

City of

West Lake Hills

Boards & Commissions Application

Serving on a Board or Commission

The City of West Lake Hills' Boards and Commissions are made up of concerned citizens who wish to make a difference in their community by volunteering their time and knowledge. Many of these groups serve as advisory boards, examining issues in depth, such as planning and zoning, and making recommendations to the City Council. Others hear requests from citizens on variances from City ordinances and make decisions on whether they will be allowed. The work these citizens do assists the Council and contributes to the quality of life enjoyed by both residential and corporate citizens.

Each Board or Commission member is selected by the City Council after applications are processed and interviews are completed. Qualifications for serving on a board or commission requires an interest in the specific workings of the Board or commission, and, in some cases, more specific qualifications regarding knowledge or licensing in a specific field. The City encourages all residents to apply.

City of West Lake Hills Boards and Commissions

BUILDING DESIGN COMMITTEE (BDC): Acts as an advisory board to Zoning and Planning Commission which is an advisory board to City Council/Board of Adjustment. BDC reviews all commercial permits (i.e., building permits, sign permits, etc.), commercial variance applications, and may assist any person, group, or agency who requests design advice on matters not requiring formal committee action. Consists of two teams (of three members each) that meet once a month on an alternate basis. One member on each team shall be a member of the City Council and serve as the chair. One member on each team shall be a member of the Zoning and Planning Commission. Members shall serve for a two-year term(?). BDC meets on the first Wednesday of every month (except for December) at 5:30 p.m..

TRANSPORTATION COMMISSION: Acts as an advisory board to City Council. Advises Council on recommended policies and application of policies for transportation needs, and the construction, operation and maintenance of traffic infrastructure. Also recommends priority for various projects and initiates to address traffic and transportation issues. Consists of seven commissioners, those being four residents of the city, and three business owners (or their designated representatives). Nonresidential representatives must own or be an employee of a nonresidential entity located in the City (commercial property owner, non-profit, or governmental). The City Council may appoint one of its members as an ex officio member of the Commission. Each commissioner shall have a three-year term of office. The Transportation Commission shall meet at least four times each fiscal year (quarterly), and as often as deemed necessary by the chairperson.

WASTEWATER COMMISSION (WWC): Acts as an advisory board to City Council on recommended policies and application of policies for the construction, operation and maintenance of the wastewater system including but not limited to service extensions and new applications, and for water conservation. This responsibility includes establishing priorities for the wastewater system. Policy review may be undertaken by the Commission upon its own initiative, or at the direction of the City Council. Consists of seven commissioners, those being four residents of the City, and three business owners (or designated representatives). All commissioners must be current or potential ratepayers of the wastewater system and registered voters of the State. Four residential representatives on the Commission must be receiving wastewater service at their residence or be on the list of planned residential connections in Phase 2 of the project area and have a signed Customer Service Agreement for their home on file at the City. Nonresidential representatives must own or be an employee of a nonresidential entity located in the City (commercial property owner, non-profit, or governmental) that is either connected to the wastewater system or has a signed Terms Sheet or Customer Service Agreement on file at the City. Continued service on the Commission is conditioned on donation of any required easements and execution and continued compliance with a Customer Service Agreement. Each commissioner shall serve a three-year term of office. The WWC shall meet at least four times each fiscal year (quarterly) and as often as deemed necessary by the Chairperson. Currently the WWC meets on Thursdays at 5:30 p.m.

ZONING AND PLANNING COMMISSION (ZAPCO): Acts as an advisory board to City Council/Board of Adjustment. Recommends/reviews: amendments to the land use map, all subdivision plans, plats, replats, resubdivisions, special use permits, zoning changes or anything pertaining to zoning, new building permits for all districts except "R-1", septic permits for all districts except for "R-1", advise City Council and work with owners on the appearance of existing or new buildings and properties, either by assignment by Council or on its own initiative, reviews variance requests, holds public hearings on City ordinances, reviews sign permit requests, assist in drafting and revision of ordinances relating to any of the above mentioned duties. Consists of no less than six and no more than nine members (usually seven members). All members shall be bona fide residents of the City for a minimum of six months and shall serve for a staggered two-year period. Commissioners may be reappointed for succeeding terms. ZAPCO meets on the third Wednesday of every month (except for December) at 6:30 p.m.



CITY VOLUNTEER SERVICE APPLICATION

Please check the group(s) for which you wish to be considered.

Wastewater Commission Zoning and Planning Commission
 Transportation Commission Other: _____

Thank you for your interest in volunteering to serve your community. Your application will be reviewed by the City and filed for up to two years for future consideration if no suitable openings are immediately available. Regardless, your application will be forwarded to the leadership of the group(s) selected above so that they may be aware of your interest.

FIRST NAME: _____ MIDDLE INITIAL: _____ LAST NAME: _____

HOME ADDRESS: _____ PHONE: _____

RESIDENT OF WEST LAKE HILLS SINCE: _____

FAMILY INFORMATION (SPOUSE & CHILDRENS' NAMES, IF APPLICABLE): _____

WORK ADDRESS: _____ PHONE: _____

OCCUPATION & EMPLOYER: _____

EDUCATION & RELEVANT EXPERIENCE: _____

ORGANIZATION MEMBERSHIPS: _____

HONORS & APPOINTMENTS: _____

SIGNATURE: _____ DATE SUBMITTED: _____

Please return this form to:

City of West Lake Hills
911 West Lake Drive
West Lake Hills, TX 78746
512-327-3628 / Fax: 512-327-1863
cityhall@westlakehills.org

FOR CITY USE ONLY:

FORWARDED TO: _____
APPOINTED TO: _____
APPOINTED ON: _____