



City of Alamo Heights, Texas

July 10, 2006

Procedures for Commission and Boards Selections and Appointments

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1.0 Intent and Purpose of Appointments

The City of Alamo Heights would like to accomplish the following goals when making appointments to its commission and boards:

- 1.1 To make appointments to the commission and boards that provide a balanced representation of individuals based on their community experience, work experience, residency, geographic location within the city limits, knowledge of the community and its history, and property ownership.
- 1.2 To establish general qualifications for the commission and boards members to ensure expertise and a balanced perspective.
- 1.3 To establish formal procedures for selections and appointments to the commission and boards.

2.0 Summary of Commission and Boards with Proposed Changes

2.1 Planning and Zoning Commission

- 2.1.1 **Purpose:** Makes recommendations to City Council regarding policies related to planning and development such as zoning, area plans and subdivision plats. Functions as a quasi-judicial body to review zoning and plat application cases. The Commission is established by the City Charter and City Code, and in compliance with Texas municipal regulations for a Home Rule city. Any appeal of the Commission's actions by an applicant is heard by the City Council.
- 2.1.2 **Membership:** The Commission consists of twelve (12) members who are nominated by the Mayor and approved by the City Council. The Mayor, members of City Council, City Attorney and City Engineer (Public Works Director) are designated as ex officio members of the Commission.
- 2.1.3 **Chair and Vice-Chair:** One member, selected by the members, serves as the Chair. There is no Vice-Chair position.
- 2.1.4 **Quorum:** A quorum is established in the City Code as the attendance of five (5) members. Actions are approved by a simple majority of the quorum.
- 2.1.5 **Vacancies:** There are currently three (3) vacancies.
- 2.1.6 **Attendance:** All commission members shall attend a minimum of seventy percent (70%) of all meetings within a twelve (12) month period.
- 2.1.7 by the Charter, City Code or the Commission.
- 2.1.8 **Qualifications:** Members must be residents and qualified voters of the city as provided in the City Code. Members will receive training and are expected to become familiar with land development plans, platting and zoning regulations, city planning and ordinances, and community sentiment related to development.
- 2.1.8 **Term of Office:** Two (2) year term or until reappointed or replaced by action of the Mayor and City Council. (*)

(*) Ordinance change required

2.2 Board of Adjustment

- 2.2.1 Purpose: Makes required decisions and functions as a quasi-judicial body to review appeals made by building permit applicants who have been denied a building permit by the Public Works Director due to new non-conformities with the Zoning Code. The Board is established by the City Charter and Code to comply with Texas municipal regulations. Any appeal of the Board's actions by an applicant is heard in district court.
- 2.2.2 Membership: The Board consists of five (5) members with two (2) designated alternates all of whom are nominated by the Mayor and approved by the City Council.
- 2.2.3 Chair and Vice-Chair: One member, selected by the members, serves as the Chair. There is also a City Code-designated Vice-Chair position, as well as a non-voting Secretary who is not a member of the Board.
- 2.2.4 Quorum: A quorum is established in the City Code as four (4) members. Actions are approved by four or more members.
- 2.2.5 Vacancies: There are currently no vacancies.
- 2.2.6 Attendance: All board members shall attend a minimum of seventy percent (70%) of all meetings within a twelve (12) month period.
- 2.2.7 Qualifications: Members must be residents and qualified (*) voters of the city as provided in the City Code. Members will receive training and are expected to become familiar with variance regulations, platting and zoning regulations, development standards such as height and setbacks, city planning and ordinances, and the community sentiment related to development.
- 2.2.8 Term of Office: Two (2) year term or until reappointed or replaced by action of the Mayor and City Council. (*)

(*) Ordinance change required.

2.3 Architectural Review Board

- 2.3.1 Purpose: Functions as an advisory body to review projects over \$100,000 in construction cost and which are commercial building exterior projects and landscape projects. The Board makes recommendations to the City Council regarding such cases that it hears. The Board also reviews and independently approves signage cases. Any appeal of the Board's actions is heard by the City Council.
- 2.3.2 Membership: The Board consists of seven (7) members(*) who are nominated by the Mayor and approved by the City Council.
- 2.3.3 Quorums: A quorum is established by City Code as four (4) members. Actions are approved by four or more members.
- 2.3.4 Vacancies: There are currently three (3) vacancies. (*)
- 2.3.5 Chair and Vice-Chair: One member, selected by the members, serves as the Chair. There is no Vice-Chair position.
- 2.3.6 Attendance: All board members shall attend a minimum of seventy percent (70%) of all meetings within a twelve (12) month period.
- 2.3.7 Qualifications: Members must be residents and qualified voters of the city(*) as provided in the City Code. Members will receive training and are expected to become familiar with architectural styles, architectural compatibility, landscape architecture, architecture, historic preservation, the history of the city, platting and zoning, city planning and ordinances, signage regulations, parking regulations, and community sentiment related to development.
- 2.3.8 Term of Office: Two (2) year term or until reappointed or replaced by action of the Mayor and City Council. (*)

(*) Ordinance change required.

Part II: Procedures for Selections and Appointments

1.0 Appointment of Process Coordinator

- 1.1 The City Manager and Public Works Director shall designate a staff member to serve as a Process Coordinator, and who will be a point of contact and support for the selection and appointment process.
- 1.2 An Interest to Serve on a Commission or Board Form (Attachment A) will be provided and made available throughout the year. Staff will distribute submittals periodically to City Council along with identification of any vacancies or rotations.
- 1.3 The Process Coordinator shall communicate with individuals interested in serving on a commission or board.

2.0 Vacancies, Notice and Application

- 2.1 Vacancies shall be announced by staff on the City's Website, the City's Newsletter, commission and board agendas, public notice boards, newspaper(s) and through any other appropriate means of providing information to the general public.
- 2.2 An individual may express their interest to serve on a board throughout the year. Individuals will receive correspondence related to a schedule for consideration by the City Council to a vacant position. If no vacancies exist, the individual's application will be kept on file and will be contacted when there is a vacancy.
- 2.3 A commission and board member whose term has expired may resubmit an Interest to Serve on a Commission or Board Form.
- 2.4 All interested individuals shall provide a brief biography, or resume, and an interest form.

3.0 Selection Process

- 3.1 An Advisory Review Group may be assembled consisting of one or more Council Members as selected by the Mayor, a member of the respective Commission or Board if they desire, and the City Manager and any designated staff.
- 3.2 The Advisory Review Group shall review and recommend candidates to the Mayor for one or more vacancies.
 - 3.2.1 Qualifications: The Advisory Review Group shall consider the following: To make appointments to all Commission, Boards and Committees that provide a balanced representation of individuals based on their community experience, work experience, residency, geographic location within the city limits, knowledge of the community and its history, and property ownership.
- 3.3 The City Council will hold a public meeting to interview individuals who have been recommended by the Advisory Review Group.
- 3.4 The Mayor will nominate applicants for the Commission and Boards for consideration by the City Council during a public meeting.
- 3.5 A quorum of the City Council will vote on the nomination during a public meeting, stating the length of term to be served and the expiration date of that term.

4.0 Attendance

- 4.1 All commission and board members shall attend a minimum of seventy percent (70%) of all meetings within a twelve (12) month period.
- 4.2 A commission or board member who is absent greater than seventy percent (70%) in the past twelve (12) months shall be informed that their appointment will be put in an inactive status and the vacant position will be filled per the procedures noted in Section 3.0 above. An individual placed in an inactive status may reapply after a twelve (12) month period has lapsed.
- 4.3 A commission or board member may submit a letter to the Mayor to waive an absence in the event of an emergency or other condition that represents a hardship so that the absence will not count against that member.



City of Alamo Heights

**Interest to Serve on a Commission or Board
Application Form.**

Name: _____

Home Mailing Address:

Home Phone: _____ Work Phone: _____

Fax Number: _____ Cell Phone: _____

Email Address: _____

Occupation: _____

Alamo Heights Resident: Yes ___ No ___

Are you qualified to vote in a City of Alamo Heights election?
Yes ___ No ___

Please rank one-to-three, in terms of interest, which Commission and/or Board you desire to serve on:

___ Planning & Zoning ___ Board of Adjustment ___ Architectural Review Board

Please submit a short biographical sketch or resume as part of your Application.

Signature: _____ Date: _____

Your signature confirms that you are familiar with the schedule of the commission and boards, and that you will be able to attend a minimum of 70% of all meetings within a 12-month period.