



TOWN OF WICKENBURG

155 N. Tegner, Ste. A - Wickenburg, Arizona 85390
(928) 684-5451 X1517 FAX (602) 506-1580
Amy Brown, Town Clerk abrown@wickenburgaz.gov

MEMORANDUM

TO: Prospective Board, Committee and Commission Members
FROM: Amy Brown, Town Clerk
DATE: December 3, 2025
SUBJECT: Application Process

Thank you for your interest in serving on a Town of Wickenburg advisory Board, Committee or Commission to share your time and expertise with the town to shape the future of Wickenburg. Most of the committees are made up to seven members with the ability to have two alternate members, to fill in during the absence of a member and to be ready to step in when there is a vacancy. The term of service is usually two years. General duties for members are located in Town Code in [Chapter 3](#).

All members must live in the town limits and are encouraged to attend every committee meeting. The general idea of when the meetings will be and the areas of concentration are as follows:

- Board of Adjustment (Meets as needed on a Thursday at 5:00 PM)
 - ✓ See [Town Code Article 3-3](#) for details
 - ✓ Primarily hears requests for variances of the Zoning Ordinance
- Community Programming Advisory Committee (Meets every other month on a Wednesday at 4:00 PM) – Advisory regarding:
 - ✓ Recreation Programming
 - ✓ Special Events
 - ✓ Library Programming
- Economic Development and Transportation Advisory Committee (Meets every other month on a Wednesday at 4:00 PM) – Advisory regarding
 - ✓ Business attraction, retention and expansion:
 - ✓ Workforce development
 - ✓ Tourism
 - ✓ Airport
 - ✓ Transportation

- Parks and Trails Advisory Committee (Meets every other month on a Wednesday at 4:00 PM) – Advisory regarding:
 - ✓ Parks Master Planning
 - ✓ Tree Board USA
 - ✓ Multi-Use Paths
- Planning & Zoning Advisory Commission (Meets monthly on the last Tuesday at 5:30 PM)
 - ✓ See [Town Code Article 3-2](#) for details
 - ✓ Primarily hears requests for changes to zoning, Zoning Ordinance, or General Plan
 - ✓ Serves as the primary Commission for development review
- Public Safety Retirement Board (Meets 2 times per year)
 - ✓ Reviews the annual actuarial report from the Public Safety Personnel Retirement System (PSPRS) for Dispatch, Police and Fire
 - ✓ Serves on the Correction Officer Retirement Board, and Public Safety Retirement Boards for Police and Fire (3 separate boards)
 - ✓ Reviews any disability, new hire and other applications regarding a member's retirement benefits or survivor benefits

If you are interested in serving on one of the Town of Wickenburg's boards, commissions or committees, please complete the Citizen Application Form and return it to Amy Brown at abrown@wickenburgaz.gov or at Town Hall located at 155 N. Tegner Street. Applications will be accepted throughout the year for any openings.

Thank you for your attention in completing all questions on the application form. If you have any questions, please call Amy Brown at 928-668-0517.

Town of Wickenburg
155 N. Tegner St. Suite A
Wickenburg, AZ 85390
Phone: 928-684-5451
FAX: 602-506-1580
www.wickenburgaz.gov

CITIZEN APPLICATION FORM

TO SERVE ON A COMMISSION, COMMITTEE OR BOARD

POSITION APPLYING FOR (All Applicants must live in the Town limits):

Please only apply for one board/committee/commission, your top area of interest.

- ☐ Board of Adjustment (Meets as needed on a Thursday at 5:30 PM)
- ☐ Community Programming Advisory Committee (Meets every other month on a Wednesday at 4:00 PM)
- ☐ Economic Development and Transportation Advisory Committee (Meets every other month on a Wednesday at 4:00 PM)
- ☐ Parks and Trails Advisory Committee (Meets every other month on a Wednesday at 4:00 PM)
- ☐ Planning & Zoning Advisory Commission (Meets monthly on the last Thursday at 5:30 PM)
- ☐ Public Safety Retirement Boards (Meets 2 times per year)

Name: _____
Last First

Residence Address: _____
In Town of Wickenburg town limits

Mailing Address: _____
Street

City State Zip Code

Phone: _____ Type of Phone: Home _____ Work _____ Cell _____

Email: _____

How long have you lived in the Town of Wickenburg? _____

Are you a registered voter in Wickenburg? ☐ YES ☐ NO

Please respond to all questions, attach a separate sheet of paper if necessary.

1) I am interested in serving and/or am qualified to serve on the Committee because:

2) What motivated you to apply for this specific committee?

3) What do you see as the vision for the committee?

4) What brought you to Wickenburg? What other organizations in Wickenburg do you volunteer at?

5) Is there any additional information that you think would be helpful for the Council to know when making a selection for members?

Please attach a resume with related previous experience (if available).

Please initial the questions below with your acknowledgement and understanding.

_____ If you miss three consecutive meetings, or three meetings within a six-month period, you may be removed from office.

_____ All members must maintain Wickenburg residency in order to remain in office.

_____ Committing a felony or certain crimes will automatically remove you from office.

_____ If you are no longer able or willing to serve, please contact your board chair and staff liaison.

SIGNATURE

DATE

For questions or to submit forms please send to:

Amy Brown, Town Clerk at (928) 668-0517 or abrown@wickenburgaz.gov

OFFICE USE ONLY – Revision March 2023	
Date Application Received	
Applicant Notified Date	
Date Of Council Appointment	
Date Of Term Expiration	
Comments:	

Applications will be kept on file for one year.
Most of our terms expire in December on a staggered basis.
Most terms are for two-years.