



CITY OF SHAVANO PARK

Board/Commission Application



City of Shavano Park, 900 Saddletree Court, Shavano Park, Texas 78231
Phone: 210/ 493-3478 Fax: 210/ 492-3816

BOARDS AND COMMISSIONS APPLICATION

The City of Shavano Park offers many ways for its citizens to become actively involved in their community. Attending public meetings is one way and the other is to serve on one of the boards or commissions.

Any resident over the age of 18 that is a registered voter may be a member on these boards/commissions/committees. Members serve without monetary compensation and are appointed by the City Council as required by the rules of appointment for each Board/Commission. Members must take an oath of office and serve in the interest of the Shavano Park community. As a member of a Board/Commission, those who serve are subject to the standards of ethical conduct contained in the City of Shavano Park Code of Ethics and all requirements under the Texas Local Government Code.

Description of Boards/Commissions

Board of Adjustments

Purpose: To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official of the City in the enforcement of the Zoning Ordinance; To authorize upon appeal in specific cases a "variance" or a "special exception" from the terms of the Zoning Ordinance as will not be contrary to the public interest where, due to special conditions, a literal enforcement of the provisions of the Zoning Ordinance will result in unnecessary hardship, and so that the spirit of the Zoning Ordinance shall be observed and substantial justice done; To hear and decide other matters authorized by the Zoning Ordinance or any further zoning ordinance adopted by the City Council.

Membership: The Board of Adjustments consists of five (5) members and four (4) alternate members – appointed by the City Council. The Board of Adjustments shall choose a Chairperson from among its regular members.

Term: Overlapping two year terms

Meets: At the call of the Chairperson

Planning and Zoning Commission

Purpose: To review and make recommendations for zoning boundaries and appropriate zoning for zoning districts therein; To hold public hearings and prepare a final report for the City council on recommendations for changes in zoning district boundaries or regulations in zoning districts. To perform such other functions as are necessary or required by state law or City ordinance:

- (1) Review and make recommendations for zoning boundaries and appropriate zoning regulations for zoning districts;
- (2) Review and consider amendments to the City's comprehensive *plan*;
- (3) Review, consider and take action on all preliminary and final plats consistent with the requirements of State and local law;

(4) Hold public hearings and consider planning issues when deemed appropriate by the Planning and Zoning Commission upon a finding by a majority vote that the issue being considered is a "planning issue" with such findings being recorded in the minutes of the meeting.

(5) To perform other duties and functions as requested by a majority vote of City Council.

Membership: The Planning and Zoning Commission consists of nine (9) members appointed by City Council. The Planning & Zoning Commission shall choose a Chairperson from among its members.

Term: Overlapping two year terms

Meets: The first Wednesday of the month at 6:30 PM

Water Advisory Committee (must be a Shavano Water System user)

Purpose: The Water Advisory Committee shall advise the Mayor and the City Council on the City of Shavano Park Water System including recommended policies on water protection measures, operation and maintenance of the system, operating budget, short-term and long-term capital budgets and associated projects; ordinances appropriate for effecting such policies; and other appropriate matters as established by City Council.

Membership: The Water Advisory Committee consists of six (6) members, whom shall be appointed by City Council. The Water Advisory Committee shall choose its Chairman from among its members and shall preside over all Commission meetings and may participate in Commission debate but shall not vote; and all recommended appointments shall be approved by a majority of City Council.

Term: Members shall be appointed for 2 (two) year terms.

Meets: The Committee shall meet at times as established by a majority of the committee but at least once a quarter.

Citizen Tree Committee

Purpose: Provides non-binding advice and input regarding possible oak wilt, tree trimming and generally accepted urban forestry practices. Coordinates and promotes Arbor Day activities and assists with the annual application to renew Tree City USA designation.

Membership

Membership of the committee shall be as follows:

- (1) One City Council member appointed by City Council.
- (2) One City staff member appointed by the City Manager;
- (3) A minimum of seven residents of the City of Shavano Park appointed by the City Council to represent the community at large; as described in chapter 2, article IV, section 2-87.
- (4) One International Society of Arboriculture Certified Arborist or forester appointed by the City Council, preferably a resident, to serve as subject matter expert for the committee;

Terms Members shall serve for two-year staggered terms.

Meets: The Committee shall meet at times as established by a majority of the committee but at least once a quarter.



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VOLUNTEER APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

Name: _____ Date: _____

Home Phone: _____ Work or Cell Phone: *(optional)* _____

Home Address: _____

Email Address: _____

Are you a citizen of Shavano Park? Yes No

Are you 18 years or older? Yes No

Are you registered to vote? Yes No

Do you have immediate family working for the City of Shavano Park? Yes No

If yes, who? _____

Do you have immediate family serving on City Council/Board/Commissions for the City of Shavano Park?
 Yes No

If yes, who and where do they serve? _____

Current or past occupation or area of expertise:

Professional and or community activities:

Describe how your past expertise/experience would qualify you to serve on this Board/Commission:



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I AM INTERESTED IN SERVING ON THE FOLLOWING BOARDS OR COMMISSIONS:
(Note: Most of these Boards/Commissions require meetings that occur in the evenings)

Please indicate your order of preference by using 1st, 2nd, 3rd etc.

_____ **BOARD OF ADJUSTMENT (2 Positions / 2 Alternates)**

_____ **PLANNING & ZONING COMMISSION (4 Positions)**

_____ **WATER ADVISORY COMMITTEE (3 Positions)**

_____ **CITIZEN TREE COMMITTEE**
(To be determined positions - Minimum 7 residents)

_____ **INVESTMENT COMMITTEE (1 Position)**

If you have a preference for one Board/Commission appointment over another, please tell us why:

Are you currently serving on a City of Shavano Park Board, Commission or Committee? ___Yes ___No
If yes, which one? _____ Term Expires: _____

Have you ever served on a City of Shavano Park Board, Commission or Committee? ___Yes ___No
If yes, list name of Board, Commission or Committee and term of office: _____

(Signature) _____ Date _____

PLEASE RETURN THIS FORM ALONG WITH A LETTER OF INTEREST & AVAILABILITY TO:

Office of the City Secretary
900 Saddletree Court
Shavano Park, Texas 78231
210.493.3478 or Fax: 210.492.3816
ztedford@shavanopark.org

Staff Notations Only:

Date application received:

Council action:

If appointed, expiration of term: