



2. Why are you interested in serving on this board?
  
3. What will make you a good board member? List any special knowledge, skill set, education and experience.
  
4. Will you be available to attend regular meetings, called worksession, and training sessions?
  
5. List any civic or community activities in which you have been involved.
  
6. Current or Past Membership in Organizations & Offices Held:
  
7. Do you anticipate any business to come before a Board or Commission in which you have a direct or indirect personal or financial interest? If yes, please explain:

Please read the following statement of intent and sign below. Your signature indicates that you have read, understand and agree to all conditions, and that all the above information is correct.

"If appointed, I agree to serve the term to the board/commission that I have been appointed. I understand that if I am appointed, I will be expected to actively participate in all meetings and become familiar with the associated by laws and city ordinances. I will prepare for meetings by reviewing agendas and all related materials prior to scheduled meetings.

"I understand that I may be required to attend training on the Open Meetings Act and Public Information Act within 30 days of taking my Oath of Office. I agree to adhere to any attendance requirements and to contact the City Secretary in the event there is a change in my contact information. I will submit a conflict-of-interest affidavit and abstain from any discussion or vote on any matter that comes before me in which I have a conflict of interest.

"I understand that the information provided on this application may be available to the public upon request. My signature indicates that I have read, understand, and agree to all conditions and that all of the above information is correct."

Signature:

Date:

Please submit your completed application to:

Beth Fischer, City Secretary  
Mailing: P.O. Box 26569  
Physical: 911 Winscott Road  
Benbrook, TX 76126

Phone: 817-249-6086  
Fax: 817-443-6204  
Email: [citysecretary@benbrook-tx.gov](mailto:citysecretary@benbrook-tx.gov)

Applicant Name:

Information supplied on the Application for Appointment to a Board or Commission is subject to the Public Information Act. However, certain personal information can be redacted in the event the City receives an Open Records Request.

Check if you **do not** want any of the following information released to the public.

Home Telephone Number \_\_\_\_\_

Work Telephone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Private Email Address \_\_\_\_\_

**Criminal Background Check  
Release Form**

Applicant Name: Last: \_\_\_\_\_ First: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

SSN: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Current Address: \_\_\_\_\_

List all counties of  
Residence in past 7 years: \_\_\_\_\_

**PRE-APPOINTMENT RELEASE AUTHORIZATION**

The City of Benbrook will conduct a Criminal Background Check prior to appointment to a board or commission. Please answer the following questions and sign as indicated below:

1. Have you been convicted of any crime in the past seven years: \_\_\_\_\_.

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

2. Have you received Deferred Adjudication for any crime in the past 7 years: \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

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

I expressly authorize any person associated with any Law Enforcement Agency (Federal, State, or Local) or any person who has knowledge of my criminal records, to release information to the City of Benbrook and release their employees or agents from any liability and any person providing the requested information from any damage whatsoever resulting from the acquisition, use, retention, or disclosure of any such information. I will not hold the City of Benbrook, their employees or agents responsible for error or inaccuracies in the acquisition of transmittal of information pertaining to the verification of my background.

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

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## **BENBROOK CITY BOARDS AND COMMISSIONS**

### **PLANNING & ZONING COMMISSION**

Consists of nine (9) members who own real property in the City and are appointed by City Council for staggered two-year terms. This Commission is the final authority on applications concerning the subdivision of land and makes recommendations to City Council regarding applications for amendments to the zoning map and zoning ordinance. Knowledge in any of the following fields is useful, but not required: engineering, architecture, landscaping, land planning, real estate, city planning or land development and design. An understanding and fair application of the zoning and subdivision ordinances of the City are required. Meetings are held on the second Thursday of each month at 7:00 p.m. in the Council Chambers.

### **BOARD OF ADJUSTMENT/APPEALS**

Consists of five (5) regular members and four (4) alternate members appointed by City Council for staggered two-year terms. This Board hears appeals to the enforcement of zoning ordinance. An understanding of zoning ordinance and appeal process is required. Meetings are held on the fourth Tuesday of any month in which requests for variance(s) have been received. The Board considers an average of three (3) appeals per year.

### **PARK & RECREATION BOARD**

Consists of seven (7) members appointed by City Council for staggered two-year terms. This Board serves in an advisory capacity to City Council on parks and recreation policy matters. Duties include reviewing and providing advisory recommendations to the Council on park improvements; promotion and stimulation of public interest in parks and recreation programs; and modifications and amendments to parks and recreation policies for the City. Meetings are held on the second Wednesday of every month as called.

### **ECONOMIC DEVELOPMENT CORPORATION BOARD**

Consists of seven (7) members appointed by City Council for staggered two-year terms. Duties include preparation of an economic development plan for approval by City Council; preparation of annual budget for economic development activities for approval by City Council; funding of projects that promote economic development, such as infrastructure improvements and financial incentives; preparation of annual progress and financial report for City Council using financial resources including the half-cent sales tax for economic development.