



**CITY OF LAKE ALFRED  
BOARD / COMMITTEE MEMBER APPLICATION FORM**

New Application

Updated Information

Planning and Zoning Board

General Employee Retirement Board

Parks and Recreation Board

Police and Fire Retirement Board

**Applicants Information:**

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

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

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

Cell Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please list your education and employment experience and how it could relate to the board appointment.

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Please explain any community volunteer experience.

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Please briefly explain your interest and reasons for applying to be appointed to this board.

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PLEASE NOTE: This application will expire two (2) years after the date of submittal.

Please return the completed form to:  
Linda Bourgeois, City Clerk, 155 E. Pomelo Street, Lake Alfred, FL 33850

SIGNATURE OF APPLICANT: \_\_\_\_\_ Date \_\_\_\_\_

## **STANDING COMMITTEES / BOARDS**

### **Planning and Zoning Board (P&Z Board)**

The board consists of five (5) regular members and may have up to two (2) alternate members who are appointed by the City Commission for a term of three years. Members of this board shall be residents of the city. This board meets monthly at 6:00 p.m. on the second Thursday of every month. The Planning and Zoning Board is designated as the local planning agency in accordance with F.S. 163.3174 and reviews development applications and the Technical Review Committee recommendations at a public hearing.

The duties of the board are to advise and make recommendations to the City Commission regarding applications or designations on property within the City, review and make decisions on the applications submitted for variances, interpret and determine the intent of provisions set forth in the code that are unclear or in conflict with other regulations, and to consider the need for revision or addition to regulations in the Unified Land Development Code or the Comprehensive Plan to recommend changes to the City Commission. (Unified Land Development Code, Section 9.2.2.3 – Planning and Zoning Board.)

### **Parks and Recreation Board (P&R Board)**

The board consists of five (5) regular members, and two (2) alternate members who are appointed by the City Commission for a term of three years. Members of this board shall be electors of the city who have resided within the city limits for not less than one full calendar year. This board meets at 6:00 p.m. on the third Thursday of every other month. The Parks and Recreation Board is an advisory board to the City Commission on matters regarding recreational activities and the use of lands designated as city parks.

The duties of the board are to advise and make recommendations to the City Commission regarding the usage of city property for parks and recreational activities, may establish fees for the use of municipal recreational facilities, submit plans for the use of recreational property, and review all new construction or major modifications to the city parks and recreational facilities which shall be handled by the City Manager. (Code of Ordinances, Article III-Boards, Committees, Commissions Division 3 – Parks and Recreation Board.)

### **General Employee Retirement Board**

The Board consists of seven (7) board members. Three (3) of the board members shall be residents of the City and are appointed by the City Commission; three (3) members must be employees of the City and are elected by a majority of their peers; the seventh member is chosen by the collective six board members. Board terms are for three years. All non-employee members must be residents of the City of Lake Alfred.

The Board administers and is responsible for the proper operation of the General Employees' retirement plan by engaging in actuarially, accounting, legal, and other services required to transact business of the system.

### **Police and Fire Retirement Board**

The Board is made up of five (5) board members. Two (2) of the board members must be legal residents of the City and are appointed by the City Commission; one (1) must be a police officer who is participating in the retirement plan; one (1) must be a firefighter who is participating in the retirement plan; the fifth member is chosen by a majority of the collective four members.

All members must be residents of the City of Lake Alfred; must be Police Officers who is in the plan; must be a Firefighter who is in the plan.

The Board administers and is responsible for the proper operation of the Police and Fire retirement plan by engaging in actuarially, accounting, legal, and other services required to transact business of the system.