

# APPLICATION FOR BOARDS & COMMISSION TO THE CITY OF HEWITT

The City of Hewitt appreciates your interest in serving the community. A listing of the boards and commissions is found behind your application. Appointments are made during the year as vacancies occur. This is great opportunity for to play a vital role in shaping your community.

NAME OF APPLICANT: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

DAYTIME TELEPHONE NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

PLEASE CHECK APPROPRIATE STATEMENTS: ☐ I reside within the city limits of Hewitt, Texas.\*  
☐ I do ☐ I do not . . . own property located in Hewitt, Texas.

\* **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 Hewitt, Texas.

LENGTH OF TIME APPLICANT HAS RESIDED IN THE HEWITT CITY LIMITS: \_\_\_\_\_

PLEASE INDICATE BELOW HOW YOU WOULD LIKE TO SERVE THE CITY OF HEWITT. (**IMPORTANT**: IF MORE THAN ONE AREA IS INDICATED, **NUMBER YOUR PREFERENCES** WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.). PLEASE SEE REVERSE SIDE FOR DESCRIPTIVE INFORMATION.

\_\_\_\_\_ Board of Adjustment (must be resident and owner of property in Hewitt)  
\_\_\_\_\_ Civil Service Commission (must be resident of Hewitt)  
\_\_\_\_\_ Library Board (must be resident of Hewitt)  
\_\_\_\_\_ Parks and Beautification Committee (must be resident of Hewitt)  
\_\_\_\_\_ Planning and Zoning Commission (must be resident and owner of property in Hewitt)

OTHER WAYS YOU SERVE YOUR COMMUNITY: \_\_\_\_\_

SPECIAL INTERESTS/SKILLS/EXPERIENCE/EDUCATION YOU FEEL MAY BE HELPFUL: \_\_\_\_\_

OCCUPATION/EMPLOYER: \_\_\_\_\_

REFERENCES (MUST BE HEWITT RESIDENTS): \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

\_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

Return Application to:  
Lydia Lopez, City Secretary  
200 Patriot Court  
Hewitt, Texas 76643  
(Fax # 254-666-6014)

## OFFICE USE ONLY

Date Interviewed by Council: \_\_\_\_\_

Date appointed by Council: \_\_\_\_\_

Date sworn in by Council: \_\_\_\_\_

Reappointed: \_\_\_\_\_

Term to expire: \_\_\_\_\_

Term to expire: \_\_\_\_\_

Revised: May 2016

# VOLUNTEER SERVICE TO THE HEWITT COMMUNITY

Our community today is a product of the efforts of many dedicated residents who have worked hard to provide a quality environment. This is a result of caring, dedicated citizens who shared their time, expertise and vision. Your city government is governed at the most basic, responsive grass roots level where citizens directly participate in shaping their own future. The City Council members (all of whom are volunteers) solicit the participation of residents who want to serve and play an important role in Hewitt's future.

Prior to appointment to the various boards and commissions, it is recommended that the candidate become familiar with the duties and responsibilities of the appointment being sought by attending at least one meeting of the group to which appointment is being requested.

There are currently five established boards and commissions:

The **Board of Adjustment** addresses appeals filed with the City regarding application, interpretation, or reasonableness of certain ordinances or administrative decisions pertaining to zoning, variances for non-conforming uses of real property, appeals and variances regarding administration and provisions of flood damage control ordinances, etc. The Board of Adjustment has five regular members and two alternates who are normally appointed for two year terms. There is no regular meeting schedule as this board meets only when necessary. *Members and alternates must be residents of and own real property in Hewitt.\**

The **Civil Service Commission** is responsible for adopting, maintaining and enforcing the City of Hewitt Police Officers' Rules and Regulations which govern the hiring and promotional process and serves as a disciplinary appeal board for civil service police officers in the Hewitt Police Department. The Commission is comprised of three commissioners appointed by the City Manager and confirmed by the Hewitt City Council. The commissioners serve staggered, three-year terms. The Commission meets on a called basis as needed. *Members must be residents of Hewitt.\**

The **Library Board** is an advisory body to the Council on all matters related to the development, expansion and operation of the Library System. Members serve a two-year term. This board meets quarterly as needed. *Members must be residents of Hewitt.\**

The **Parks & Beautification Committee** is an advisory body to the City Council on all matters relating to parks and recreational facilities in Hewitt. The Parks & Beautification Committee members serve a two-year term. Meetings are usually held on the second Thursday of every month at 7:00 p.m., with occasional special meetings and projects held throughout the year. *Members must be residents of Hewitt.\**

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 ordinances to the City Council when appropriate. Appointments are normally for three year terms. Meetings are held on the first Tuesday of each month at 7:00 p.m. *Members must be residents of Hewitt and must own real property within the city.\**

*\* Please review description of "legal residence" on other side.*