



CITY OF SUGAR LAND

BOARDS AND COMMISSIONS APPLICATION AND INFORMATION STATEMENT

NOTE: As an applicant for a City Board or Commission your name, address, and telephone number will be available under the provisions of the Public Information Act. All **other** information will remain confidential. Applications remain on file in the office of the City Secretary for a period of one year. All members of boards and commissions serve one-year terms; a member may not serve more than eight consecutive terms.

PLEASE TYPE OR PRINT CLEARLY

Date: _____

Name: _____

Telephone: _____(H)

Address: _____

_____ (W)

Subdivision: _____

E-mail: _____

Occupation: _____

(If retired, please indicate former occupation or profession.)

Business Address: _____

Resident of City for _____ years.

Qualified Elector: (Y)____ (N)____

Personal References:

Name: _____

Address: _____

Telephone: _____

Name: _____

Address: _____

Telephone: _____

Attach Personal Resume

All applicants complete pages (2) and (3) of the attached “Additional Information Statements”

Board/Commission Preference 1: _____

Board/Commission Preference 2: _____

The below questions are asked because the City Council desires to manage the appointment process to ensure the appointment of qualified individuals representing a cross-section of gender, diversity, and geographical representation of the community.

Race: _____

Sex: _____

Date of Birth: _____

Appointments are made in September of each year; terms begin October 1st and end September 30th, except for the Tax Increment Reinvestment Zone Boards whose terms begin on January 1st of each year and end on December 31st.

Animal Control Advisory Board
Building Standards Commission
Parks and Recreation Policy Advisory Board
Planning and Zoning Commission
Zoning Board of Adjustment
Sugar Land 4B Corporation
Tax Increment Reinvestment Zone One
Tax Increment Reinvestment Zone Three

I hereby certify that all statements made on this application and other supplementary information are true and correct. I acknowledge that any false statement or misrepresentation on this application or supplementary information will be cause for refusal of appointment or immediate dismissal at any time during the period of my appointment.

Signature of Applicant _____ *Date* _____

Your application is not complete until you have attached a Personal Resume, the **“Additional Information Statements”** have been completed and the application has been signed.

Thank you for taking the time to complete the application and information statement. The information will be helpful to the members of City Council in making appointments.

Please return this form with Personal Resume and Additional Information Statement to:

**City of Sugar Land
Attention: City Secretary
Post Office Box 110
Sugar Land, Texas 77487-0110
281.275.2730 Voice
281.275.2316 Fax or
Email: ggundermann@sugarlandtx.gov**

For Office Use Only

() Appointed to _____ Date _____
(Board or Commission)

**CITY OF SUGAR LAND
BOARDS AND COMMISSIONS
ADDITIONAL INFORMATION STATEMENT**

TYPE OF BOARDS AND COMMISSIONS

ADVISORY

Animal Control Advisory Board
Parks and Recreation Policy Advisory Board

QUASI-JUDICIAL BOARDS

Building Standards Commission
Planning and Zoning Commission
Zoning Board of Adjustment

All applicants complete pages (2) and (3).

Applicants for quasi-judicial boards refer to the “Duties and Responsibilities” for respective board or commission starting on page four (4) and respond to the stated questions.

QUALIFICATIONS FOR APPOINTMENT

The City of Sugar Land Policy 3000-09 establishes certain qualifications that must be met by all members of city boards and commissions. In addition to any specific qualifications for service on a particular board, a board member must:

- ✓ Be a resident of Sugar Land prior to the date of appointment.
- ✓ Be a qualified City of Sugar Land voter at the time of appointment.
- ✓ Have a creditable record of attendance and participating performance.
- ✓ Maintain an open mind to all issues under consideration.
- ✓ Have the ability to listen, learn and discuss issues.
- ✓ Have the ability to make decisions based on information gathered and discussed and for the betterment of the city as seen through the Vision Statement and Comprehensive Plan.
- ✓ Have the ability to see and understand the city long-term objectives and short-term benefits.
- ✓ Conflicts of interest and special interests, which may not represent the betterment of the city, must remain separate from decisions made.

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ADDITIONAL INFORMATION STATEMENT**

PLEASE TYPE OR PRINT CLEARLY

Applicant Name: _____ **Date:** _____

1. Have you ever been a member of a Sugar Land board or commission? If so, please indicate the board or commission and approximate date of service.

2. Have you attended Sugar Land 101; Sugar Land Police Academy, Sugar Land Fire Academy or Sugar Land Airport Academy? If so, please indicate which and year attended.

3. Do you currently serve on a Municipal Utility District Board, Levee Improvement District Board or School Board of Trustees?

4. What is your educational background?

5. What is your current place of employment or business affiliation? If you are self-employed, a homemaker, or not employed, please indicate. Describe briefly the nature of your current employment, include employer name or entity under which you are conducting business, and position and/or title.

6. Do you or your spouse, either individually or through your employers, have any financial interest, directly or indirectly, in any contract or subcontract with the city or in the sale to the city of, materials, supplies or services? If so, please list below:

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7. What civic or community endeavors have you been involved in? Please list name of organization, position held, date of service and whether your service was provided on a compensated or voluntary basis.

8. What experience do you have that qualifies you for service on boards/commission?

9. Please indicate how much time you believe you would be able to commit to a board or commission caseload and review of caseload documentation.

10. What are your opinions of current and future growth in the City of Sugar Land?

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PLEASE TYPE OR PRINT CLEARLY

Applicant Name: _____

Date: _____

Planning & Zoning Commission

Duties and Responsibilities

The Planning and Zoning Commission, authorized under Chapter 212 of the Texas Local Government Code, and has two roles: 1) to make recommendations concerning the **use** of land; and 2) make decisions on the **division** of land.

The Commission hears cases regarding:

- Rezoning (land use)
- Conditional Use Permit (land use)
- Zoning Regulation Amendment (land use)
- General Plan (land use and division of land)
- Preliminary Plat (division of land)
- Final Plat (division of land)

Recommendations on land use cases go to the City Council for final approval. Cases involve public hearings and the Commission has a considerable level of discretion. Cases have the potential to be controversial in that approval could impact private property and public systems such as roads and utilities. Commission recommendations assist the City Council in reaching decisions that are both reasonable and beneficial to the City.

The Commission discretion and actions is limited by state law on final decisions on preliminary and final plats.

Time Commitment

The commission meets twice a month on the second Tuesday and fourth Thursday; meetings begin at 6:30 p.m. and last approximately two hours. About 25% of the meetings include a workshop for training or to allow in-depth discussion of special projects; workshops begin at 5:30 p.m. followed by the regular meeting. Before each meeting, city staff provides each commissioner with an information packet which will take about an hour to review in preparation for the meeting. A member can expect to devote at least six (6) to seven (7) hours a month to commission service.

Commissioners are required to attend an annual two-day training conference generally held in October at the end of a work week in a host city in Texas; expenses are covered by the city.

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PLEASE TYPE OR PRINT CLEARLY

Applicant Name: _____

Date: _____

Applicants for Planning and Zoning Commission, please respond to the following questions:

1. The Planning and Zoning Commission when considering land use cases must often make recommendations in the face of opposition either from citizens or from a developer. Please describe the approach you would take to assist the City Council to make a decision that will benefit the city.

2. Please indicate how much time you believe you would be able to commit to the commission caseload.

3. Please describe an example of a time when you had to listen, learn, and maintain an open mind to all issues under consideration before you made a final decision.

4. Please describe an instance when you had to look beyond special interests and focus on "the big picture".

5. Please describe your philosophy of working on a team to achieve a desired outcome.

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Applicant Name: _____

Date: _____

Zoning Board of Adjustment

Duties and Responsibilities

The Zoning Board of Adjustment is a quasi-judicial body authorized under state law and city regulations to uphold the meaning and spirit of the zoning ordinance and to provide relief from strict adherence to certain development regulations. The Board is charged with hearing three different type of cases: Zoning Variances, Special Exceptions, and Appeals. Decisions of the board are not subject to review by City Council and are the final city step for an applicant; further action is to a court of law if an applicant so chooses.

Under Texas laws, the board cannot consider use regulations or change an ordinance regulation; laws limit the actions of the board based on the type of case.

Variances to regulations are considered when an applicant has demonstrated unique circumstances related to a site; when a variance is granted, it changes the way an existing ordinance is applied to the property.

Special Exceptions allow a single-family residence to be built or added onto in accordance with pre-annexation setback lines; when granted it allows the applicant to build to an older, less restrictive line established through deed restrictions rather than the current line established in the zoning regulations.

An appeal may occur when a staff member has made a decision regarding a regulation and the applicant believes the interpretation or application of the standard was done incorrectly. If an applicant prevails in such a case, the board interpretation becomes the new standard and supplants the previous one.

Time Commitment

The board meets as-needed based on case submittal. Meetings begin at 5:00 p.m. and generally last thirty minutes to an hour. Before each meeting, city staff provides each board member with an information packet which will take about a half hour to review in preparation for the meeting. A member can expect to attend on average about ten meetings a year, subject to change depending on the caseload.

The board is required to attend a two-hour annual orientation generally held during the month of October or November.

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PLEASE TYPE OR PRINT CLEARLY

Applicant Name: _____

Date: _____

Applicants for Zoning Board of Adjustment, please respond to the following questions:

1. The Zoning Board actions are bound by legal limitations. Please describe why you believe adherences to the review standards are important.

2. Please describe an example of a time when you had to listen, learn, and maintain an open mind to all issues under consideration before you made a final decision.

3. Please describe an instance when you had to look beyond special interests and focus on “the big picture”.

4. Please describe your philosophy of working on a team to achieve a desired outcome.

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Applicant Name: _____

Date: _____

BUILDING STANDARDS COMMISSION

Duties and Responsibilities

The commission is a quasi-judicial panel consisting of members who have knowledge of the property maintenance codes and are qualified by experience and training to decide matters related to building construction and property maintenance.

Decisions of the board are not subject to review by City Council and are the final city step for an applicant; further action is to a court of law if an applicant so chooses.

Activities of the commission are limited to those authorities granted by state statute.

Chapter 54 of the Texas Local Government Code provides that the commission, in accordance with the procedures set forth by law may:

- (1) Order the repair, within a fixed period, of buildings found to be in violation of an ordinance.
- (2) Declare a building substandard in accordance with the powers granted by state law.
- (3) Order, in an appropriate case, the immediate removal of persons or property found on private property, enter on private property to secure the removal if it is determined that conditions exist on the property that constitute a violation of an ordinance, and order action to be taken as necessary to remedy, alleviate, or remove any substandard building found to exist.
- (4) Issue orders or directives to any peace officer of the state, including a sheriff or constable or the chief of police of the municipality, to enforce and carry out the lawful orders or directives of the commission panel.

Authorities of the Commission provided by ordinance include:

- (1) Hear and decide appeals that allege an error in an order, requirement, decision or determination made by an administrative officer or employee in the application or enforcement of any building code adopted by the city.
- (2) Hear and decide appeals that allege an error in a decision or determination made by an administrative officer or employee related to the denial or revocation of a Residential Rental Property License.

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Authorities of the commission provided by ordinance include: (Continued)

- (3) Authorize a variance from the terms of any building code adopted by the city.
- (4) Hear and decide appeals that allege an error in an order, requirement, decision or determination made by an administrative officer or employee in the application or enforcement of the International Property Maintenance Code, as adopted by the city.
- (5) Order the vacation, securing, repair, removal or demolition of a dangerous building or unsafe structure.

Decisions of the board are not subject to review by City Council and are the final city step for an applicant; further action is to a court of law if an applicant so chooses.

Time Commitment

The commission meets as-needed based on case submittal. Meetings begin at 5:00 p.m. and generally last thirty minutes to an hour. Before each meeting, city staff provides each commission member with an information packet which will take about a half hour to review in preparation for the meeting.

The commission is required to attend a two-hour annual orientation generally held during the month of October or November.

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PLEASE TYPE OR PRINT CLEARLY

Applicant Name: _____

Date: _____

Applicants for Building Standards Commission, please respond to the following questions:

1. The Building Standards Commission actions are bound by legal limitations. Please describe why you believe adherences to the standards are important.

2. Please describe an example of a time when you had to listen, learn, and maintain an open mind to all issues under consideration before you made a final decision.

3. Please describe an instance when you had to look beyond special interests and focus on "the big picture".

4. Please describe your philosophy of working on a team to achieve a desired outcome.

5. What experience do you have in building construction and property maintenance?
