

**VILLAGE OF DRYDEN**  
**Downtown Development Authority/Planning Commission**  
**Position Description**

Being a DDA Board member is a wonderful way to serve your community. If you are selected to serve on the DDA Board, it is expected that you will attend one monthly board meeting (typically, 60-90 minutes), The DDA Board members must also commit to the completion of a full day/8-hours of State mandated training on the Downtown Development Authority's operations, roles, and responsibilities within the first 12 months of appointment. All approved or mandated travel, training, and education expenses will be covered at no cost to the individual Board member.

The Planning Commission/DDA Board shall consist of nine (9) members. Members shall be appointed by the Village President with the approval of the Village Council. One of the members shall be an ex-officio member who shall be a member of the Village Council; one of the members shall be an ex-officio member who shall be a Village administrative official; and one of the members shall be an ex-officio member who shall be the Village President. All members, including ex-officio members, shall have full voting rights. Vacancies occurring for any reason shall be filled for the remainder of the unexpired term by appointment of the Village President with the approval of the Village Council. The membership shall be representative of important segments of the community, such as industry, natural resources, recreation, education, public health, government, transportation and commerce. No employee of the Village, other than the ex-officio members, shall be a member of the Planning Commission/DDA Board.

Each appointed member, except ex-officio members, shall serve for a three (3) year term. Terms shall be staggered so that no more than two (2) of the members' terms (not counting ex-officio members' terms) shall expire in any one (1) year. Members may be eligible for reappointment at the discretion of the Village Council. Current members shall serve until their current terms expire, unless they are removed in accordance with Section 6 or they resign. The terms of office of the ex-officio members who serve on the Planning Commission/DDA Board shall correspond to their elected or appointed terms of office.

Once again, sincere thanks from the Dryden Downtown Development Authority/Planning Commission for your interest in assisting us as we strive to make the Village of Dryden even better!

Please contact Justin Evans, Chairperson of Downtown Development Authority or Holly Shroyer DDA Secretary at the Village Office 810-796-2291 should you have any questions or need further information.

**Dryden Downtown Development Authority/Planning Commission  
Board Member Application**

1. Name: \_\_\_\_\_

2. Are you a resident of the Village of Dryden or the Township of Dryden: \_\_\_\_\_

3. Address: \_\_\_\_\_

4. Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

5. E-mail: \_\_\_\_\_

6. Length of residency in the Village of Dryden: \_\_\_\_\_ Twp. of Dryden : \_\_\_\_\_

7. Are you a licensed business owner in the Village of Dryden/ Twp. of Dryden: \_\_\_\_\_

8. Business Name: \_\_\_\_\_

9. Business Address: \_\_\_\_\_

10. How long has the business been in operation in Dryden: \_\_\_\_\_

11. Where are you currently employed? What is your current position? How long have you been with this company? (A resume may be attached to provide further professional information)

12. Either in the space below or on an attachment, please list any special skills or experience that you feel would be strengths for the Downtown Development Authority. (Professional experience, previous Board experience, volunteerism, personality characteristics, etc.)