

# City of Bellaire

## Application for Board, Commission, and Committee Appointment

**Instructions:** Please type or print using black ink.

**Board/Commission/Committee** (indicate selection(s) by marking each with "1" or "2" or "3" in rank order of your preference (1=most preferred). **It is not necessary to mark more than one if you're not interested.**

(The functions of each Board / Commission / Committee and procedures for appointments are described on pages 3-4 of this document.)

<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Recycling Committee	<input type="checkbox"/> Bellaire Cultural Arts Commission
<input type="checkbox"/> Building & Standards Commission	<input type="checkbox"/> Bellaire L.I.F.E. Advisory Board	<input type="checkbox"/> Other
<input type="checkbox"/> Planning & Zoning Commission	<input type="checkbox"/> Parks & Recreation Advisory Board	

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

2. Address: \_\_\_\_\_

3. Business Phone: (\_\_\_\_) \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

4. Occupation: \_\_\_\_\_

5. Years in Bellaire: \_\_\_\_\_ Home Email Address: \_\_\_\_\_

must be a resident for at least 6 months before appointment date in June

6. First Time Appointment? \_\_\_\_\_ Reappointment? \_\_\_\_\_

Yes or No

Yes or No

7. If Reappointment, indicate name of group: \_\_\_\_\_

and the time period previously served: \_\_\_\_\_

8. Registered Voter in a Bellaire Precinct? \_\_\_\_\_ (Yes or No)

9. Have you ever attended a meeting of the particular Board, Commission, or Committee to which you seek appointment? If so, indicate which one(s):

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10. Briefly describe previous community activities associated with the City of Bellaire, as well as any outside civic, charitable, and other community work:

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11. Please write a brief summary of your interest in appointment or reappointment to this Board, Commission, or Committee:

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(continued)

12. Please write a brief summary of your qualifications for service on this Board, Commission, or Committee:

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13. Do you anticipate any conflicts of interest arising on connection with your service on the selected Board, Commission or Committee? Yes \_\_\_\_\_ No \_\_\_\_\_ Possibly \_\_\_\_\_

If you answered yes and a conflict of interest did arise, how would you propose to resolve it?

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14. Do you understand the time commitment required on this Board, Commission, or Committee for meetings as well as preparation prior to meetings? (As a reference, previous Board and Commission members have stated that their time commitment ranged, on average, from two to six hours per month.)

Yes

No

Please complete the following only if you are applying for reappointment to a particular Board, Commission, or Committee.

Do you have any thoughts regarding the responsibilities of and/or recent actions by your Board, Commission, or Committee?

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Do you have any ideas on how the effectiveness of your Board, Commission, or Committee can be improved?

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The City of Bellaire appreciates your commitment and willingness to serve. Thank you for taking the time to complete this application.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

## *City of Bellaire*

### **Overview of Bellaire Boards, Commissions, and Committees**

#### **1. State Law Governed Boards and Commissions:**

**a. *Board of Adjustment (“BOA”)*** is responsible for considering applications for variances or special exceptions to the Zoning Code (Chapter 24 of the Bellaire Code of Ordinances). Landowners or their agents apply to the Building Official of the Department of Community Development. Formal dockets, which must be legally advertised, are scheduled for the Board of Adjustment. Meetings are held to hear testimony on the applications. The BOA determines the outcome of all applications, which may only be appealed to a Harris County District Court. The BOA consists of seven members (previously five regular and three alternate members) who serve staggered two-year terms, maximum three consecutive terms. The BOA selects its own Chair and Vice Chair for a term of one year. The BOA meets on the third Thursday of each month, beginning at 7:00 pm in the City Civic Center Council Chambers, 7008 South Rice Ave.

**b. *Building and Standards Commission (“BSC”)*** is responsible for the review of administrative actions of the City Building Official, quasi-judicial enforcement of health and safety ordinances, variances from building codes, and the issuance of advisory opinions pertaining to building structures and construction codes. The BSC consists of seven members (formerly five regular and three alternate members), all of whom serve two-year terms with staggered appointments, maximum three consecutive terms. The Chair and Vice Chair are selected by the members of the BSC and serve for a one-year term. The BSC meets, generally monthly, to hear cases or discuss other matters referred to it, on the 4<sup>th</sup> Wednesday each month at 7:00 pm in the City Civic Center Council Chambers, 7008 South Rice Ave.

**c. *Planning and Zoning Commission (“PZC”)*** is responsible for making recommendations to the City Council regarding plans for the physical development of the City, and for its approval of all plats and replats. A Comprehensive Plan for the development and redevelopment of land in the City, most recently updated and adopted in 1996, serves as the basis for the regulations that govern the City’s land development and must be followed by the PZC in advisory recommendations to the Council. PZC consists of seven members who serve staggered two-year terms, maximum three consecutive terms. The Chair and Vice Chair are selected by the members of PZC. They meet on the 2<sup>nd</sup> Tuesday of each month at 7:00 pm in the City Civic Center Council Chambers, 7008 South Rice Ave.

## *City of Bellaire*

### **Overview of Bellaire Boards, Commissions, and Committees**

#### **2. Charter, Ordinance or Resolution Governed Boards and Committees:**

*a. Parks and Recreation Advisory Board (“PRAD”)* is responsible for advising the Parks and Recreation Department regarding policy matters pertaining to City parks and recreation, but is responsible to the City Council. It may undertake studies of the park facilities and public recreation programs for their improvement and may make recommendations to the City Council. It consists of nine members who serve staggered two-year terms, maximum three consecutive terms. The Chair, Vice Chair and Secretary are elected for one-year terms. The PRAD meets on the 3<sup>rd</sup> Wednesday of each month at 7:00 pm at the Parks and Recreation Building, 5125 Laurel.

*b. Recycling Committee (“RC”)* is charged with creating programs and projects that educate the public on recycling trends and issues. It assists at the City’s Recycling Center, located in the 4400 block of Edith Street. It consists of eight to ten members appointed for staggered two-year terms, maximum three consecutive term limits. The RC elects a Chair and meets monthly on the 1<sup>st</sup> Wednesday of each month at 6:30 pm in the Parks and Recreation Building, 5125 Laurel.

*c. Bellaire L.I.F.E. (Bellaire Living, Information, Fun and Enrichment)* provides input from the community to the Bellaire L.I.F.E. Department about services and programs to benefit senior adults. Nine members and one alternate are appointed to serve a two-year term, maximum three consecutive terms. Terms are staggered and begin on July 1<sup>st</sup>. Meetings are held monthly and when called by the Department Director in the City Civic Center Senior Adult Center, 7008 South Rice Ave.

*d. Bellaire Cultural Arts Commission (“BCAC”)* is charged with preparing and submitting to the City Council of the City of Bellaire, Texas (“Council”), recommendations for public art projects and improvements to be located in public spaces in Bellaire, preparing and submitting budgets for the development and installation of any public art projects and improvements recommended by the BAC to the Council, and investigating and recommending to the Council possible funding mechanisms for an ongoing public arts program. It consists of seven members appointed for staggered two-year terms, maximum three consecutive term limits. The BAC elects a Chair and meets monthly on the 2<sup>nd</sup> Wednesday of each month at 6:30 p.m. in the Council Conference Room, First Floor of City Hall, 7008 South Rice Ave.

## *City of Bellaire*

### **Boards, Commissions, and Committees**

#### **A. Procedure for Selection, Appointment and Training**

The City offers many opportunities for voluntary service on its Boards, Commissions and Committees. Experience and/or knowledge of the prospective subject matter of the particular board, committee or commission will be considered. Volunteers submit written application forms to the City Manager's Office between February and April of each year. The City Council interviews applicants during the months of May and June. Members of the City Council have an equal voice in the appointment of members. Appointments are made in June and, generally, terms begin on July 1<sup>st</sup>. Individuals interested in serving on a Board, Commission or Committee should call the City Manager's Administrative Assistant at 713-662-8276 to obtain an application.

Newly appointed members to any Board or Commission governed by state law must attend a training seminar/orientation, at the expense of the City of Bellaire, to familiarize themselves with the laws and procedures governing that board or commission. This training should be undertaken either before or within two (2) months after the appointee takes office, if scheduling permits. A formal orientation to City service, attended by City Council and Staff, will be provided each year at the start of the new July terms for appointees to all Boards, Commissions and Committees

#### **B. Categories of Boards, Commissions and Committees**

There are two categories of Boards, Commissions and Committees in the City of Bellaire:

1. Those required and governed by state law as reflected in Texas statutes, and
2. Those not governed by state law, but which may be created by City Council by Charter, Ordinance or Resolution of the City of Bellaire.