\_\_\_ Date: \_\_\_\_\_



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## ATTACHMENT A

### CITY OF NORCROSS BCA DESCRIPTIONS

#### **ARCHITECTURAL REVIEW BOARD (ARB)**

Consists of five (5) members appointed to serve three-year terms; minimum of three residents; meetings are held the third Tuesday of each month at 6:00 p.m.; City Hall, Second Floor Conference Room

This board serves as an advisory body to the Planning Commission, which is responsible for reviewing architectural and landscaping design for all new commercial and multi-family residential projects, major commercial remodels, and administrative design review applications while ensuring the preservation of existing areas of natural beauty, cultural importance and assuring that buildings, structures, signs or other developments are in good taste, sound design, harmonious with surrounding developments.

#### **DISCOVERY GARDEN PARK (DGP)**

Consists of Five (5) members appointed to serve two-year terms; minimum of 4 residents; meetings held the second Monday of each month at 6:00 p.m.; Discovery Garden Park, 189 Lawrenceville Street

This board serves to help guide and prioritize the care and maintenance of the gardens, organize educational programs and events, and budget effectively to ensure all activities have the necessary financial and volunteer resources needed to make them successful.

#### **DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**

Consists of seven (7) members appointed to serve four-year terms; directors shall be either a taxpayer residing in the City or an owner or operator of a business located within the downtown development geographic area or a taxpayer residing in the county; meetings are held the first Thursday of each month at 6:00 p.m.; City Hall, Second Floor Conference Room

This Authority serves to revitalize and redevelop the central business district of the City and to develop and promote for the public good and general welfare, trade, commerce, industry, and employment opportunities by creating a climate favorable to the location of new industry, trade, and commerce within the municipal corporations. This Authority also issues bonds to finance projects, which will promote the foregoing objectives in accordance with Chapter 42, Section 36-42-1 of the Georgia Code.

#### **HISTORIC PRESERVATION BOARD (HPC)**

Consists of five (5) members appointed to serve three-year terms; all members shall be residents of the City or the owner of a property in the historic district; meetings held the fourth Wednesday of the month, on a quarterly basis, at 6:30 p.m.; City Hall, Second Floor Conference Room

This board servers to stimulate revitalization of the business districts and historic neighborhoods and to protect and enhance local historic and aesthetic attractions to tourists and thereby promote and stimulate business; enhance the opportunities for federal or state tax benefits under relevant provisions of federal or state law; and provide for the designation, protection, preservation, and rehabilitation of historic properties and historic districts and to participate in federal or state programs to do the same.

#### **HOUSING AUTHORITY BOARD (HAB)**

Consists of Five (5) members appointed to serve five-year terms; no residency requirements; this board meets as needed; location varies

Pursuant to the authority provided in the Housing Authorities Law, this board provides safe and sanitary dwelling accommodations in the City of Norcross to persons of low income at rental rates that they can afford.



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#### **NORCROSS DEVELOPMENT AUTHORITY (NDA)**

Consists of seven (7) members appointed to serve four-year terms; all members shall be taxpayers residing in the municipal corporation for which the Authority is created. Meetings Times: TBD; City Hall, Second Floor Conference Room

The Authority is created for nonprofit and public purposes as set forth in OCGA § 36-62-1 et seq., including but not limited to serving and providing investment capital to Low-Income Communities or Low-Income Persons as those terms are defined in the law and regulations of the Economic Development Administration, HUD, New Markets Tax Credit Program and other federal government programs.

#### **NORCROSS PUBLIC ARTS BOARD (NPAC)**

Consists of seven (7) members appointed to serve five-year terms; a minimum of four members shall be residents of the City; meetings are held the fourth Tuesday of each month at 6:30 p.m.; City Hall, Second Floor Conference Room

This board operates as an advisory BCA to Mayor and Council, providing advice and recommendations pertaining to culture and arts.

#### **PARKS, GREEN SPACES, AND TRAILS COMMISSION (PGT)**

Consists of Five (5) members appointed to serve four-year terms; 4 members shall be residents of the City; meeting time, day, and location are to be determined.

This commission advises and provides recommendations to the city council regarding the best use, planning and development, maintenance, and related projects for these spaces with the main objective of beautifying and preserving

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

Consists of Five (5) members appointed to serve four-year terms; all members shall be residents of the City; meetings held the first Wednesday of each month at 7:00 p.m.; City Hall, Council Chambers

This board makes recommendations to the City Council on rezoning applications, special use permits, and changes to the Zoning Ordinance. The board's recommendations are not binding but rather meant to allow a full discussion and analysis of the development request.

#### **SUSTAINABLE NORCROSS COMMISSION (SNC)**

Consists of seven (7) members appointed to serve two-year terms; all members must taxpayer residing in the City or an owner or operator of a business located within the City and a taxpayer residing in the county; or a person having expert qualifications Meetings held the second Wednesday of each month at 6:00 p.m.; City Hall, 2nd Floor Conference Room

This commission advises the Mayor and Council regarding sustainability and environmental matters through citizen education and involvement, development of a measured, sustainable city plan, and regular communication.

#### **PARKS, GREEN SPACES, AND TRAILS COMMISSION (PGT)**

Consists of four (5) members appointed to serve four-year terms; four members must be residents or property owners of the City. Meeting days and times are to be determined.

This commission advises and provides recommendations to the city council regarding the best use, planning and development, maintenance, and related projects for these spaces with the main objective of beautifying and preserving the city's natural resources through conservation measures.



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#### **TREE PRESERVATION BOARD (TPB)**

Consists of four (5) members appointed to serve three-year terms; all members must be residents or property owners of the City, except that up to two members may be nonresidents or non-property owners with professional expertise in arboriculture or horticulture or the land development/construction; meetings are held the second Wednesday of each month, bi-monthly at 10:00 a.m.; City Hall, 2nd Floor Conference Room

This board assists the Community Development Department in interpreting and enforcing the provisions of the Tree Preservation Ordinance (Chapter 105 of the City Code) and to advise the Mayor and Council on matters pertaining to the preservation of trees and conservation of tree canopy cover within the City.

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

Consists of Five (5) members appointed to serve four-year terms; members must reside within the corporate limits of the City; meetings are held the fourth Thursday of each month at 6:30 p.m.; City Hall, Council Chambers

This board hears variance requests from the Zoning Ordinance. Some examples of requests typically heard by the BCA include requests to modify building setback requirements, height limitations, and parking requirements. This board also hears request for special exception request and appeals to the interpretation and administration of the Zoning Ordinance.



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## ATTACHMENT B

The City Council desires to give as many residents as possible an opportunity to serve on the various BCAs, so a resident will not typically serve on more than one BCA at a time. However, a resident may serve on any number of committees or Task Forces.

Applicants may apply to a limit of two BCAs by indicating preferences on the application form. Individuals currently serving on a BCA are not prevented from applying to a different BCA.

The City Council will, whenever possible, assign a council member as an ex-officio member of each BCA, both to provide a direct liaison to the Council and to keep BCA members informed of council issues and concerns.

### APPLICATION PROCESS

Twice a year, in April and October, the City will issue a call for persons interested in serving on a BCA. Vacancies will be advertised by city staff on the City's website, in the local newsletter, and on social media outlets. Should there be a lack of applications, an additional call for applicants will be issued.

With some exceptions, representatives to all BCA's are regularly appointed in June and December. Special appointments take place following a resignation. The City Clerk's office will send a letter of appreciation and acknowledgment of the term of service to the outgoing BCA member and a notice to the newly appointed BCA member.

Individuals interested in serving on a City BCA must complete the "City of Norcross Boards, Commissions, & Authorities Application," indicating which BCA they are applying for, limited to the applicant's top two BCA choices. This application can be obtained from the City's website and returned to the City Clerk's office upon completion. The application will be held on file by the Clerk for two years and will be considered by the City Council if an opening in the applicable BCA becomes available.

Eligibility to apply and serve on a BCA varies based on their authorizing legislation. Several BCA's require that a majority of their members reside in the City of Norcross and/or hold specific professional backgrounds; see attachment A for a list of eligibility requirements for a particular BCA.

### INTERVIEW PROCESS

Applicants are required to complete and return the BCA application, along with a five minute or less video addressing the following questions as presented below:

Question 1: Briefly explain your reason(s) for wishing to serve on this BCA.

Question 2: What skills and experiences do you have that can be applied to the mission and goals of the BCA?

Question 3: Will you have the time and availability to prepare for and regularly attend meetings, periodic training sessions provided by the City either on or off-site or virtually, and to perform a reasonable amount of work outside of regularly scheduled meetings?

Question 4: How long have you been a resident of Norcross? (If required for appointment); or  
 How long have you been a property or business owner in Norcross (if required for appointment); or  
 How long have you been in an associated profession or related organization (if required for appointment)

Question 5: Do you know of any circumstances that would create a conflict or result in you having to abstain from voting on any action before a BCA? If so, please explain.

Assistance will be provided to applicants needing assistance with the required video recording.





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### APPLICANT VETTING AND APPOINTMENT PROCESS

The BCA chair and two staff liaisons review and vet all applications and video submissions to ensure that applicants meet the qualifications required to serve on the BCA for which they have applied, i.e., residency, property or business ownership, or professional affiliations.

The BCA chair and staff liaisons then create a list of recommended candidates and forward it, along with all applications and video submissions, to the Mayor and Council for further consideration.

The Mayor and Council will conduct any additional follow-up discussions, interviews, etc., in Executive Session the night of the Policy Work Session Meeting. A formal City Council vote is required at the Regular Council meeting and will normally be listed on the consent agenda.

Upon appointment, appointees are sent a letter of congratulations. Applicants who are not will be advised in writing or by email.

The City Clerk provides the new appointee's name and contact information to the appropriate staff liaison to coordinate a formal orientation.

### COMMITTEES AND TASK FORCES

Note that the Mayor or Council may, from time to time, wish to set up a committee or Task Force to study a specific topic and make recommendations for action. These are typically short duration efforts, and as such, these appointments may not follow the notification and selection process described below.