



## Town of Burns Harbor Board or Commission Candidate Information and Application

Please return completed form to the Office of the Clerk-Treasurer

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

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

Telephone Number (Home): \_\_\_\_\_ (If unlisted, please leave blank)

Alternative Number: \_\_\_\_\_

Home e-mail Address: \_\_\_\_\_

Work e-mail Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

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

If applicable, please indicate who referred you: \_\_\_\_\_

Indicate the Board or Commission in which you are interested in serving:  
(You may indicate more than one)

- Advisory Board of Zoning Appeals**  
Members of a BZA may not hold other elective or appointive office in municipal, county state government, except as permitted by I.C. 36-7-14-902. Member must be a resident
- Park and Recreation Board**  
Members shall be appointed on the basis of their interest in and knowledge of parks and recreation.
- Plan Commission**  
Citizen members shall be appointed because of the member's knowledge and experience in community affairs, the members' awareness of the social, economic, agricultural, and industrial problems of the area and the member's interest in the development of and integration of the area. Further, citizen members may not hold other elective or appointive office in municipal, state or county government and must be a resident.
- Redevelopment Commission**  
Citizen members shall be appointed because of the member's knowledge and experience in community  
Member must reside of the Burns Harbor and be at eighteen (18) years of age.
- Sanitary Board**  
Member must reside in the Town of Burns Harbor
- Scholarship Board**  
Member must reside of the Burns Harbor and be at least twenty-one (21) years of age.

Please provide a brief written statement regarding why you wish to serve on the commission or board you have checked above. You may attach added paper if needed. Further, you may attach a resume.

Do you know of any reason why you may not be able to be covered by a surety bond?

Yes  No

Please provide a list of previous or present involvement or service in the Town of Burns Harbor or somewhere else.

**Please return** your completed application (pages 1-3) to the Town of Burns Harbor, Office of the Clerk-Treasurer • 1240 North Boo Road • Burns Harbor, Indiana 46304. E-mail: [burnshaborclerk@comcast.net](mailto:burnshaborclerk@comcast.net)



## **Board and Commissions Appointment Policy Requirements**

Town of Burns Harbor  
September 2009

The Town Council of the Town of Burns Harbor believes that it is good public policy to communicate its expectations of candidates for position openings on all Boards and Commissions of the Town. These policy requirements will apply to all appointed positions, whether the appointment rests with the Town Council, the Town Council President or a multiple jurisdiction. Further, positions for service as an appointed officer on a board or commission should be seen as opportunities for service.

A candidate for appointment must file a complete application with the Town Clerk-Treasurer prior to the announced deadline.

Candidates must be available for interviews.

Qualifications for appointment are fixed by law and vary in some cases depending on the board or commission. In most cases, candidates must reside within the municipal boundaries of the Town of Burns Harbor. When statutory provisions are silent regarding residency, it is still preferred unless the appointment is shared with other jurisdictions or is regional in nature. The candidate in the form of driver's license, voter registration record, or other acceptable documentation must validate residency.

Candidate voting records may be reviewed at the Porter County Voter Registration Board. In some cases, party affiliation must be considered for appointment, due to Indiana law. A letter from the chairman of the county party of your expressed affiliation may be necessary if voter records cannot determine party affiliation. Again, this would only be necessary if party affiliation is a statutory requirement for board/commission position.

If appointed, candidates are expected to attend all regular and special meetings of the commission or board to which they are appointed. *Attendance records will be kept and reviewed from time to time. Continued and regular service to the commission or board will be highly considered for term re-appointment purposes.*

In many cases, board and commission members receive a modest salary, paid monthly annually.

If appointed, candidates are expected to dress and act accordingly in all public meeting venues. As an appointed member to a board or commission, you represent the Town of Burns Harbor in all your actions and dealings with the public to which you serve. You are encouraged to remember this.

All questions concerning your duties, expectations, regulations, laws, and the like should be directed to one of the following people: the department head that serves as staff to the Commission or Board on which you serve; or the Town Council President; or the Clerk-Treasurer; or the attorney for your board or commission.

## **Brief Description of Boards and Commissions**

### **Advisory Board of Zoning Appeals**

Members of a BZA may not hold other elective or appointive office in municipal, county or state government, except as permitted by I.C. 36-7-14-902. Member must be a resident.

The Advisory Board of Zoning Appeals is comprised of five (5) members, three (3) of whom are appointed by the Town Council President, one (1) of whom is appointed by the Town Council and one (1) of whom is appointed by the Plan Commission.

The board of zoning appeals hears and determines appeals from and review:

- (1) any order, requirement, decision, or determination made by an administrative official, hearing officer, or staff member under the zoning ordinance;
- (2) any order, requirement, decision, or determination made by an administrative board or other body except a plan commission in relation to the enforcement of the zoning ordinance; or
- (3) any order, requirement, decision, or determination made by an administrative board or other body (except the plan commission) in relation to the enforcement of an ordinance requiring the procurement of an improvement location or occupancy permit.

In addition, the Advisory Board of Zoning Appeals shall approve or deny all:

- (1) special exceptions;
- (2) special uses;
- (3) contingent uses; and
- (4) conditional uses;

from the terms of the zoning ordinance, but only in the classes of cases or in the particular situations specified in the zoning ordinance. The board may impose reasonable conditions as a part of its approval.

### **Park and Recreation Board**

The park and recreation board is a four (4) member panel and are appointed by the legislative body (Town Council) for a term of four (4) years, on the basis of their interest in and knowledge of parks and recreation. No more than two (2) of whom may be of the same political party.

The department's administrator is the Parks and Recreation Director who is appointed based upon training or education in the field of parks and recreation. The Park and Recreation Board manages the several parks and facilities, hires staff to maintain the parks and to provide recreation programming.

### **Plan Commission**

The Burns Harbor Municipal Plan Commission consists of seven (7) members, three (3) of whom are appointed by the Town Council and must be elected or appointed municipal officials or employees in the municipal government, as members. Four (4) members (also called citizen members) are appointed to four (4) year terms by the Town Council President. No more than two (2) of these members may be of the same political party.

The Plan Commission assists in the administration of the Planning and Zoning Law of the Town and is the body that administers the Unsafe Building Ordinance. The Plan Commission performs its planning and zoning law responsibilities by making recommendations to the legislative body concerning:

- (1) The adoption of the comprehensive plan and amendments to the comprehensive plan;
- (2) The adoption or text amendment of:

- (a) An initial zoning ordinance;
  - (b) A replacement zoning ordinance; and
  - (c) A subdivision control ordinance.
- (3) The adoption or amendment of a PUD district ordinance as defined in I.C. 36-7-4-1503; and
- (4) Zone map changes.

### **Redevelopment Commission**

The Burns Harbor Redevelopment Commission consists of six (6) members, three (3) of whom are appointed by the Town Council President, two (2) members are appointed by the Town Council and one (1) non-voting member is appointed by the Duneland School Board.

The Redevelopment Commission promotes economic development but also the renovation of older development. Under Indiana law, the Redevelopment Commission has the duty to investigate, study, and survey areas needing redevelopment within the corporate boundaries of the Town; assist in reducing the areas needing redevelopment; and promote the use of land in the manner that best serves the interests of the town and its residents.

### **Sanitary Board**

The sanitary board as currently constituted is a five (5) member panel. One (1) member shall consist of the duly elected or appointed member of the Town Council. Three (3) members shall be residents of the Town of Burns Harbor appointed by the Town Council for a term of three (3) years. One (1) member shall be nominated by the entity operating the sewer plant and appointed by the Town Council for a term of three (3) years. Neither the Town Council appointees shall be paid or unpaid municipal officers or employees of the sanitary board.

The sanitary board is responsible for the construction, acquisition, improvement, operation and maintenance of the Plant and System. The Sanitary Board may enter into contracts or agreements necessary or incidental to or for the benefit of the Plant or System as permitted pursuant I.C. 36-9-23-1.

The Board recommends rates and charges sufficient for the operation and maintenance of the sanitary plant and system utility. The Board manages the sanitary sewer plant of the town.

### **Scholarship Board**

The scholarship board is made up of five (5) directors and is appointed by the directors for a term of four (4) years, on the basis of their interest.

The purpose of the board is to promote improvement of education, to develop, organize and operate activities beneficial to the furtherance of education and to provide educational financial assistance to eligible and qualified residents of Burns Harbor.

The Board of Directors controls and manages the affairs of the Corporation.