



Opportunities to Serve on Boards & Commissions

Information about Boards and Commissions:

The City of Hutchins' Boards and Commission are comprised of concerned citizens who volunteer their time, knowledge, and expertise to make a difference in their community.

Board Qualifications:

- Residents of the City
- Qualified registered voters
- Some Boards have more specific requirements outlined below

Selection Process:

Each member of a board or commission is appointed by City Council. Appointments are for two year terms. Terms are staggered with half of the membership appointed in even years and the others appointed in odd years.

Attendance Requirements:

- Applicants should be able to commit the required volunteer time for board service.
- For most boards, three (3) consecutive unexcused absences shall cause the position to be considered vacant.

Boards and Commissions

Building & Standards Commission

The Commission shall have authority to hear cases brought before it for violation of city health and safety ordinances. May adopt other rules in accordance with Chapter 54 of the Local Government Code necessary to establish procedures for use in hearings.

- Composed of five (5) members; two (2) alternates may be appointed.
- Two (2) year terms; three (3) members alternating one year and two (2) members the following year.
- Meetings are held on the call of the Chairman or on the call of the Building Official.

Economic Development Corporation

The Board is appointed to administer the budget generated by a half-cent sales tax approved by voters in 1996 to promote and fund economic development projects.

- Composed of seven (7) members and shall be a resident of the city.
- Two year terms; four (4) members alternating one year and three (3) members the following year.
- Meetings are held as the Board determines.

Library Advisory Board

The Board shall act only in an advisory capacity to the city council in the supervision, management and all matters pertaining to the public library.

- Composed of six (6) members.
- Two year terms; three (3) members alternating one year and three (3) members the following year.
- Meetings are held as the Board determines.

Parks & Recreation Board

The Board shall act only in an advisory capacity to the city council, in the acquisition, development, improvement, equipment and maintenance of all parks, public playgrounds, athletic fields, community centers, senior centers and other recreation facilities and activities on any of the properties owned or controlled by the city. Composed of five (5) members.

- Composed of five (5) members and two (2) alternates.
- Two year terms; two (2) members and one (1) alternate expires the first Monday in June; three (3) members and one (1) alternate the following year. Terms are limited to two (2) consecutive terms.
- Meetings are held on the first Tuesday of each month at 7:00 p.m. at City Hall.



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Planning & Zoning Commission

The Commission shall be an advisory body and shall make recommendations regarding the Comprehensive Plan, changes in zoning, recommendations regarding subdivision plats and other planning related matters, and gives final approval of site plans.

- Composed of five (5) members; two (2) alternates may be appointed. Members shall be resident citizens, taxpayers and qualified voters.
- Two (2) year terms; two (2) members alternating one year and three (3) members the following year. Terms expire on the 1st day of July.
- Members shall not hold any other office or position with the City while serving on the Commission.
- Meetings are held once each month.

Tax Increment Financing Reinvestment Zone

The Board shall make recommendations to the City Council concerning reinvestment zone projects; prepare project plans and financing plan for each zone.

- The Board is Composed of at least five (5) members and a maximum of 15 (fifteen) members. The City Council may appoint up to ten (10) members and each taxing unit, other than the city, may appointment one member in accordance with the Ordinance establishing the Reinvestment Zone.
- Two (2) year terms.
- Meetings are held as the Board determines.

Zoning Board of Adjustments

The Commission shall hear and decide appeals made by the administrative official, reviews requests for variances or special exceptions and interprets the zoning ordinance.

- Composed of at least five (5) members.
- Two (2) year terms; two (2) members alternating one year and three (3) members the following year.
- Members shall not hold any other office or position with the City while serving on the Commission.
- Meetings are held as the Chairperson determines.