



Boards, Commissions, & Committees

April 16, 2025



What are we reviewing?

- Creation & Purpose
- Combining, adding, or deleting
- Membership and absences
- Best practice for meetings

TIME FOR REVIEW



Creation and Purpose - Today

Advisory Committee on People with Disabilities

Creation

Ordinance CSO#760-02-2018 (1-22-2018)

Purpose

The committee is established to encourage, assist, and enable persons with disabilities to participate in the social and economic life of the city, achieve maximum personal independence, and use and enjoy fully all public facilities available within the community

Duties

- Serve as an advisory body to the city council regarding problems affecting disabled persons in the city
- Recommend to the city council measures aimed at improving city facilities to accommodate disabled persons
- Recommend to the city council measures aimed at improving the ability of various city departments and contractors at providing services for disabled persons
- Perform additional duties and functions as required by the city council.

Animal Shelter Advisory Committee

Creation

Ordinance B-749-06 (4-13-2006) Pursuant to Texas Health and Safety code Section 823.005

Specific membership required by Texas Health and safety code:

- 1 Licensed veterinarian
- 1 Municipal Official
- 1 person whose duties include the daily operations of an animal shelter
- 1 representative from an animal welfare organization

Purpose

The purpose of the committee shall be to assist animal shelters located within the city limits regarding compliance with chapter 823 of the Health and Safety Code. Additionally, upon request of the city council, the committee may:

- (1) Provide recommendations to the city regarding its compliance with the Texas Rabies Control Act; and
- (2) Recommend ways to improve the efficiency and cost effectiveness of the city's animal control program

Chapter 823 = Animal Shelters

Boren Property Advisory Council

Creation

R-1212-12 – comply with MO-11-145 city accepting donation of property from Charlie & Louise Boren (Russell Farm R-12-12(A0312))

Purpose

Advise the city council on all matters related to the property.

Subcommittees

- Historical Advisory Committee – advise BPAC on historical programs
- Art Advisory Committee

Building Codes & Standards Board

Creation

Ordinance B-721 (9-23-2004)

Purpose

It is the intent of the city council that the board members shall, by reason of diversity of their individual areas of expertise, constitute a board which is broadly representative of various fields of building construction and building standards.

Duties

The board is hereby charged with the duty and invested with the authority to:

- (1) Inspect property and premises at reasonable hours where required in the discharge of its responsibilities under the laws of the state and the city;
- (2) Hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of the technical provisions of the following codes adopted by the City of Burleson:
 - a. The International Building Code;
 - b. The International Plumbing Code;
 - c. The International Mechanical Code;
 - d. The National Electrical Code;
 - e. The Uniform Fire Code;
 - f. The International Property Maintenance Code;
 - g. The International Residential Code;
 - h. The International Fuel Gas Code; and
 - i. The International Energy Conservation Code.

Cemetery Advisory Board

Creation

Ordinance B-499 (4-11-1991)

Purpose

The board shall be charged with the responsibility of recommending policies, rules, and regulations for cemeteries in the city limits under the jurisdiction of the city.

Capital Improvement Advisory Committee

Creation

Ordinance C-590(D0314) in compliance Local Govt code chapter 395 – Water & Wastewater Impact Fees

Purpose

The Committee is appointed to regularly review and update the capital improvements program in accordance with the requirements of chapter 395 of the Texas Local Government Code, and its successors.

Citizens Public Art Committee

Creation

Resolution CSO#4058-12-2022 (12-12-2022)

Purpose

The Committee shall work with city staff to make recommendations to the city council regarding the display of public art throughout the community and the creation, implementation, and management of public art masterplan for the city.

Library Board

Creation

Ordinance C-249 (1-10-1980)

Purpose

The library board shall make recommendations to the city council and city manager concerning operating policy of the library; long range capital improvement, planning and policy; the purchase of materials including, but not limited to, books, publications, films, and exhibits; and the display and exhibition of objects of art and other items having cultural, historical, and artistic value to the community. The library board shall encourage the participation of the citizens of the city in the growth and development of the community library and facilitate the part of the public library in the growth of the city.

Old Town Development Standards Committee

Creation

Ordinance C-575 (1-13-2005)

Purpose

The committee is hereby charged with the duty and invested with the authority to:

1. Perform the functions set out in this article, and review and comment on all proposed buildings and development plans in Burleson Old Town Overlay District;
2. At its discretion, recommend waiver or modifications of any provision of the Burleson Old Town Design Standards, providing the recommended waiver or modification does not adversely affect the surrounding streetscape and overall community, and that such recommended waiver or modification is based on outstanding design merit or otherwise advances the design goals of the community;
3. Forward review comments including any recommended waiver or modification to the city planning department as specified in the administrative procedures of the Burleson Old Town Design Standards;
4. Approve material and design requirements and specifications specifically set out in sections [4-61(d)(5)(6)(7), 4-61(e)(3), 4-63(a)(5), 4-63(e)(1), and 4-63(g)(6)] of this article.

Parks Board

Creation

Charter election 2013 removed from City Charter and added to Chapter 2 section 2-37 of code of ordinances CSO#4089-01-2023.

Ordinance B-486 Tree Board (1989 – Park board serves as)

Purpose

The board was created to recommend to the city council improvements and activities for the parks of the city

Planning and Zoning Commission

Creation

Ordinance C-277 (1982 combined Planning Commission and Zoning Commission into one board. Chapter 62 of code of ordinances. Texas local government code 211.007 requires a Zoning Commission.

Purpose

A planning and zoning commission is hereby created in order to accomplish the following purposes:

- (1) To identify community needs and to advise the city council of their short-range and long-range implications for the total development of the city;
- (2) To recommend achievable community goals as a basis for long-range planning and development programs;
- (3) To recommend plans, programs, and policies that will aid the entire community in achieving its defined goals; and
- (4) To help the public understand the plans and programs adopted by the city council so that concerned citizens can carry on their private activities in harmony with public needs and policies.

Board of Adjustments

Creation

Charter Section 9 (b) 1998

Purpose

The city council shall create a board of adjustment as provided by state law which shall have the power and authority to perform those functions established in the zoning ordinance and by state law.



Are we making changes to these boards?

Current

- Advisory Committee on People with Disabilities
- Animal Shelter Advisory Committee
- Boren Property Advisory Council
- Building Codes & Standards
- Cemetery Advisory Board
- Capital Improvement Advisory Committee
- Citizens Public Art Committee

- Library Board
- Old Town Development Standards Committee
- Parks Board
- Planning & Zoning Commission
- Board of Adjustments

Can we combine functions? Do we have a gap or missing an opportunity?

Membership & Absences

Memberships

Modified membership to 9 members to all January 2023.

Adopted Council Policy #40 City Boards, Commissions & Committees Appointment process 2022
modified 2023

Absences

Section 2-34 Code of Ordinances

Code Of Ordinances Section 2-34

- (a) When a member of any city board or commission is absent for three regular consecutive meetings, unless prevented by sickness, without first having obtained a leave of absence at a regular meeting, the member shall be deemed to have vacated the member's position. The city secretary shall notify the city council of such absences within ten days of the third consecutive unexcused absence.
- (b) If any board or commission member shall fail to attend at least 75 percent of the called meetings during the 12-month period between October 1 through September 30, such board or commission member shall be deemed to have vacated their position on that board or commission (the 75 percent rule shall only apply to boards or commissions which meet at least once a month on a called basis).
- (c) At the next city council meeting after notification by the city secretary as specified in subsections (a) and (b) above, the city council shall declare the member removed from the rolls of said board or commission and begin procedures to fill such vacancy. If such vacancy occurs within three months of October 1, the city council may, if it deems appropriate, fill the vacancy at the annual appointment time



**Texas Open Meeting
Act for All?**

9 Members for All?

**Duties are they
equal for All?**