



**CITY OF LOCKHART  
ADVISORY BOARD/COMMISSION QUESTIONNAIRE/APPLICATION**

In order to be considered for an appointment to a Lockhart Board or Commission, please complete the following application. You may also attach a current resume and letter of interest if you choose.

**1. PERSONAL INFORMATION**

|                                |       |                |  |
|--------------------------------|-------|----------------|--|
| Full Legal Name                |       | Preferred Name |  |
| Physical Home Address          |       |                |  |
| Mailing Address (if different) |       |                |  |
| City                           | State | Zip            |  |
| Home Phone                     |       | Work Phone     |  |
| Mobile Phone                   |       |                |  |
| Email Address                  |       |                |  |
| Date of Birth                  | /     | /              |  |

**2. AREAS OF INTEREST**

Please indicate the position(s) of interest to you.

|                          |  |                          |                                    |
|--------------------------|--|--------------------------|------------------------------------|
| <input type="checkbox"/> | Airport Advisory Board                         | <input type="checkbox"/> | Animal Shelter Advisory Board      |
| <input type="checkbox"/> | Zoning Board of Adjustment & Appeals           | <input type="checkbox"/> | Historical Preservation Commission |
| <input type="checkbox"/> | Charter Review Commission                      | <input type="checkbox"/> | Hotel Occupancy Tax Advisory Board |
| <input type="checkbox"/> | Construction Board of Appeals                  | <input type="checkbox"/> | Library Advisory Board             |
| <input type="checkbox"/> | Economic Development Corp (1/2 Cent Sales Tax) | <input type="checkbox"/> | Parks & Recreation Advisory Board  |
| <input type="checkbox"/> | Electric Board                                 | <input type="checkbox"/> | Planning & Zoning Commission       |

In the space below, please explain your interest in the position(s) selected above. Also, please explain any experience you have related to your selection(s).

### 3. BOARD MEMBER QUALIFICATIONS

The following are qualifications as outlined in Section 2-209 of the Lockhart Code of Ordinances to serve on a Board/Commission:

| YES | NO | Please answer the following questions about Board/Commission qualifications:  |
|-----|----|---|
|     |    | Have you been a resident of the State of Texas/City of Lockhart for at least twelve (12) consecutive months preceding appointment?          |
|     |    | Are you a registered voter?   |
|     |    | Have you been removed from another city board or commission because of failure to attend meetings or for cause within the last three years? |
|     |    | Do you serve on any other City of Lockhart board/commission/committee at this time?<br><br>If yes, please list: _____                       |

For your reference, the following additional qualifications apply to appointed Board/Commission members:

- A member who is required to be a resident of the city (or county when applicable) when appointed and who thereafter moves his or her primary residence outside of the corporate limits of Lockhart (or county when applicable) vacates his or her position on a board of commission on the date the residency changes.
- The City Council shall have the right, but not the duty, to appoint up to two members who are not city residents but who are residents of Caldwell County to the Lockhart Airport Advisory Board, the Eugene Clark Library Board, and the Construction Board of Appeals.
- Any member of a board or commission who is absent from three consecutive regular meetings, or any four non-consecutive regular meetings of the board or commission during any twelve-month period, shall forfeit his or her position and the vacancy occurring shall be declared and filled by the Council.
- Members must maintain their qualifications while serving on a board or commission.
- No member of any appointed body shall serve on more than one quasi-judicial or advisory board or commission.
- No appointed body shall deviate from its charge, deliberate items not on its agendas, or speak for the council or City of Lockhart without council authorization.
- Members appointed serve without compensation.

#### **Certification of Applicant**

I hereby certify that the foregoing and any attached statements are true, accurate and complete. I also understand that this application is subject to disclosure under the Texas Public Information Act.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

Completed application, resume and letter of interest may be submitted in person, email, or by mail to:

City of Lockhart  
City Secretary's Office  
308 W. San Antonio Street / PO Box 239  
Lockhart, TX 78644

Phone: 512.398.3461  
[jbowermon@lockhart-tx.org](mailto:jbowermon@lockhart-tx.org)

## DESCRIPTION OF BOARDS AND COMMISSIONS

**Airport Advisory Board** meets only when there are items pending the Board's review. At least five of the seven members must currently be or have been flight rated. No person having a financial interest in any commercial carrier by air, or in any concession, right or privilege to conduct any business or render any service for compensation upon the premises of the Lockhart Municipal Airport shall be eligible for membership on the Board. The Board shall not have authority to incur or create any debt in connection with airport operations; nor shall the board be empowered to enter into any contract, leases, or other legal obligations binding upon the City of Lockhart; nor shall the board have authority to hire airport personnel or direct airport personnel in the execution of their duties. Up to two members who are not city residents but are residents of Caldwell County may serve on the Board. Members serve a three-year term. The Public Works Director is the staff liaison.

**Zoning Board of Adjustment** meets the first Monday at 6:30 p.m. each month if there are items pending the Board's review. The Board hears and decides appeals where the applicant alleges that there is an error in any order, requirement, decision, or determination made by the city staff, the commission, or the city council in the enforcement of the zoning chapter, to hear and decide variances and special exceptions as provided by any provision of the zoning chapter, and to act as the appeal board as specified in section 22-68, flood hazard areas, of the Lockhart Code of Ordinances. All members must reside within the city limits. The Board consists of seven members that serve a three-year term. The City Planner is the staff liaison.

**Construction Board of Appeals** meets on the first and third Thursday at 9:00 a.m. each month if there are items pending the Board's review. The Board shall have the power to hear appeals of decisions and interpretations of the building official and to consider variances of the technical codes; and to conduct hearings on determinations of the building official regarding unsafe or dangerous buildings, structures and/or service systems, and to issue orders in accordance with the procedures beginning with section 12-442 of the Lockhart Code of Ordinances. The Board shall consist of members who are qualified by experience and/or training to pass on matters pertaining to building construction and are not employees of the City of Lockhart. Up to two members who are not city residents but are residents of Caldwell County may serve on the Board. The Board consists of seven members that serve a three-year term. The Building Official is the staff liaison.

**Electric Board of Appeals and Adjustments** does not have a set meeting date or time. The Board meets only when there are items pending their review. The Board shall include one member who shall be a building contractor; one layman; two members shall be master electricians who are currently licensed by the city; and one member shall be either a building contractor or master electrician licensed by the city. The Board consists of five members of which each member shall reside within Caldwell County that serve a three-year term. The Building Official is the staff liaison.

**Library Advisory Board** does not have a set meeting date or time. The Board only meets when there are items pending their review. The Board duties are to encourage development of the public library, recommend to the city council policies and programs for the advancement of the library, cooperate with all other public and private groups in advancing the best interests of the public library, and to render to the city council all recommendations it considers advisable regarding the library. Up to two members who are not city residents but are residents of Caldwell County may serve on the Board. The Board consists of seven members that serve a three-year term. The Director of Library Services is the staff liaison.

**Lockhart Economic Development Corporation** meets on the second Monday at 6:30 p.m. each month. The Board assists in financing the Lockhart Capital Improvement Plan as adopted by the City of Lockhart, shall establish an enterprise fund for approved projects pursuant to the Lockhart Capital Improvement Plan, and shall annually submit a Multi-Year Financial Plan to the City Council. The Board provides economic development assistance from entrepreneurs to large corporations and from retail to manufacturing companies such as property tax abatements. The Board consists of seven directors that serve a two-year term. The Economic Development Director is the staff liaison.

## DESCRIPTION OF BOARDS AND COMMISSIONS

***Lockhart Historical Preservation Commission*** meets on the first and third Wednesday at 5:30 p.m. each month. Members of the Commission shall whenever possible meet one or more of the following qualities: a registered architect, planner or representative of a design profession; a registered professional engineer in the State of Texas; a member of a nonprofit historical organization of Caldwell County; a local licensed real estate broker or member of the financial community; an owner of an historic landmark residential building; an owner or tenant of a business property that is an historic landmark or in an historic district; and a member of the Caldwell County Historical Commission. One Caldwell County resident who is also an owner of real property within any local historic district may be appointed as a full member. The Board consists of seven members that serve a three-year term. The City Planner is the staff liaison.

***Parks and Recreation Advisory Board*** meets on the fourth Thursday at 5:30 p.m. each month if there are items pending the Board's review. The Board's duties are to recommend to the city council policies and programs for the advancement and betterment of city parks and recreation; to render to the city manager recommendations concerning the annual budget of the parks and recreation department for presentation to the city council; to make recommendations to the city council regarding proposed parks facilities and recreation programs, encourage public interest in parks facilities and recreation programs and solicit the cooperation of public and private agencies in the advancement of city parks and recreation; to make recommendations through the city manager to the city council regarding special requests for use of public parks or facilities; and to make recommendations through the city manager to the city council regarding the use of donations, legacies or requests made to the city for the furtherance of city park facilities. All members must reside within the city limits. The Board consists of seven members that serve a three-year term. The Parks Manager is the staff liaison.

***Planning and Zoning Commission*** meets on the second and fourth Wednesday at 7:00 p.m. each month. The Commission's duties are to review applications for zoning changes, hear public comments, and make recommendations to the council regarding such applications; review applications for specific use permits, hear public comments, and grant, grant with modification, or deny such applications; review proposed preliminary subdivision plats, engineering plans, requested plat and plan variances, and proposed restrictive covenants and make recommendations to the council pertaining to each; review proposed plats and plans for mobile home parks and for such other developments as may be required by ordinance and make recommendations to the council pertaining to such; recommend to the council for amendments, extensions, and additions to the comprehensive master plan of the city, including the land use plan and the thoroughfare plan; recommend to the council for changes to the official zoning map of the city; when appropriate, make a determination of appropriate zoning or use; and perform such other duties as may be duly delegated to them from time to time by the council. All members must reside within the city limits. The Board consists of seven members that serve a three-year term. The City Planner is the staff liaison.

***Animal Shelter Advisory Board*** meets once per quarter, typically on a Thursday. The board shall be comprised of not more than seven persons and may include persons who are not residents of the City. To the extent available, membership shall include the following: a licensed veterinarian; a municipal or county official; a person whose duties include operation of an animal shelter; a member of an animal welfare organization (defined as an incorporated or formally organized not-for-profit entity concerned with the health, safety, and wellness of animals); and one or more citizens of the City or County. The Board's duty is to provide support and advice regarding the City of Lockhart Animal Shelter. The purpose and scope of the board shall be the following: assist the City in the development of the Animal Shelter's mission and policies; review and recommend long range planning and budgeting for the Shelter; contribute information relevant to Animal Services program development, policies, and procedures; promote awareness of the services and procedures of the Shelter. The Board's authority is as follows: the Board's authority is advisory and is not operational in nature; the Board shall not establish or include formal policies to be followed other than those set forth from time to time by the Council; neither the Board nor any of its members may commit or expend city funds, direct city staff, or speak for the council or the city without prior council authorization; the Board shall report to the City Manager or his/her designee; all recommendations and proposals for action concerning the shelter shall be presented to the Council for approval before any action is taken. The Police Chief is the staff liaison.