

APPLICATION FOR BOARDS & COMMISSIONS TO THE CITY OF ROBINSON

The City of Robinson appreciates your interest in serving the community. A list of the boards and commissions can be found on the backside of this application. Appointments are made to these boards and commissions during the year, as vacancies occur. This is a great way for you to get involved in your community and play a vital role in the shaping of your community.

NAME OF APPLICANT: _____

HOME ADDRESS: _____

TELEPHONE NUMBER: _____ E-MAIL ADDRESS: _____

PLEASE CHECK APPROPRIATE STATEMENT: I reside within the city limits of Robinson

I do NOT reside within the city limits of Robinson

***Important - - by checking this box and signing this form, you are indicating that your legal residence or domicile - your home and fixed place of habitation to which you intend to return after any temporary absence - is located within the city limits of Robinson, Texas.**

LENGTH OF TIME APPLICANT HAS RESIDED IN ROBINSON CITY LIMITS: _____

(PLEASE PLACE A MARK ONLY BY THOSE YOU ARE INTERESTED IN SERVING ON. IF YOU ARE INTERESTED IN SERVING ON MORE THAN ONE BOARD OR COMMISSION PLEASE IDENTIFY ORDER OF PREFERENCE BY MARKING 1, 2, ETC.)

I AM INTERESTED IN SERVING ON THE FOLLOWING BOARDS OR COMMISSIONS:

_____ Board of Adjustment (must be resident and owner of property in Robinson)

_____ Building and Standards (must be resident and owner of property in Robinson)

_____ Planning and Zoning Commission (must be resident and owner of property in Robinson)

SPECIAL KNOWLEDGE OR EXPERIENCE APPLICABLE TO CITY BOARD OR COMMISSION
FUNCTION: _____

Banking/Finance Building/Construction Law/Contract Administration Business Development

Industrial Training Real Estate/Development Manufacturing/Industrial Operations

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES: _____

OCCUPATION/EMPLOYER: _____

REFERENCES (MUST BE ROBINSON RESIDENTS):

_____ TELEPHONE #: _____

_____ TELEPHONE #: _____

PROFESSIONAL REFERENCE:

_____ TELEPHONE #: _____

I have attended one or more meetings of the board or commission for which I have applied. YES NO

I can attend monthly meetings. YES NO Do you have a conflict of interest? YES NO

If you answered yes to the previous question, please list conflict of interest(s) personal or financial: _____

SIGNATURE OF APPLICANT: _____ DATE: _____

Return completed application to Jana Lewellen, City Secretary, via mail, fax or email: Jana.Lewellen@RobinsonTexas.org

.....OFFICE USE ONLY.....

Date Interviewed by Council: _____

Date appointed by Council: _____

Date sworn in: _____

Term to Expire: _____

Reappointed: _____

Term to Expire: _____

VOLUNTEER SERVICE TO THE ROBINSON COMMUNITY

The City of Robinson today is a product of the efforts invested by many dedicated residents who have worked hard to enhance the quality of life for the city. The investment was made by caring, dedicated citizens who invested their time, energy, expertise, and vision. The city government of Robinson is overseen by the most basic grassroots level which allows citizens the opportunity to participate in shaping the future of the city. City Council members, all whom are volunteers, seek residents to apply for board/commission positions, who would like to serve the City of Robinson and play an important role in the future of the city.

Any interested candidate seeking appointment to a board/commission is expected to become familiar with the duties and responsibilities for that board/commission. It is highly encouraged that the candidate also attend one of the meetings held by the board/commission they are seeking appointment to.

There are currently 3 established boards and commission for the City of Robinson:

The **Building Standards Commission** has the authority to hear and determine cases concerning alleged violations of City ordinances related to building codes, including the minimum housing code; conditions covered by accumulation of matter that creates unsanitary and unhealthy conditions; and serves as an advisory board to the city council to review and recommend ordinances and associated amendments. The Building & Standards Commission's final decisions may be appealed to the state district court by filing a petition with the district court within 30 calendar days after the date a copy of the final decision of the commission is mailed.

The commission shall have at least one regular meeting each calendar year. Special meetings of the commission shall be called by the chairman of the commission or upon written request of three members of the commission. The city manager may also request a special meeting in coordination with the building official and/or code enforcement officer. Meetings are normally held on the second Tuesday of the month. The commission shall be composed of five regular members and four alternate members appointed by the city council. All members of the board shall reside within the corporate limits or within the extraterritorial jurisdiction of the city during the time in which they serve on the board.

The **Planning & Zoning Commission** acts on a wide variety of issues including zoning, platting of subdivisions, special use permits, long range planning and development, etc. The Commission also conducts public hearings which might be required for citizen input, and develops and recommends planning and zoning amendments to the City Council when appropriate.

The commission shall hold, at a minimum, quarterly meetings and report to the Council quarterly. Meetings are held on the third Tuesday of the month at 6:00 p.m. The commission shall be composed of five regular members appointed by the city council. All members of the board shall reside within the corporate limits or within the extraterritorial jurisdiction of the city during the time in which they serve on the board.

The **Zoning Board of Adjustment** hears and makes a decision including appeals that allege error in a violation made by an administrative official, on special exceptions to the terms of a zoning ordinance, authorization of a variance from the terms of a zoning ordinance, and other matters authorized by an ordinance.

Meetings are held on the fourth Tuesday of the month at 6:00 p.m. The commission shall be composed of five regular members and four alternate members appointed by the city council. All members of the board shall reside within the corporate limits or within the extraterritorial jurisdiction of the city during the time in which they serve on the board.

Visit the Code of Ordinances or City Charter on the City of Robinson website for additional details for each board/commission. City website: www.RobinsonTexas.org