



# City of Jacksonville Advisory Boards and Committees Application for Appointment

**Affirmation of Eligibility:**

Have any formal charge of professional misconduct ever been upheld against you in any jurisdiction? Yes\_\_\_\_\_ No\_\_\_\_\_ If yes, explain complete disposition:

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Have you ever been convicted of a criminal misdemeanor or felony in any jurisdiction? Yes\_\_\_\_\_ No\_\_\_\_\_ If yes, explain complete disposition:

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Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an advisory committee appointee of the City Council? Yes\_\_\_\_\_ No\_\_\_\_\_ If yes, please explain:

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By my signature below, I certify that the facts contained in this application are true and correct to the best of my knowledge. I understand and agree that any misstatement could result in removal from any board or committee to which I am appointed. I understand that appointment interviews are a part of the appointment process and I agree to participate in such interview. I understand that there is an attendance policy and if I miss three consecutive regular meetings or three of five regular meetings, my appointment is automatically terminated.

By my signature below, I acknowledge that as an advisor to the Mayor and Council of the City of Jacksonville, my past and present actions impact the City, its reputation and image. I certify that nothing in my past or current life is of a nature that would bring embarrassment or reflect negatively upon the City. Furthermore, I understand that any action, whether criminal or personal, which would bring or potentially bring a negative image or reflection to the City of Jacksonville will result in my removal from my position as an advisor to the City Council.

I understand that this application is a public record.

- Please do not submit additional pages or materials.
- The City Council will consider the information you provide within this application and in the interview to make appointments to City Advisory Boards and Committees.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return this form to: City Clerk's Office, 815 New Bridge St. Jacksonville, NC 28540  
Email: [rosemarshburn@jacksonvillenc.gov](mailto:rosemarshburn@jacksonvillenc.gov) Phone: 910-938-5224 FAX 910-455-6761

**City Clerk's Office Use Only**

Date Application Received: \_\_\_\_\_

Home Address Verified as City Resident: \_\_\_\_\_

Date Verified as Onslow County Registered Voter: \_\_\_\_\_

Home Address Verified as County Resident: \_\_\_\_\_

# **City of Jacksonville**

## **Advisory Boards and Committees Information**

Please review the following information prior to submitting your application.

- Except for active duty military personnel, appointees to the City of Jacksonville Boards and Committees must be a registered voter within Onslow County.
- Applications will remain active and on file for a period of three years at which time applicants will be contacted to verify continued interest. If staff is unable to make contact or gain a response from the applicant, the application will be moved to an inactive status.
- Most appointments to City Advisory Committees are for 3 year staggered terms and most require City residency.
- Members must adhere to an attendance policy and may not miss 3 of 5, or 3 consecutive regular meetings.
- Applicants must participate in an interview process to be eligible for appointment.

Please refer to the Advisory Boards and Committees Information Summary below for Committee specific information.

All meetings of the City of Jacksonville Advisory Boards and Committee Meetings are open to the public. The City encourages you to attend meetings of any Committees that interests you to learn more about their purpose, specific work plan, and the responsibilities involved with the Committee.

### **Board of Adjustment**

The Board of Adjustment hears and decides appeals from any order, decision, requirement, or interpretation from the zoning administrator, applications for variances, questions involving interpretations of the boundary lines on the official zoning map, or zoning ordinance text requirements, plus any other matter the Board is required to act upon. The Board meets the fourth Wednesday of the month at 4:00 PM in Meeting Rooms A&B at the Jacksonville City Hall, 815 New Bridge Street. They meet only when there is business to conduct. The Board is composed of four (4) members who reside within the City limits and one (1) member from the extraterritorial jurisdiction (ETJ). Two (2) additional members are appointed as alternates, one (1) who resides within the City, and one (1) from within the ETJ. Staff Liaison is Gary Ouellette, Chief Zoning/Code Enforcement.

### **Community Engagement Advisory Committee**

The Community Engagement Advisory Committee identifies opportunities to enhance communications and engagement with citizens and foster livable neighborhoods in all residential areas of the City of Jacksonville. The Community Engagement Advisory Committee meets the fourth Monday of every even month at 6:00 PM in Meeting Rooms A&B of Jacksonville City Hall, 815 New Bridge Street. The Committee is composed of nine (9) members, seven (7) of whom must reside within the City limits. Two (2) who may reside within Onslow County if they represent houses of worship or a business within the City limits. Staff Liaison is Lillie Gray, Community Engagement Administrator.

### **Environmental and Appearance Advisory Committee**

The Environmental and Appearance Advisory Committee advises the City on matters that work to achieve a Clean and Green Jacksonville. This includes efforts to beautify and enhance the visual quality of the City and its public rights-of-way, trails, and greenways; to reduce litter, encourage recycling and reduce non-recyclable solid waste; promote an environmentally sustainable community, conserve resources, habitat preservation, and educate the community, and encourage partnerships and community efforts that advance a Clean and Green Jacksonville. The Committee initiates and carries out community appearance projects and the City Tree Board is a component of the Committee. The Committee meets the first Thursday of the even numbered months at 6:00 PM in Meeting Rooms A&B of the Jacksonville City Hall, 815 New Bridge Street. The Committee is composed of nine (9) members who must reside within the City limits. Staff Liaison is Glenn Hargett, Assistant Manager for Communications and Community Affairs.

## **City of Jacksonville Advisory Boards and Committees Information**

### **Planning Advisory Board**

The Planning Advisory Board recommends action to the City Council on subdivision plats, site plans (when applicable), rezoning, and special use permits. Also, recommends land use regulations, participates in the preparation or amendment of a comprehensive plan or ordinance; reports on matters referred to it by the City Council, and advises on strategic matters affecting development and land use within the community. The Planning Advisory Board meets the second Monday of each month at 6:00 PM in Council Chambers of Jacksonville City Hall, 815 New Bridge Street. The Committee is composed of nine (9) members who reside within the City limits, of those, one (1) member each is appointed by the City Council from the following Advisory Committees: Environmental and Appearance, Recreation and Parks, and Water and Sewer. One member of the Planning Advisory Board is a resident of the extraterritorial jurisdiction (ETJ), who is appointed by the County Commissioners. Staff Liaison is Ryan King, Planning Administrator.

### **Recreation and Parks Advisory Committee**

The Recreation and Parks Advisory Committee advises on public parks and playgrounds, athletic fields, recreation programs and other recreational facilities owned, operated or controlled by the City. The Committee is responsible for reviewing the City's Bicycle and Pedestrian Plan or equivalent. The Committee is composed of nine (9) members who reside within the City limits and meets the fourth Monday of every other month at 6:00 PM in Meeting Rooms A&B of the Jacksonville City Hall, 815 New Bridge Street. Staff Liaisons are Michael Liquori, Director of Park Facilities and Susan Baptist, Director of Recreation Services.

### **Water and Sewer Advisory Committee**

The Water and Sewer Advisory Committee advises the City Council on matters pertaining to the condition and capacity of the City's water and sewer system and provides strategic recommendations on City utilities. The Committee meets the second Thursday of each month at 5:30 PM in Meeting Rooms A&B of Jacksonville City Hall, 815 New Bridge Street, or as needed. The Board is composed of nine (9) members who reside within the City limits except that at Council option, one (1) member may reside within the extraterritorial jurisdiction (ETJ). Staff Liaison is Wally Hansen, Public Services Director.

### **Onslow County Civic Affairs Committee**

This Onslow County Committee evaluates civic infrastructure of the community using a civic rating index and recommends strategies for addressing community needs. In addition, the group is charged with Civic Education and advancing cooperative and collaborative efforts. The Onslow County Civic Affairs Committee meets on the first Thursday after the first Monday of every month at 12:00 Noon in the Johnson Boulevard Conference Room of Jacksonville City Hall, 815 New Bridge Street. The City of Jacksonville appoints six (6) residents of the City to this Onslow County Advisory Board. Staff Liaison is Glenn Hargett.

### **Leadership Development Program**

The purpose of the Leadership Development Program is to provide additional opportunities for citizen involvement in local government; to prepare members to fill future vacancies on the City's various boards and committees; and to provide opportunities for youth to participate in and enhance their understanding of the responsibilities of local government and their responsibilities as Citizens. Two (2) Leadership Development members may be appointed to each City Advisory Committee for a two-year term and appointees may not serve consecutive terms on the same advisory committee. Members must abide by the same attendance standards applicable to regular members.