



## **Downtown Advisory Board APPLICATION FOR APPOINTMENT**

Note: Your application will be copied for the City Commission and made available to the press and public

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

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

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

Occupation: \_\_\_\_\_

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

Home Telephone: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Are you a resident of Pittsburg? \_\_\_\_ If yes, how long have you lived in Pittsburg: \_\_\_\_\_

Current occupation (within last 12 months): \_\_\_\_\_

Business interest in the last 12 months:

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Previous Committee/Commission Experience:

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

Professional and/or community service activities:

Please explain your reasons for wishing to serve on this committee/commission and how you feel that you may contribute:

Area of representation (please circle all that could apply):

Hospitality Industry

Retail Industry

Land Owner

Downtown Overlay District Resident

At-Large Representation

The Downtown Advisory Board meets on the 3<sup>rd</sup> Monday of each month from 11:30am to 1:00pm. Appointment to this position may require you to file a Conflict of Interest Disclosure Statement, which is a public record.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions regarding the appointment procedure, please contact the City Clerk by phone at (620) 230-5532 or by email at [tammy.nagel@pittks.org](mailto:tammy.nagel@pittks.org).

Please return your completed application by **Noon on December 3, 2024**.

Applications may be submitted:

1. By mail:  
The City of Pittsburg  
Attn: City Clerk  
PO Box 688  
Pittsburg, Kansas 66762
2. In person at City Hall (201 West 4<sup>th</sup> Street), or
3. By email to [tammy.nagel@pittks.org](mailto:tammy.nagel@pittks.org).

## ARTICLE V. - DOWNTOWN ADVISORY BOARD

## Sec. 62-150. - Creation; membership, terms.

It is hereby declared to be in the best interests of the City to create a Downtown Advisory Board (DAB) to be composed of seven members appointed by the Governing Body, all of whom are to be selected for their wisdom, ability, and interest in issues related to "Downtown Pittsburg", defined as the Downtown Overlay (DO) District. Criteria for membership is as follows: one member will represent the hospitality industry; one member will represent the retail industry; one member will be a property owner; one member will live in the DO District; and three members will be at large with a vested interest in the DO District. The three at large members will serve an initial one-year term and the remaining four members will serve two-year terms. Following the expiration of the initial terms of the three members at large, these members will thereafter be appointed to two-year terms. Residence within the city limits shall not be a requirement of membership except for the one member who must reside in the DO District.

(Ord. No. G-1243, § 1, 12-8-2015)

## Sec. 62-151. - Election of officers.

The members of the Downtown Advisory Board shall annually appoint one Board member as chairperson and another Board member as vice-chairperson, each of whom shall serve for one year and until successors are appointed.

(Ord. No. G-1243, § 1, 12-8-2015)

## Sec. 62-152. - Ex-officio member; secretary.

The City Manager or his or her designee shall be an ex-officio member of the Board and shall act as secretary and keep minutes, but shall not be entitled to vote on any matter considered by the Board.

(Ord. No. G-1243, § 1, 12-8-2015)

## Sec. 62-153. - Filling of vacancies; removal; quorum.

Upon the expiration of the term of any member, the Governing Body shall either reappoint that member, or some other qualified individual for a two-year term of membership; provided, however, that no member shall serve more than three consecutive terms. Any member may be removed by the Governing Body for failing to attend meetings of the Downtown Advisory Board or for no longer meeting the criteria for service. Should any member of the Downtown Advisory Board resign, pass away, or be removed by the Governing Body, the Governing Body shall appoint some other qualified individual to serve the former member's unexpired term. Four members of the Downtown Advisory Board shall constitute a quorum. An affirmative vote of the majority of a quorum shall be required for any action taken by the Board.

(Ord. No. G-1243, § 1, 12-8-2015)

Sec. 62-154. - Advisory Board duties.

The Downtown Advisory Board shall act as a deliberative and review body representing the interests of downtown property owners, residents and merchants (the downtown community). The Downtown Advisory Board shall establish committees as agreed upon by the Board and provide oversight of these committees. The Board will review the decisions, requests, and recommendations of the committees and make final decisions. When appropriate, the Board will request the City Manager, or his or her designee, to present a decision, request or recommendation to the Governing Body. One Board member will be responsible for each Committee, based on expertise and interest, and will report the decisions, requests, and recommendations of the Committee to the Board.

(Ord. No. G-1243, § 1, 12-8-2015)

Sec. 62-155. - Committee duties.

The appropriate committee will be responsible for the following:

- a. Reviewing and making recommendations regarding plans proposed in the DO District prior to submission to the Planning and Zoning Commission.
- b. Consult, advise, or otherwise support current and incoming business owners regarding City and DO District regulations and processes.
- c.

Assist in resolving conflicts within the downtown community. Individuals owning property, businesses, or a primary residence within the DO District will be eligible to have their issues placed on the agenda of the next scheduled meeting of the appropriate committee.

- d. Make recommendations to the Downtown Advisory Board regarding issues related to development and activities with the DO District.

(Ord. No. G-1243, § 1, 12-8-2015)

Sec. 62-156. - Operational processes; meeting frequency; annual report.

The Downtown Advisory Board may adopt, define and amend its operational processes, in writing, and shall submit the same to the City Clerk. The Board shall meet at least quarterly at a time and place as fixed by the chairperson. Special meetings may be called by the chairperson or, in his or her absence, the vice-chairperson. The City Manager or his designee may call a meeting if exigent circumstances require timely action by the Board. The Board chairperson, without a formal meeting of the Board and upon consulting with the other members, may provide a formal response of "No comment" if a response from the Board is requested.

The Downtown Advisory Board, with input from the Committees, shall prepare an annual report in March of each year. The DAB Chairperson will present the annual report during a work session with the City Commission to review the accomplishments and goals of the Committees and Advisory Board. Following such a review, if the Governing Body finds it is in the best interest of the City, the Downtown Advisory Board may be dissolved by ordinance.

(Ord. No. G-1243, § 1, 12-8-2015) Secs.

62-157—62-159. - Reserved.