



## Notice of interest for Service on the City of Nolanville Boards and Commissions

**Background:** Twice a year, the City Council considers appointment for the City's various Boards and Committees. Upcoming openings are published in the local media with further information available through the City Secretary.

**Criteria:** All residents of the City of Nolanville are encouraged to serve on the various Boards and Committees of the City.

**Instruction:** you may be eligible for appointment to more than one board or committee; but you may only serve on two City Boards or committee simultaneously. Please review the City Boards/Commissions handbook to determine your eligibility. Please call 254-698-6335 if you require assistance.

You will be required to complete the "Application for Appointment to City of Nolanville Boards and committees." Please be aware information you submit on these forms may be subject to verification during the application process and is subject to the Texas Public Information Act (Government Code Chapter 552). In order to be considered, the completed Application for Appointment forms and their attachment(s) must be submitted by the advertised deadline to:

**Nolanville City Secretary**

101 North 5<sup>th</sup> Street  
Nolanville, Texas 76559  
Phone: 254-698-6335  
Fax: 254698-2540

**Review and Appointment Process:** All applications will be reviewed by the City Secretary for completeness and eligibility. Eligible applications will be forwarded to the City Council.

Two City Council members will interview applicants at a work session. Nominees must appear in person for the interview. If you do not attend one of the interview sessions, you will not be considered for appointment.

If an individual is ill, out of town, or cannot appear in person, a written statement must be submitted to the Office of the City Secretary prior to the date of the interview for review by the interview committee.

The interview committee will submit their nomination for each Board and Committee, in writing, to the City Secretary, in the form of a memorandum with their signatures.

The memorandum of suggested appointment will be placed on the next City Council Agenda for consideration by the entire Council.

## **ATTACHMENT A**

### **Planning and Zoning Commission**

The Planning and Zoning Commission is charged with making planning and zoning decisions on behalf of the City of Nolanville. The Planning and Zoning Commissions primary responsibility concerns updating and, implementing the land use section of City of Nolanville's Comprehensive Plan. The commission makes reports for, and recommendations to, the City Council regarding changes to zoning regulations, the city's zoning map or the city's zoning ordinance. The commission also calls public hearings to determine proper zoning for a tract of land or for an area.

#### **Nolanville Planning and Zoning Commission meeting:**

Nolanville Planning and Zoning Commission Meetings are held the second Thursday of every month at 6:00 P.M. at the Nolanville Municipal Building, 101 North 5<sup>th</sup> Street, Nolanville, Texas.

### **Zoning Board of Adjustments**

The Zoning Board of Adjustments works administratively with individual and neighborhood zoning decisions. The Zoning Board of Adjustments have the power to hear appeals from individuals contesting the decision of the city's zoning enforcement officer in enforcing the zoning ordinance and city rules and regulations, hear and decide special exceptions/conditional use permits, and grant variances from the provisions of the zoning ordinance when unusual conditions create an unnecessary hardship.

#### **Nolanville Zoning Board of Adjustments meetings:**

The Nolanville Zoning Board of Adjustments meet when needed at the Nolanville Municipal Building, 101 North 5<sup>th</sup> Street, Nolanville, Texas.

### **Economic Development Board**

The Nolanville Economic Development Board creates a partnership of the community. The Nolanville Economic Development board leads the economic development activities for the promotion, marketing, attraction and retention to the City of Nolanville; including the attraction & retention of new and existing commercial, industrial and manufacturing prospects, the marketing of industrial and commercial sites and the identification of target commercial and industrial enterprises.

The Nolanville Economic Development Corporation meetings are held the fourth Thursday of every month at 6:00 PM at the Nolanville Municipal Building, 101 North 5<sup>th</sup> Street, Nolanville, Texas.

City of Nolanville  
Application for Appointment to City Boards and Committees

Name of Board or Committee to which you are applying: \_\_\_\_\_

(Please see Attachment A for a list; and duties and responsibilities)

*Note: A person may serve on only two (2) City Boards or Committees at one time.*

Name: \_\_\_\_\_  
(Title) (Last) (First) (Middle)

Permanent Residence Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Preferred Mailing Address: \_\_\_\_\_  
(If different from above) (Street) (City) (State) (Zip)

Preferred Phone and Fax: \_\_\_\_\_

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

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

Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Are you a registered voter in the City of Nolanville:  Yes  No

Are you a resident of the City of Nolanville:  Yes  No

Length of residence: \_\_\_\_\_

Do you, your spouse or your employer have any financial interest, direct or indirect in any contract with the City of Nolanville?  Yes  No

If Yes, please explain: \_\_\_\_\_

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

If Yes, please explain: \_\_\_\_\_

Do you, your spouse or your employer have any financial interest, directly or indirectly, it matters that might come before the Board or Committee to which you are seeking appointment?  Yes  No

If Yes, please explain: \_\_\_\_\_

Convictions: Have you ever been convicted of violating any federal, state or municipal law, regulation or ordinance?  Yes  No

If so, give details. Do not include traffic violations.

\_\_\_\_\_  
\_\_\_\_\_

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

**BACKGROUND**

Education: \_\_\_\_\_

Professional: \_\_\_\_\_

Volunteer Experience/ Community Service: \_\_\_\_\_

Areas of interest: \_\_\_\_\_

\_\_\_\_\_

Please specify membership on any other governmental Board or Committee.

*List all Boards, Commissions, Corporations, Non-Profit, Agencies, or other Entities of which you are currently a member and/or officer and/or employed by, and give the title and dates of any position that you have held in such organization.*

Organization: \_\_\_\_\_

Title: \_\_\_\_\_ Dates: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_ Dates: \_\_\_\_\_

Reasons for Seeking Appointment: Please attach a brief narrative outlining your interests and qualifications for seeking appointment. You may also add a resume or additional information.

I have read and understand the instructions and appointment process. The foregoing and any attached statements are true, accurate and complete; and I agree that any misrepresentation or omission of facts may result in my disqualification for appointment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FILE COMPLETED FORM WITH CITY SECRETARY'S OFFICE BY DEADLINE FOR PROCESSING

Nolanville City Secretary  
101 North 5<sup>th</sup> Street  
Nolanville, Texas 76559  
Phone: 254-698-6335  
Fax: 254-698-2540

(Original copy will be on file in the City Secretary's Office for 12 months)

Note: Information provided on this form is public and subject to the Texas Public Information Act (Government Code Chapter 552)