



# CITY OF FOREST PARK

745 Forest Parkway  
Forest Park, GA 30297

Telephone (404)366-4720

[www.forestparkga.gov](http://www.forestparkga.gov)

[boardsandcommissions@forestpark.ga.gov](mailto:boardsandcommissions@forestpark.ga.gov)

## **APPLICATION FOR BOARD APPOINTMENT**

Citizens provide extraordinary insight and knowledge to the City government. The City of Forest Park uses various boards and commissions to get this insight. The members of the Boards and Commissions make decisions and help recommend and review policies for the City of Forest Park Departments and the Mayor and Council. And, because of the number of persons expressing an interest in serving and the important issues that the Board and Commission members face, this questionnaire has been developed to assist the City Manager, the Mayor, and the Council in the review process of applications to determine applicant eligibility requirements and qualifications for Board or Commission membership.

Questions to consider before applying for membership on a Board or Commission:

- *As a registered voter in the City of Forest Park, do I fully understand what this Board or Commission expects from me?*
- *Am I committed to the goals/interests of the Board, Council, or Commission... to the mission/purposes of the organization?*
- *Can I afford the demands on my time, resources, and energy?*
- *Will I attend meetings regularly, making them a priority for the duration of my appointment?*
- *Am I willing to perform a reasonable amount of work outside regularly scheduled Board or Commission meetings and be well prepared for each meeting?*
- *Can I work effectively with the other members of the Board or Commission, the City Manager, and Department Directors?*
- *What is my real motivation for accepting membership on the Board or Commission?*
- *Will I be there if the going gets rough and controversy arises?*
- *Am I willing to participate in necessary Board/Commission training, education, and development activities that will improve my effectiveness in my position?*
- *Am I current on all fees/taxes due to the City of Forest Park?*
- *Am I willing to provide a biography about myself?*

## **APPLICANT INFORMATION**

PLEASE PRINT CLEARLY

Applicant Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Occupation: \_\_\_\_\_ Retired: ☐ Yes ☐ No

- a) How long have you been a resident of the City of Forest Park? \_\_\_\_ Years and \_\_\_\_ Months
- b) Are you a registered voter in the City of Forest Park (required for application consideration)? ☐ Yes ☐ No
- c) Are you current with your financial obligations (property taxes, permit fees, etc.) to the City? ☐ Yes ☐ No
- d) Have you ever attended a meeting of the Board or Commission on which you are asking to serve on? ☐ Yes ☐ No
- e) Which Board(s) or Commission(s) do you wish to be appointed to? \_\_\_\_\_
- \_\_\_\_\_
- f) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☐ Yes ☐ No
- g) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☐ No If yes, please explain: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- h) Do you or your employer, or your spouse or child, or their employers, do business with the City of Forest Park? ☐ Yes ☐ No If yes, please explain: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- i) Do you have any employment or contractual relationship with the City of Forest Park that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission? ☐ Yes ☐ No If yes, please explain: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- j) Please briefly explain your reasons for wishing to serve on the Board or Commission you select: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- k) What goals and objectives would you seek to achieve if you are appointed? \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- l) Please provide a brief personal history, including education, occupation, previous civic, community, or other service involvement, which would help the appointing authority make an informed decision regarding your candidacy: \_\_\_\_\_

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- m) Would you be willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? If so, please list the Boards or Commissions for which you would like to be considered (please list in order of interest): \_\_\_\_\_

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- n) If not selected to serve an appointment to a Board or Commission position, do you have any interest in serving the City as a volunteer for special events such as the Forest Park Day events? ☐ Yes ☐ No  
If yes, please explain:

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**Applicant Statement:** I understand that I am applying for appointment to a Board or Commission office of the City of Forest Park; that the appointing authority may require an interview before consideration for appointment; that I will be required to provide a copy of my Georgia Voter Registration card; that I will be required to take an oath of office to uphold the United States and Georgia Constitutions and the laws of the same if appointed; that I will be required to meet the attendance and training requirements of the City if I am appointed and may be removed from office for failure to meet attendance requirements or for any other reason permitted by law or City charter; and that my application will remain on file for consideration for six (6) months, after which time, I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are accurate to the best of my knowledge.

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Signature

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Printed Name

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Date

Please return completed and signed application to:

**Randi Rainey, City Clerk  
CITY OF FOREST PARK  
745 Forest Parkway  
Forest Park, Georgia 30297**

**Telephone: (404) 366-4720**

**Website: [www.forestparkga.gov](http://www.forestparkga.gov)**

**BOARD AND COMMISSION INFORMATION****BOARDS AND COMMISSION INFORMATION****Beautification Committee:**

The Forest Park Beautification Committee (FPBC) comprises six (6) citizens within the city limits of Forest Park, GA. The committee will be tasked with initiating projects to beautify the City Forest Park. The committee will identify different areas and parks that need beautification efforts throughout the city. The Beautification Committee meets on the fourth (4<sup>th</sup>) Monday of each month at 5:30 pm at the Planning and Community Development Building, located at 785 Forest Parkway, Forest Park, GA 30297.

**Downtown Development Authority:**

The Downtown Development Authority, a beacon of hope, was established to assist in the redevelopment and revitalization of the central business districts in the City of Forest Park, as authorized by O.C.G.A 36-42-1. The Authority, paving the way for a brighter future, meets on the fourth (4<sup>th</sup>) Thursday of each month at 5:30 p.m. at Forest Park City Hall, located at 745 Forest Parkway, Forest Park, GA 30297.

**Development Authority:**

The City of Forest Park Development Authority was established to promote the development of trade, commerce, industry, and employment opportunities as authorized by O.C.G.A 36 - 62A -20. The Development Authority meets on the fourth (4<sup>th</sup>) Wednesday of each month at 5:30 PM.

**Planning Commission:**

This Board has five (5) members who serve a four-year term. Their primary function is to recommend to the governing body to approve or disapprove based on their findings after review and consideration of the following:

- New ordinances on zoning
- Sub-divisions, commercial and residential property
- Zoning or rezoning of parcels of property
- Conditional uses in various zones, such as commercial activity in a residential zone or a daycare facility in a residential zone

The Planning Commission meets on the Third (3<sup>rd</sup>) Thursday of each month at 6:00 p.m. at the Planning and Community Development Building at 785 Forest Parkway, Forest Park, GA 30297.

**Retirement Board:**

The Retirement Board comprises six (6) members: the Mayor, City Manager, Chief of Police, Finance Director, one Council Member, and a retiree. The Retirement Board meets every fourth (4) Thursday of each month at 10:00 a.m. at Forest Park City Hall, located at 745 Forest Parkway, Forest Park, GA 30297.

**Urban Design Review Board:**

The urban design review board shall consist of five (5) members, who shall be appointed by the mayor and city council (governing body) for terms of three (3) years each. Each member shall be a resident or working professional within Clayton County. Each person appointed to the board shall meet either one (1) of the two (2) following minimum requirements:

- a. He or she shall be educated and/or experienced in the field of land development, arts and culture, engineering, architecture, urban planning, landscape architecture, real estate, or similar professional field; or
- b. He or she shall be a design professional registered and licensed by the State of Georgia in one (1) of the following professional fields: architecture, engineering, or landscape architecture.

The Urban Design Review Board meets via Zoom on the third (3) Friday of each month.

**Urban Redevelopment Agency:**

The purpose of the Urban Redevelopment Agency is to revitalize and redevelop blighted areas within a city or county, as allowed by O.C.G.A 36-61-1. The City of Forest Park Urban Redevelopment Agency promotes trade, commerce, industry, and employment opportunities at the Gillem Logistics Center. The Urban Redevelopment Agency meets on the second (2<sup>nd</sup>) Thursday of each month at 5:30 PM.