

*City of Frontenac*



*Est. 1886*

## **BECOMING A MEMBER OF THE PLANNING AND ZONING BOARD**

**Qualifications for Candidacy.** To qualify as a member of the Planning and Zoning Board, you must reside and be registered to vote within the jurisdiction at the time the application issued. More specifically, you must be 1) at least 18 years old, 2) a U.S. citizen, 3) a City of Frontenac resident, 4) registered to vote in the city, and 5) you must not be on parole or serving time for a felony conviction.

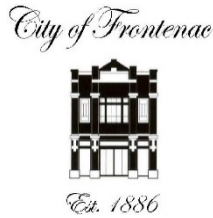
**Private Versus Public.** Becoming a candidate for public office means that information about you will become a matter of public record immediately. With a few exceptions, this includes any and all documents submitted to the city during the course of the application period. As such, these documents must, by law, be available to the public for inspection and/or copying.

**Application Filing Requirements.** Applications will be accepted at City Hall until 4:30 p.m. on Tuesday, January 31, 2018. Originals must be delivered in person or mailed via U.S. Mail. No emails, postmarks or faxes will be accepted. Please feel free to include additional information with your application. Your application must be signed and include your current registered voter information. Voter registration will be confirmed.

**Interview Process.** Applicants will participate in an interview with the Mayor to determine their interest level and qualifications for the position. In addition to this meeting, applicants may be requested to make a presentation to the Planning and Zoning Board or City Council indicating their qualifications for the position prior to Mayor's appointment being confirmed by the Governing Body.

**Term of Office.** The term of this office will be from the day of the appointment and will expire in July of 2020.

**General Information Regarding the Position.** Regular meetings of the Planning and Zoning Board are held on the second Thursday of each month. Additional meetings may be called as necessary. The Frontenac Planning and Zoning Board is the legislative body for the City of Frontenac.



# CITY OF FRONTENAC

## Planning and Zoning Board Vacancy Application Form

313 E. McKay  
Frontenac, KS 66763  
(620) 231-9210  
[www.frontenacks.net](http://www.frontenacks.net)

All applicants must be residents and registered voters in the City of Frontenac at the time of application.

### YOUR CONTACT INFORMATION

The Planning and Zoning Board is governed by seven members who are appointed and serve at large. Regular Planning and Zoning Board meetings are held on the second Thursday of each month at the City Council Chambers located at 200 E. McKay. Special meetings, work sessions and other meetings may be called, as needed. This appointment will fill a seat left vacant. The term for this seat expires in July 2020. State statute mandates a candidate for Planning and Zoning Board must be a registered voter of the City.

**Please provide the following information as it appears on your voter registration. Your voter registration will be confirmed.**

Last Name	First Name	MI
Street Address		Apt. No.
City	State	Zip Code
Your Email Address (optional):		Cellular Phone/Other (    )

### INTERESTS / SKILLS / ABILITIES

List your skills, abilities, related volunteer community service and relevant interest to the office you are seeking. Please also state whether you intend to run for public office in the future:

## SUPPLEMENTAL QUESTIONNAIRE

To assess the expectations you have about Planning and Zoning Board service and to understand the expectations other people will have of you as a council member, please respond to each of the following questions (if additional space is needed, please use a separate sheet of paper). If desired, a resume may accompany your application.

1. Why do you want to be appointed to the City of Frontenac Planning and Zoning Board?

2. How will your education, training, experience and history of community involvement make you a suitable candidate to serve as a member of the Planning and Zoning Board?

3. In your opinion, what are the most important issues facing the City of Frontenac?

4. What vision do you have for future development in the City of Frontenac?

5. Use this space to provide any additional information or statements. Your comments will assist the Planning and Zoning Board in giving your application the fullest consideration.

## CERTIFICATION AND AUTHORIZATION

I certify that all statements made in this application are true and complete. In compliance with State law, I understand that I will be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## SUBMIT YOUR APPLICATION

Completed applications must be submitted to the Office of the City Clerk, City of Frontenac, at 313 E. McKay Street in Frontenac not later than 4:30 p.m. on Tuesday, January 31, 2018. Original applications and attachments submitted after the above-stated time will not be considered. No e-mails, postmarks or faxes will be accepted. Applicants must meet with the Mayor and be interviewed prior to their appointment and confirmation by the City Council. Contact Monica Kellogg in the City Clerk's Department (620-231-9210) of Brad Reams, City Administrator if you have questions.

Individuals with disabilities requiring any accommodation to participate in the selection process must inform the City Clerk Department at the time this application is submitted.