

APPLICATION FOR BOARD/COMMISSION MEMBER & OTHER CITY COMMITTEES:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BOARD/COMMISSION APPLYING FOR:

\_\_\_\_\_ **BOARD OF BUILDING AND ZONING APPEALS (BZA)**

Upon application, the board of Building & Zoning Appeals hears refusals to issue permits By the City Building and Zoning Department. Under certain circumstances, it can grant land use variances to property owners. Details regarding the purpose and duties of the BZA can be found in Chapter 1117 of the City's Codified Ordinances and Section 5.3 of the City Charter.

The Board consists of five members that are appointed by the Mayor. Meetings are typically held in Council Chambers at 8:00 p.m. on the second Tuesdays of each month (when necessary).

\_\_\_\_\_ **CHARTER REVIEW COMMISSION**

Pursuant to Section 5.61 – Charter Review Commission shall be responsible for reviewing the City Charter and to that end shall have the power and be required to hold Public Hearings to consider the recommendations of any elector for changes in the Charter.

Meetings are set once the Commission is established.

\_\_\_\_\_ **RECREATION COMMISSION**

The Recreation Commission is responsible for developing, maintaining, and overseeing the planned programs for public playground operations and other recreational activities sponsored by the city. A detailed explanation of the purpose and duties of the Recreation Commission can be found in Charter Section 5.4. Meetings are the first Wednesday of each month at 7:00 p.m. in Council Chambers.

\_\_\_\_\_ **PLANNING & ZONING COMMISSION/ARCHITECTURAL BOARD OF REVIEW**

The Planning & Zoning Commission and the Architectural Board of Review (PC/ABR) are actually two separate bodies that share the same seven members. Among other duties, the PC/ABR addresses the relocation of property lines, proposed subdivisions and major projects, proposed changes in land usage, and zoning matters. A detailed explanation of the purpose and duties of the Board can be found in the City Charter Section 5.2.

The Planning and Zoning Commission reviews and updates the Master Plan every five years and reviews all currently authorized uses in the City's Zoning Code at least once every five years. Recommendations from these reviews are then forwarded to City Council.

**OTHER MAYORAL APPOINTMENTS FOR COMMITTEE CONSIDERATION:**

**CUYAHOGA COUNTY AIRPORT NOISE ABATEMENT COUNCIL (NAC)**

This Council meets quarterly and addresses the rules, regulations and concerns of the Cuyahoga County Airport. In 2008, the City of Willoughby Hills successfully fought against airport expansion and the NAC was a result of an attempt to maintain a good relationship with the Cuyahoga County Airport and the surrounding cities. At the quarterly meetings, you are given an opportunity to represent the City with an ideas or questions or concerns you may have. This member has one vote on the NAC and represents the City of Willoughby Hills.

**CHAGRIN RIVER WATERSHED PARTNERS (CRWP)**

The Chagrin River Watershed Partners is a nonprofit organization serving municipalities and park systems impacted by the Chagrin River. CRWP helps communities to better manage the problems of erosion and flooding through sustainable plans that benefit both the environment and community development. CRWP provides technical assistance to its members and develops cost effective, prevention-focused solutions to minimize new and address current national resource management problems as communities grow. CRWP meets quarterly.

**W.H.I.S.P.E.R. PROGRAM COMMITTEE**

**(Willoughby Hills Isolated Senior Program for Everyday Relief)**

The W.H.I.S.P.E.R. Committee was established in June 2020 as an administrative body, functioning independently of Council and Administration. The committee will convene annually for the sole purpose of reviewing systems and procedures. In addition, the members of the Committee are responsible to oversee all operations of the W.H.I.S.P.E.R. program, including review and approval or denial of all service requests for senior citizens applying for assistance. The Committee accepts all donations and handles them in the rules set forth in the W.H.I.S.P.E.R. Guidelines Book. Records are kept by the Committee to ensure transparency, equity and good moral and ethical standards. The Committee will update the Guidelines Book as the need arises. This Committee shall include two (2) residents appointed by the Mayor for a one-year term.

EXPERIENCE THAT YOU POSSESS THAT WOULD BE BENEFICIAL TO THE COMMISSION:

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ANY OTHER INFORMATION YOU WISH TO PROVIDE FOR APPOINTMENT CONSIDERATION:

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Please submit to:

Mayor's Office  
City of Willoughby Hills  
35405 Chardon Road  
Willoughby Hills, OH 44094  
Email: [Mayor@WilloughbyHills-OH.gov](mailto:Mayor@WilloughbyHills-OH.gov)