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 authorized by Local Government Code Chapter 54. The Commission may adopt other rules in accordance with Chapter 54 of the Local Government Code necessary to establish procedures for use in hearings.
- Composed of seven (7) regular members and two (2) alternate members, which shall consist of the members of the zoning board of adjustment.
- Two (2) year terms; three (3) regular members and one (1) alternate member alternating one year and four (4) regular members and one (1) alternate member the following year.

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.
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 seven (7) regular members and two (2) alternate members who shall be appointed by simple majority of the city council and shall also serve as members of the Building and Standards Commission.
- Two (2) year terms; three (3) regular members and one (1) alternate member alternating one year and four (4) regular members and one (1) alternate member the following year.
- Meetings are held as the Chairperson determines.

Historical Society Board

The Board’s purpose is to preserve the city’s history and heritage by cataloging and displaying historical artifacts and documents, and preserving historical landmarks and sites.

- Composed of five (5) regular voting members and two (2) alternate members
- Members shall have resided within the city or within the city’s extraterritorial jurisdiction (ETJ) for a minimum of five (5) years.
- The city council may waive the residency requirement if the perspective member has an extensive background and knowledge of the city or its historic preservation.
- Two year terms; two (2) members alternating one year and three (3) members the following year.
- Meetings are held as the Board determines.
Keep Hutchins Beautiful Advisory Board

The Board’s purpose is preserving and enhancing the City’s natural environment and quality of life for citizens living and working within the City of Hutchins, by conducting community activities promoting Keep Texas Beautiful programs involving litter prevention, minimization of solid waste, beautification, education, and general community improvement regarding the natural surrounding environment.

- Composed of seven (7) regular voting members and three (3) alternate members designated by places 1 through 7 and three (3) non-voting student members selected by the Board members.
- The members shall serve two (2) year terms with a six year term limit; three (3) members alternating one year and four (4) members the following year.
- Student members are selected for a school-year term.
- Members shall have resided within the corporate limits of the city for at least one (1) year.
- Continue residency or own and/or operate a business in the city during the term of office;
- Demonstrate their civic interest, general knowledge of the City while understanding the importance of maintaining the environment and beautification, independent judgment, and the ability and availability to prepare for and attend regular meetings.
- Regular meetings shall be held monthly.