



## BOARDS/COMMISSIONS/COMMITTEES INFORMATION PACKET

The Manor City Council currently makes appointments to City Boards/Commissions/Committees. Appointments are considered by the Council prior to January 1 of each year for expiring terms of office on the following:

- **Planning and Zoning Commission**
- **Board of Adjustment**
- **Ethics Commission**
- **Charter Review Committee** (appointed every five (5) years)

Information sheets on the above boards/commissions/committees are attached in this packet, as well as an application to be completed by interested citizens for consideration to these appointments.

### **Appointment Process:**

Applications are accepted in the City Secretary's Office year-round and retained for a period of one year. The applications are submitted to the City Council prior to upcoming appointments and as vacancies occur during the year. Applicants will be notified by City staff as appointments are being considered. Applications on file are reviewed by the City Council and an interview may be scheduled. Appointments are made at the City Council meetings.

### **Qualifications:**

Applicants must have resided in the City of Manor for six (6) months and be a registered voter.

If you are interested in serving on a Board/Commission/Committee, please complete the application and return to the City Secretary's Office by mail or email:

### **Mailing Address:**

City of Manor  
City Secretary  
105 E. Eggleston St.  
Manor, TX 78653

**Email:** Lluvia T. Almaraz, City Secretary at [lalmaraz@manortx.gov](mailto:lalmaraz@manortx.gov)

The City of Manor's Boards/Commissions/Committees are comprised of concerned citizens who volunteer their time, knowledge, and expertise to make a difference in their community. Volunteering to serve on a Board/ Commission/Committee is a great way to serve the community and become a part of its future.

# FACT SHEET

## PLANNING & ZONING COMMISSION

(also serves as: Capital Improvement Plan Advisory Committee)

**Number of Commission Members:** 7

(5 City of Manor Residents and 2 ETJ Residents)

**Term of Office:** 2 years

**Established by:** Manor City Charter, Sections 10.04, 10.05, and 10.06  
Local Government Code, Sections 211 and 212

**Appointed by:** Mayor and City Council

**Regular Meetings held on:** 2<sup>nd</sup> Wednesday of each month at 6:30 p.m.  
(Called - Special Meetings are held on an "as-needed" basis)

**Location:** Manor City Hall, City Council Chambers, 105 E. Eggleston St.

**Compensation:** None

**Officers of the Commission:** Chairman, Vice-Chairman  
(selected annually by Commission Members in January of each year)

**City Staff Support:** Assistant Development Services Director

**Qualifications:** Registered Voters and Residents of the City of Manor or ETJ (Extraterritorial Jurisdiction) Residents

### **Powers and Duties:**

- Review and make a recommendation to the Council on all proposals to adopt or amend land development regulations for the purpose of establishing the relationship of such proposal to, and its consistency with, the adopted comprehensive plan or elements of portions thereof, for purposes of this Article "land development regulations" includes zoning, subdivisions, building and construction, environmental including water conservation and other police power regulations controlling, regulating, or affecting the use or development of land.
- Pursuant to ordinances adopted by the Council, exercise control over platting and subdividing land within the corporate limits and the extraterritorial jurisdiction of the City to insure the consistency of any such plats or subdivisions with the ordinances and comprehensive plan or element or portion thereof.
- Pursuant to ordinances adopted by the Council, make recommendation to the Council regarding the zoning of land and land uses within the corporate limits of the City to insure the consistency of any such land use with the adopted comprehensive plan or element or portion thereof.
- May submit annually to the City Manager, not less than one hundred fifty days prior to the beginning of the budget year; a list of recommended capital improvements, which in the opinion of the Planning and Zoning Commission are necessary or desirable to implement the adopted comprehensive plan or element or portion thereof during the forthcoming five-year period.
- Monitor and oversee the effectiveness and status of the comprehensive plan and recommend annually to the Council any changes in or amendments to the comprehensive plan as may be desired or required.
- Prepare periodic evaluation and appraisal reports on the comprehensive plan, which shall be sent to the Council at least once every five (5) years after the adoption of the comprehensive plan or element of portion thereof.
- Obtain information relative to its duties, from the City Manager.
- Act as an advisory body to the Council and perform such additional duties and exercise such additional powers as may be prescribed by ordinance of the Council not inconsistent with the provisions and intent of this charter.

# FACT SHEET

## BOARD OF ADJUSTMENT

(also serves as: Austin Executive Airport Board of Adjustment)

**Number of Commission Members:** 5

**Term of Office:** 2 years

**Number of Alternates:** 2

**Established by:** Manor City Charter, Article IV – Administration - Section 72  
Local Government Code, Sections 211.008 - 211.012

**Appointed by:** Mayor and City Council

**Regular Meetings held on:** Meets on "as-needed" basis, on the 4<sup>th</sup> Wednesday of each month

**Location:** Manor City Hall, City Council Chambers, 105 E. Eggleston St.

**Compensation:** None

**Officers of the Commission:** Chairman  
(selected annually by Commission Members in January of each year)

**City Staff Support:** Assistant Development Services Director

**Qualifications:** Registered Voters and Residents of the City of Manor

### **Powers and Duties:**

- The Board shall have the power to hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official in the enforcement of Chapter 211 of the Texas Local Government Code.
- The Board shall have the power to hear and decide special exceptions when required to do so. Such special exceptions shall be limited to the following:
  - Public utility or public service use or structure in any district as necessary to house equipment, pumps, switching gear and similar devices only when found reasonably necessary for the provision of utility service and the public health, convenience, safety or general welfare.
  - Parking and loading requirements in any of the districts whenever the character or use of the building is such as to make unnecessary the full provision of parking or loading facilities, and where the topography or unusual shape of the lot and regulations would impose an unreasonable hardship upon the use of the lot, as contrasted with merely granting an advantage or a convenience.
- The Board shall have the power to authorize upon appeal in specific cases such variance from the terms of City Ordinances owing to special conditions, including the following:
  - Yard and Setback. Permit a variance in the yard requirements of any district where there are unusual and practical difficulties or unnecessary hardship in the carrying out of these provisions due to an irregular shape of the lot, topography or other conditions
  - Structures. Whenever a property owner can show that a strict application of the terms of City Ordinances relating to the construction or alteration of a building or structure or the use of land will impose unusual and practical difficulties or particular hardship but only when the Board is satisfied that a granting of such variance will not merely serve as a convenience to the applicant and the surrounding property will be properly protected; provided that the Board shall not in any event permit a use on any property that is not permitted within the Zoning category for which such property is zoned.

**FACT SHEET**  
**ETHICS COMMISSION**

**Number of Commission Members:** 5 or 7

**Term of Office:** 2 years

**Established by:** Manor City Charter, Section 12.01

**Appointed by:** Mayor and City Council

**Regular Meetings held on:** "as-needed" basis

**Location:** Manor City Hall, City Council Chambers, 105 E. Eggleston St.

**Compensation:** None

**Officers of the Commission:** None

**City Staff Support:** City Manager

**Qualifications:** Registered Voters and Residents of the City of Manor

**Powers and Duties:**

- To advise the council on the content and requirements of the ethics policies and ordinance and to hear and decide complaints filed pursuant to such policies and ordinance.
- The members of such commission are appointed, supervised and removed by the city council and shall meet upon a complaint or grievance being filed or at the request of the council or the city manager.
- The ethics commission has authority and power to investigate complaints; gather and hear evidence; issue and enforce subpoenas to compel the attendance of witnesses and collection and presentation of any evidence or documents; decide ethics complaints based on the information and facts submitted; issue written opinions; issue verbal or written reprimands and to admonish; and in appropriate circumstances, to recommend to the city council and/or the city manager as appropriate more severe disciplinary action, including removal, termination, civil litigation or criminal charges.
- The Ethics Commission shall be advised by independent legal counsel nominated by the city attorney and appointed by the council.

# FACT SHEET

## CHARTER REVIEW COMMITTEE

**Number of Commission Members:** 7

**Term of Office:** 6 months  
(appointed every five (5) years)

**Established by:** Manor City Charter, Section 13.08

**Appointed by:** Mayor and City Council

**Regular Meetings held on:** "as-needed" basis

**Location:** Manor City Hall, City Council Chambers, 105 E. Eggleston St.

**Compensation:** None

**Officers of the Commission:** Chairman

**City Staff Support:** City Attorney / City Manager

**Qualifications:** Registered Voters and Residents of the City of Manor

### **Powers and Duties:**

- Inquire into the effectiveness of the City Charter and determine whether any Charter provisions require revision. To this end, public hearings may be held.
- Propose, if it deems desirable, amendments to the Charter to improve the effective application of said charter to current conditions.
- Report its findings and present its proposed amendments, if any to the City Council.



**BOARDS/COMMISSIONS/COMMITTEES  
APPLICATION**

NEW APPOINTMENT

REQUEST FOR RE-APPOINTMENT:

**SECTION A: APPLICANT INFORMATION**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
City, State, Postal Code

Email Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_ Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Do you reside within the city limits of Manor? Yes  No  Length of residency: \_\_\_\_\_

Are you a registered voter? Yes  No  Voter registration number: \_\_\_\_\_

Do you, your spouse or your employer have any financial interest, directly or indirectly, in matters that might come before the Board and Commission to which you seek appointment?  
Yes  No

Do you, your spouse or your employer have any financial interest, directly or indirectly, in the sale to the city of any land, materials, supplies or service?  
Yes  No

Do you own real property in the City of Manor?  
Yes  No

**SECTION B: PLEASE INDICATE THE BOARD/COMMISSION/COMMITTEE YOU ARE IN INTERESTED IN SERVING (PLEASE INDICATE YOUR TOP TWO (2) BY NUMBERING. THIS WILL ASSIST COUNCIL IF FIRST CHOICE IS NOT AVAILABLE.)**

\_\_\_\_ Planning & Zoning Commission

\_\_\_\_ Board of Adjustment

\_\_\_\_ Ethics Commission

\_\_\_\_ Charter Review Commission



**BOARDS AND COMMISSIONS APPLICATION**  
**PLEASE PRINT OR TYPE CLEARLY**

**SECTION C: PREVIOUS AND CURRENT VOLUNTEER/COMMUNITY SERVICE**

Do you currently serve on any other boards, commissions, or committees? Yes  No   
Please list any below:

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Are you involved in any community activities? Please list any below:

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Have you attended one or more meetings of the Board/Commission/Committee for which you have applied?  
Yes  No

What do you hope to accomplish by serving on a board/commission/committee? \_\_\_\_\_

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What else would you like to tell us about yourself? \_\_\_\_\_

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**\*\* Please attach a résumé and a brief narrative outlining your interests and qualifications for seeking appointment.**



**BOARDS AND COMMISSIONS APPLICATION**  
**PLEASE PRINT OR TYPE CLEARLY**

**SECTION D: DISCLAIMER AND SIGNATURE**

Please return the completed form to City of Manor, City Secretary's Office, 105 E. Eggleston St., Manor, Texas 78653, or e-mail to [lalmaraz@manortx.gov](mailto:lalmaraz@manortx.gov) to be considered for appointment. Applications are kept on file for a period of one (1) year. After that time, it will be necessary to reapply and update the information herein if you wish to be considered for appointment.

By signing below, you certify that all information on this form is represented accurately. The applicant further authorizes the City Council, or its designee, to verify any information. The applicant agrees to release and hold harmless the City from all claims incident to the verification of information contained herein. All information provided is considered public pursuant to the Texas Public Information Act.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION E: OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_ Application Received by: \_\_\_\_\_

Position Appointed: \_\_\_\_\_ Date Appointed: \_\_\_\_\_

Term Starts: \_\_\_\_\_ Term Expires: \_\_\_\_\_