



**ADVISORY BOARD APPLICATION**  
**CITY of CAPE GIRARDEAU**  
 401 Independence, Cape Girardeau, MO 63702-0617, 573-339-6320

**INTERNAL USE ONLY**

Board: \_\_\_\_\_  
 Date Appointed: \_\_\_\_\_

Name	Primary Phone
Address	Secondary Phone
City, State Zip	Number of Years as a City of Cape Girardeau Resident
E-Mail Address	
Current Employer and Position	

Number in priority order the Board(s) you are interested in serving on.

- |  |   |
|--|---|
| <input type="checkbox"/> Airport Advisory Board<br><input type="checkbox"/> Board of Adjustment<br><input type="checkbox"/> Board of Appeals<br><input type="checkbox"/> Board of Examiners<br><input type="checkbox"/> Convention and Visitors Bureau Executive Board<br><input type="checkbox"/> Golf Course Advisory Board<br><input type="checkbox"/> Historic Preservation Commission<br><input type="checkbox"/> Liquor License Review Board | <input type="checkbox"/> Parks & Recreation Advisory Board<br><input type="checkbox"/> Planning & Zoning Commission<br><input type="checkbox"/> Public Library Board<br><input type="checkbox"/> River Campus Board of Managers<br><input type="checkbox"/> Show Me Center Board of Managers<br><input type="checkbox"/> Special Business District Advisory Commission<br><input type="checkbox"/> Tree Board |
|--|---|

Special Qualifications for Specific Board(s) (Include Past Board Service):

State Why You Are Interested in Serving On This Board:

Educational Background and Experience:

Community Activities:

See regular meeting times on second page.

Would you like to receive news from the City via e-mail/blog?  Yes  No

I hereby certify that all statements in this application are true. If appointed, I agree to serve and attend meetings regularly. I understand and agree that absence from three (3) consecutive meetings or four (4) absences in any twelve (12) consecutive months will result in my position being deemed vacant. I will immediately notify the City Clerk's Office if my residential address changes.

Signed: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
 Board Member Applications are valid for one year from the date signed. Date Renewed: \_\_\_\_\_

**RETURN APPLICATION TO:**

City Clerk's Office, P.O. Box 617, Cape Girardeau, MO 63702-0617, Fax 573-339-6302  
 E-mail to [cityclerk@cityofcape.org](mailto:cityclerk@cityofcape.org)

## CITIZEN ADVISORY BOARDS

The City Council appoints a number of boards to serve in an advisory capacity. The Council welcomes all citizens to apply for appointment to any advisory board they are interested in. To apply, please complete the Advisory Board Application on the reverse side and return to the City Manager's Office. Citizens can apply for more than one board but can only serve on one board at a time. Call 339-6320 for additional information.

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**Airport Advisory Board:** Three year term. Two members may be from the following areas: Scott, Bollinger and Perry Counties. Meetings held second Tuesday at 11:30 a.m. at the Airport. Council member may serve as liaison. Staff contact - Airport Manager.

**Board of Adjustment:** Five year term. Meetings held first Thursday at 7:00 p.m. in City Council Chambers. Board considers requests for variances from the Zoning Ordinance provisions. Staff contact - City Planner.

**Board of Appeals:** Five year term. No more than two members from each of the following professions: (1) Registered design professional that is a registered architect or a builder or superintendent of building construction with at least 10 years experience; (2) Registered design professional with structural engineering or architectural experience; (3) Registered design professional with mechanical or plumbing engineering experience or a mechanical or plumbing contractor with 10 years experience; (4) Registered design professional with electrical engineering experience or an electrical contractor with at least 10 years experience; (5) Registered design professional with fire protection engineering experience or a fire protection contractor with at least 10 years experience. Meetings held second Thursday at 7:00 p.m. in City Council Chambers. Board considers appeals from the building codes. Staff contact - Building and Code Enforcement Manager.

**Board of Examiners:** Three year term. Seven members must be licensed in and actually engaged in working at one of the construction trades at the time of appointment. Four members must have 6 years practical experience in their construction trade, and no more than two of each of the following: plumber, mechanical installer, electrician, construction contractor, master drainlayer or plumbing fixture installer. One member need not be a licensed practitioner of the construction trades. Two members may be residents of Cape Girardeau County if hold a valid trades license. Meetings held first Wednesday at 7:00 p.m. in City Council Chambers. Board considers applications for building trades licenses. Staff contact - Building and Code Enforcement Manager.

**Convention and Visitors Bureau Executive Board:** Three year term after the initial board. Six members, three of which are appointed by the City Council and three appointed by the Cape Girardeau Area Chamber of Commerce Board of Directors. The City Manager serves as one of the City Council members, and the Chamber President serves as one of the Board of Directors members. Meeting held at least quarterly as called by the Convention and Visitors Bureau Director

**Golf Course Advisory Board:** Three year term. Meetings held fourth Thursday at noon at the A.C. Brase Arena Building. City Council member may serve as liaison. Purpose is to promote and develop the City's golf course facilities. Staff contact - Parks & Recreation Director.

**Historic Preservation Commission:** Three year term. Meetings held third Wednesday at 7:00 p.m. in City Council Chambers. Commission administers the Historic Preservation Ordinance and applications for landmarks and historical districts. Staff Contact - City Planner.

**Parks & Recreation Advisory Board:** Four year term. Meetings held second Monday at 5:30 p.m. in City Council Chambers. Purposes is to develop and promote new and existing park and recreational facilities Staff contact - Parks & Recreation Director.

**Planning & Zoning Commission:** Four year term. Meetings held second Wednesday at 7:00 p.m. in the City Council Chambers. Commission reviews and recommends actions on zoning changes and land subdivision, and variances from the Development Code. Staff contact - City Planner.

**Public Library Board:** Three year term. Meetings held fourth Thursday at 7:00 a.m. at the Public Library. Council member may serve as liaison. Staff contact - Library Director.

**River Campus Board of Managers:** Three year term. Meetings held monthly. Members appointed by the City Council and the Semo University Board of Regents. Board supervises use of River Campus facilities.

**Show Me Center Board of Managers:** Three year term. Meetings held first Wednesday, every other month. Members appointed by the City Council and the Semo University Board of Regents. Board supervises use of Show Me Center facilities.

**Special Business District Advisory Commission:** Three year term. Meetings called by Commission Chairman at least one time per year. City Manager or designee serves as ex-officio member. Commission administers Downtown Special Business District. Staff contact - City Planner.

**Tree Board:** Three year term. Administers plan for care of public trees in parks and on streets. Meetings held Second Monday, bi-monthly beginning in February, at noon at the Osage Community Centre. Staff contact - Parks & Recreation Director