



**City of Clewiston  
City Clerk's Office  
115 W Ventura Avenue  
Clewiston, Florida 33440  
Phone: (863) 983-1484 Fax: (863) 902-4055**

**BOARDS AND COMMITTEES APPLICATION**

This information is for consideration of appointment to a City Board. Please complete and return this form to the City Clerk, along with your *resume and proof of residency such as a government issued identification or voter registration card.*

**PLEASE NOTE:** Florida Public Records Law is very broad. Documents relevant to city business is public records and is subject to public disclosure upon request. Your information provided within this application may therefore be subject to public disclosure.

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

HOME ADDRESS: \_\_\_\_\_ APT. NO. \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**PLEASE SELECT THE BOARD(S) / COMMITTEE(S) ON WHICH YOU ARE INTERESTED IN SERVING IN NUMERICAL ORDER FROM 1 THROUGH 3, WITH 1 BEING YOUR FIRST CHOICE AND 3 THE LEAST CHOICE.** (A description of the responsibilities of each Board is on the back of this application.)

- |   |   |
|---|---|
| <p>_____ Board of Building Commissioners</p> <p>_____ Clewiston Library Advisory Board</p> <p>_____ Municipal Golf Course Advisory Board</p> <p>----- Parks, Recreation &amp; Leisure Services<br/>Advisory Board</p> | <p>_____ Planning and Zoning Board</p> <p>_____ Hendry County Library<br/>Cooperative Advisory Board</p> <p>_____ Community Redevelopment<br/>Agency Advisory Board</p> |
|---|---|

**PLEASE MARK YES OR NO FOR EACH OF THE FOLLOWING QUESTIONS:**

- |   |                        |          |
|---|------------------------|----------|
| Are you a resident of Clewiston?                            | Yes _____              | No _____ |
| Are you a registered voter in Clewiston/Hendry County, FL?  | Yes _____              | No _____ |
| Are you currently serving on a City Board?                  | Yes _____              | No _____ |
| Have you ever served on a City Board/Committee?             | Yes _____              | No _____ |
| If so, please indicate the Board(s)/Committee(s)? _____     | Date of Service: _____ |          |
| Are you willing to attend monthly board meetings? In Person | Yes _____              | No _____ |

I understand any member absence from three (3) consecutive meetings will be considered as resignation from the board/committee. Yes \_\_\_\_\_ No \_\_\_\_\_

Please list any special talent, qualification, education, or professional experience that would contribute to your service on the Board/Committee you have selected?

---

---

---

---

Please summarize your volunteer experience(s):

---

---

---

---

Florida Law requires appointed members on the Planning and Board of Adjustment and Appeals Boards to file a Form 1 - Statement of Financial Interests Disclosure form on an annual basis.

Vetting by the City Clerk. The City Commission will review and vote as a Board at a City Commission Regular Meeting.

I hereby certify that the statements and answers provided are true and accurate to the best of my knowledge.

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

\_\_\_\_\_  
Date

Resume Attached.

To All Applicants:

The City Commission of the City of Clewiston adopted Resolution No. 2025-06– Advisory Board and Committees Appointment Process Policy that all applicants are to complete and sign a background Investigation waiver form authorizing the City of Clewiston Police Department to conduct a simple background investigation, which consist of employment history verification, affiliations and memberships, financial/credit report, and any criminal convictions.

Please complete the attached Authority For Release of Information Form. This form must be signed in the presence of a notary and notarized.

**CITY OF CLEWISTON, FLORIDA**  
**DESCRIPTION OF BOARDS AND COMMITTEES**

**BOARD OF BUILDING COMMISSIONERS**

The Board of Building Commissioners, consists of three person, one of whom shall be a city commissioner, and two of whom shall be persons primarily engaged in building construction work, and who shall be appointed by the city commission. At each biennial organizational meeting of the city commission the terms of the then board members shall expire and the city commission shall appoint a new board. The duties of the this board is found in Chapter 18, Division 2, Section 18-175 of Clewiston Municode.

**MEETING:**

**LIBRARY ADVISORY BOARD**

The Clewiston Public Library Advisory Board, shall be composed of seven members to be appointed by the city commission from the citizens of the city. Neither the mayor nor any member of the city commission shall be a member of the board. The members of the library advisory board shall serve a term of seven years. The terms shall begin in December following the appointment. One member shall be chosen annually for the term of seven years. If a vacancy occurs by resignation, removal or otherwise, the city commission shall fill such vacancy for the unexpired term. A member shall not receive any pay or compensation for any service rendered as a member of such board.

**MEETING:**

**MUNICIPAL GOLF COURSE ADVISORY**

The Municipal Golf Course Advisory Board is to advise and recommend to the City Commission ways in which to make the Golf Course more efficient and way in which the operation (other than personnel matters which are governed by the personnel rules and regulations of the City of Clewiston), financing, marketing, and maintenance of the Municipal Golf Course may be improved or enhanced and its viability as a municipal and community resource increased and perpetuated.

**MEETING:** The Municipal Golf Course Advisory Board meets on the third Thursday of the month at 11:00 a.m. or on an as-needed basis.

**RECREATION ADVISORY BOARD**

The Board shall assist the City in the achievement of goals and objectives set forth in applicable elements of the adopted Comprehensive Plan for the benefit of all segments of the community. The Board shall be comprised of five (5) regular members appointed by the City Commission who shall serve without compensation for a term of two years. To the extent possible, membership should reflect the demographic and geographic composition of the City.

**MEETING:** The Parks, Recreation & Leisure Services Board meets on the third Thursday 4:00 p.m. of the month or on an as-needed basis.

**PLANNING BOARD (QUASI-JUDICIAL)**

The Planning Board shall be appointed by the city commission. The term of office shall run from June 1 in the year in which the appointment is made. Each person appointed shall serve for a term of two years, or until his

successor is appointed and qualified. Members shall be subject to removal by the city commission for failure to perform their duties or take an active part in the board duties or for other misconduct in office. Vacancies on the board may be filled by the commission at any time for the unexpired term.

**MEETINGS:** The Planning Board meets on an as-needed basis.

**COMMUNITY REDEVELOPMENT AGENCY ADVISORY COMMITTEE**

The Community Redevelopment Agency (CRA) purpose is to function in the area, as more fully delineated in appendix A, and to provide for the redevelopment, conservation rehabilitation or combination thereof such areas in the city. The duties shall be found in Chapter 2, Article II, Division 2, and Section 2-48 in the Clewiston Municode.

Meeting: The Community Redevelopment Agency Advisory Board meets on an as-needed basis.