



## Contact Information

*City of Fairfield*  
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### **UPDATED - FAIRFIELD ANNOUNCES 2019 BOARD & COMMISSION OPENINGS**

Fairfield City Council is accepting applications from residents who are interested in serving on the various boards and commissions of the City of Fairfield. Effective April 1, 2019, the following positions will be open for appointment:

#### **BOARD OF ZONING APPEALS**

**One (1) position available.** Applicants must reside in the City of Fairfield. The term of office for members of the Board of Zoning Appeals is five (5) years.

The Board of Zoning Appeals hears appeals from zoning decisions and has the authority to grant zoning variances.

#### **CIVIL SERVICE COMMISSION**

**One (1) position available.** Applicants must reside in the City of Fairfield. Three members serve on this Commission and according to the Charter, not more than two members shall be registered to vote in a primary election of the same political party. The term of office for members of the Civil Service Commission is three (3) years.

The Civil Service Commission of the City shall administer the Civil Service provisions of the general laws of Ohio for the classified employees of the City and school district.

#### **CULTURAL ARTS ADVISORY COMMISSION**

**Three (3) positions available.** Applicants must reside in the City of Fairfield. The term of office for three of the positions is three years.

The Cultural Arts Advisory Commission serves as an advisory group to the Fairfield Parks and Recreation Board, dedicated to the promotion of cultural arts activities within the City of Fairfield. The CAAC assists in informing the public of arts activities, the solicitation of available grants for arts programming, and exploring cultural arts opportunities for the City of Fairfield.

#### **DESIGN REVIEW COMMITTEE**

**Two (2) vacancies - Two (2) downtown business owner/operator.** The term of office for seats on the Design Review Committee is two (2) years.

The purpose of the Downtown District is to provide for a high quality, secure, visually interesting, architecturally integrated, comfortable and convenient environment that can attract a high volume of pedestrian activity in a strong cultural, institution, office and commercial presence. The Design Review Committee reviews plans that are submitted in the Downtown District to assure that objectives of the City's Design Guidelines are achieved.

#### **ENVIRONMENTAL COMMISSION**

**Three (3) positions available.** Applicants must reside in the City of Fairfield. The term of office of these positions is three years.

The Environmental Commission serves as an advisory body to the City of Fairfield Parks and Recreation Board for the purpose of promoting Environmental Stewardship and the conservation of natural resources and maintaining and increasing the amount of tree cover on public and private land in Fairfield by coordinating, initiating and publicizing activities that affect the community forest.

## **PARKS & RECREATION BOARD**

**Two (2) positions available – first ward and fourth seats.** The term of office for seats on the Parks & Recreation Board is three (3) years.

Some of the duties of the Parks and Recreation Board are: determine programs and activities of the City regarding parks and recreation, authorization of monies and the awarding of contracts for the operation and maintenance of the City's parks and recreation programs, the adoption of rules and regulations and systems of streets, boulevards, or parkways as the Board believe to be in the best interest of the efficient and orderly use and operation of the City's parks and recreation areas.

## **PLANNING COMMISSION**

**Two (2) positions available – first and third ward seats.** The term of office for seats on the Planning Commission is four (4) years.

Some of the duties of the Planning Commission are: Authorization of plans and maps, development of and modifications to the comprehensive plan, location and character of public utilities, the use of land and the zoning thereof, subdivision and other land development regulations, and development, redevelopment and renewal of the City.

## **WARD BOUNDARY REVIEW COMMISSION**

**Three (3) to Five (5) positions available.** The Commission membership can only have 2/3 of its members from one political party.

The purpose of the Commission is to review the 4 City wards to determine if they have substantially equal population in each ward. The Commission makes a recommendation to Council for their review and adoption. This Commission is created every 5 years and typically meets for 2-3 months starting in April.

## **INCOME TAX BOARD OF REVIEW**

**Two (2) positions available.** Appointees may not be employees, elected officials or contractors of the City during their term or for the previous five (5) year period. The term of office for seats on the Income Tax Board of Review are two (2) years.

The Local Board of Tax Review shall schedule a hearing to be held within sixty days after receiving an appeal of an assessment, unless the taxpayer requests additional time to prepare or waives a hearing. If the taxpayer does not waive the hearing, the taxpayer may appear before the board and/or may be represented by an attorney at law, certified public accountant, or other representative. The board may allow a hearing to be continued as jointly agreed to by the parties. In such a case, the hearing must be completed within one hundred twenty days after the first day of the hearing unless the parties agree otherwise.

### **General Information**

All positions on Fairfield's boards and commissions are non-compensated volunteer positions. Applicants should be residents of the City of Fairfield and should not conduct business with the City of Fairfield. Applications may be downloaded or completed online at <https://www.fairfield-city.org/443/Boards-Commissions-Online-Application> or obtained in the Clerk of Council's office at the Fairfield Municipal Building, 5350 Pleasant Avenue. The application deadline is February 15, 2019.

Questions regarding Fairfield's boards and commissions should be directed to the Clerk of Council, 867-5383.

Alisha Wilson  
Clerk of Council  
City of Fairfield

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*Fairfield covers 22 square miles in Southwest Ohio just north of Cincinnati with 43,000 residents and more than 1,200 corporate, retail, service and light industrial establishments. For more information, visit [www.fairfield-city.org](https://www.fairfield-city.org), and like or follow us on Facebook, Twitter and Instagram.*