

## GENERAL INFORMATION

### Membership Requirements

- Be a citizen of the City for 12 continuous months prior to the date of appointment
- Be 18 years of age prior to the date of appointment
- Must be a qualified voter of the City
- Never been convicted of and is not currently charged with a felony or a crime involving moral turpitude
- Not delinquent on any ad valorem tax due to the City of Lucas

### How to Apply

If you are looking to apply for consideration to sit on a Board or Commission, navigate to the City of Lucas website, and use the search function to find "Board and Commission Volunteer Application". Once your application is completed, staff will file it for future consideration by the City Council. Once the City Council is soliciting applicants, you will be contacted regarding your application. The application can also be found at <https://www.lucastexas.us/boards-commissions-volunteer-application/>

**FOR MORE INFORMATION  
CONTACT INTERIM CITY  
SECRETARY KENT  
SOURIYASAK:**



**TELEPHONE**  
972-912-1213



**EMAIL**  
kent@lucastexas.us

**There are also opportunities to get involved with City of Lucas special events, such as:**

- **Keep Lucas Beautiful Spring Cleanup**
- **Founders Day Country Fair**
- **Lucas Farmers Market**
- **Lucas Car Show**
- **Public Lands Trail Cleanup**
- **Lucas Country Christmas**

**For more information on how to volunteer for events such as these, email Joshua Menhennett at [jmenhennett@lucastexas.us](mailto:jmenhennett@lucastexas.us) or call at 972-912-1214 to learn more!**

**Interested in serving the  
City of Lucas on Boards or  
Commissions?**



**CITY OF LUCAS  
BOARDS AND  
COMMISSIONS  
ROLES AND DUTIES**

## PLANNING AND ZONING

### **Purpose**

The Planning and Zoning Commission serves as an advisory board to the City Council concerning matters primarily related to the development and use of private property and implementation of the City's Comprehensive Plan.

### **Duties**

The Planning and Zoning Commission considers requests for zoning changes, specific use permits, site plan approvals, the subdivision or platting of land, and makes recommendations to the City Council regarding these matters. The Planning and Zoning Commission is responsible for the City development plans, and conducting periodic review and updates to the City's Comprehensive Plan.

### **Meetings**

The Planning and Zoning Commission meets on the second Thursday of every month at 6:30 pm. Meetings are held at the City Hall Council Chambers.

## BOARD OF ADJUSTMENT

### **Purpose**

The Board of Adjustment is a quasi-judicial body with jurisdiction to grant variances from the City's Zoning Ordinance among other special variance exceptions. As zoning regulations cannot be written to address every situation, the Board of Adjustment is granted the authority to allow exceptions if a hardship is determined to exist.

### **Duties**

To review each appeal brought before the Board of Adjustment and determine if a hardship exists to grant a variance from the City's Zoning Ordinance or Sign Ordinance. Variance requests require the applicant to demonstrate a hardship exists. Board members receive training from the City Attorney's office on the standards of accepted exceptions and required hardships.

### **Meetings**

The Board of Adjustment meets on the fourth Wednesday of each month at 6:30 pm on an as-needed basis. Meetings are held at the City Hall Council Chambers.

## PARKS AND OPEN SPACE

### **Purpose**

The Parks and Open Space Board serves in an advisory capacity to the City Council in all matters relating to the parks and open space of the City.

### **Duties**

The Board makes recommendations to the City Council on the implementation of beautification programs and projects to enhance the natural beauty of the City. The Board makes recommendations to the City Manager for priority of projects or activities to be included in future parks, open space and beautification projects and programs. Board input and guidance on parks and open space is incorporated into the Parks and Open Space Master Plan which also includes the identification of the City's trail network and possible locations of trailheads. The Master Plan is considered, revised and maintained and recommendations are given to the City Manager.

### **Meetings**

The Parks and Open Space Board meets on the fourth Tuesday of every other month at 6:30 pm. Meetings are held at the City Hall Council Chambers.