

# BOARDS & COMMISSIONS

## OVERVIEW 2023



Mayor John B. Muns

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Information and application for Boards  
& Commissions are available at  
[plano.gov/boardsandcommissions](https://plano.gov/boardsandcommissions)

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### MAYOR'S MESSAGE

**Calling All Plano Citizens! We could use your time and talents.**

I define community engagement as not only being in the community, but being a part of the community. One of the popular ways our citizens get involved is through our City Boards and Commissions where you can serve your passion and serve Plano. There are a number of opportunities available which help advance key City initiatives. If you are interested in contributing to the community, we eagerly await submission of your application to join our team. Get engaged in Plano!

### GENERAL INFORMATION

The Plano City Council is seeking committed individuals, dedicated to the present and future well-being of Plano, to serve on the City's standing Boards, Commissions and Committees.

All appointees to City Boards, Commissions and Committees must:

- > Be residents of the City for at least 12-consecutive months prior to appointment to a board or commission;
- > Have a current and valid voter registration;
- > Adhere to a Code of Conduct;
- > Applicants for final decision-making boards cannot have financial interest in a contract with the City; and
- > Attend at least 75% of regular meetings.

In general, it is City Council's policy to appoint persons to a maximum of two terms, however all appointments are made at the discretion of the Council. Please contact the City Secretary's Office or any Council Member for additional information regarding term limitations.

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## BOARD DESCRIPTIONS

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The following dates and times are regularly scheduled meetings and do not include additional called meetings. For additional meeting and eligibility information, call the City Secretary's Office at 972-941-7120. Basic responsibilities of each Board, Commission and Committee include, but are not limited to:

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### ANIMAL SHELTER ADVISORY COMMITTEE

**7 members | 2-year terms | Meetings: 4 times per year (Jan., April, July & Oct.)**

**Plano Animal Shelter, 4028 W. Plano Parkway**

Promotes awareness of services, procedures and compliance with state regulations. Recommends programs, services and improvements. Members consist of 1 licensed veterinarian, 1 municipal official, 1 person officiating daily at an animal shelter/serving as the City of Plano Animal Services Director, 1 rep from an animal welfare organization, and the remainder Plano residents.

### BOARD OF ADJUSTMENT

**8 members, 3 alternates | 2-year terms | Meetings: 3 p.m., 2nd & 4th Tuesdays**

**Plano Municipal Center, 1520 K Ave.**

Reviews building plans and site plans whereby variances may be granted to zoning regulations for height, yard, area exterior structure, coverage and parking regulations. May also review sign plans to grant variances to the zoning regulations concerning sign appeals. Members also serve on the Accommodations Review Board which reviews requests for reasonable accommodation and grants or denies reasonable accommodations. Preferably, appointees should have demonstrated ability to read site plans, competence or knowledge and interest in zoning codes or related disciplines.

### BUILDING STANDARDS COMMISSION

**8 members, up to 2 alternates | 2-year terms | Meetings: 4 p.m., 3rd Tuesday**

**Plano Municipal Center, 1520 K Ave.**

Reviews and recommends adoption of the building and fire codes with proposed amendments. Reviews building code requests for alternate materials or methods of construction. Hears appeals concerning decisions made by the Building Official or Fire Chief. May also review staff recommendations concerning code enforcement cases for property maintenance, repairs and abatement of dangerous buildings. Preferably, appointees should have demonstrated interest and ability to read construction/building plans, competence or knowledge in building codes or other related construction disciplines.

### CIVIL SERVICE COMMISSION

**3 members | 3-year terms | Meetings: At least every January & as needed**

**Plano Municipal Center, 1520 K Ave.**

Appointed by the City Manager and confirmed by City Council. Hears appeals related to promotional and disciplinary actions; approves local civil service rules and regulations; approves eligibility and testing parameters for firefighters and police officers covered under Chapter 143 of the Texas Local Government Code. Must be a resident of Plano for 3 years, must be over 25 years of age and must not have held a public office within the preceding 3 years.

### COLLIN CENTRAL APPRAISAL DISTRICT BOARD

**2-year terms | Meetings: 7 a.m., 4th Thursday**

**250 Eldorado Pkwy., McKinney**

Determines Appraisal District's goals. Operates as the decision-making body on appraisal district operations.

### COMMUNITY RELATIONS COMMISSION

**9 members | 2-year terms | Meetings: 6 p.m., Once a month, except April and May (typically weekly in April & May)**

**Plano Municipal Center, 1520 K Avenue**

Serves as a hearing board to address significant community issues as directed by Council. Oversees Community Development Block Grant, HOME Investment Partnerships Grant, and the Buffington Community Services Grant. Reviews and makes recommendations regarding significant community problems impacting the quality of life, including but not limited to the Housing Tax Credit Resolution application process. Priority is given to applicants residing within the Concerted Revitalization Plan (CRP) area (at least 2 seats), and applicants actively involved in Americans with Disability Act (ADA) compliance concerns or with mental health issues (1 seat each).



## CULTURAL ARTS COMMISSION

**7 members | 2-year terms | Meetings: 6 p.m., 1st Thursday**

**Plano Municipal Center, 1520 K Ave.**

Reviews annual applications for grants for arts and event activities within Plano, recommending the disposition of funds to City Council. Appointees are also required to review grant awardee productions, performances, programs, and exhibits.

## DART BOARD

**2 members | 2-year terms | Meetings: 6 p.m., 2nd & 4th Tuesdays**

**1401 Pacific Ave., Dallas**

City Council appoints 1 member, and jointly appoints 1 shared member with the City of Farmers Branch to the DART Board, which is the governing board over the regional transportation system.

## HERITAGE COMMISSION

**7 members | 2-year terms | Meetings: 6 p.m., 4th Tuesday**

**Plano Municipal Center, 1520 K Ave.**

Identifies and designates historic buildings, as well as areas of historical, architectural, or cultural importance. Reviews Certificate of Appropriateness applications for exterior modifications proposed on heritage-designated properties. Considers appeals to heritage tax exemption inspection ratings, deadlines, and denials. Makes recommendations to City Council regarding preservation grants. Preferably, appointees should have demonstrated interest, competence and knowledge in historic preservation or other related disciplines such as history, art or architecture.

## LIBRARY ADVISORY BOARD

**9 members | 2-year terms | Meetings: 7 p.m., 1st Tuesday (Feb., May, Aug., Nov.)**

**Meetings held at various library locations.**

Advises Council on matters relating to the operations of the Library Department. Reviews various library policies and maintains a knowledge of library programs and services for the community.

## MULTICULTURAL OUTREACH ROUNDTABLE (MCOR)

**Membership varies in size | Meetings: 7 p.m., 2nd Tuesday**

**Plano Municipal Center, 1520 K Ave.**

Partners with the City Council and the diverse citizens of Plano encouraging understanding and participation in the government process. No application is required.

## NORTH TEXAS MUNICIPAL WATER DISTRICT BOARD

**2 members | 2-year terms | Meetings: 2:30 p.m., 4th Thursday**

**501 E. Brown, Wylie**

Governing board overseeing regional water, wastewater and solid waste systems.

## PARKS AND RECREATION PLANNING BOARD

**9 members | 2-year terms | Meetings: 6:30 p.m., 1st Tuesday (Jan., Mar., May, Aug., Nov.)**

**Meetings held at various parks and recreation facilities. Three or four additional meetings may be held as necessary.**

Reviews and makes recommendations to staff regarding the purchase and use of land, park plans, ordinances, and user fees.



## EASY AS 1-2-3

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Visit:

[plano.gov/boardsandcommissions](http://plano.gov/boardsandcommissions)

2

Check available positions online

3

Complete the online application  
and submit, or mail to:

City Secretary's Office  
City of Plano  
P.O. Box 860358  
Plano, TX 75086-0358

If you would like an application  
mailed to you or have any  
questions, please contact the  
City Secretary's Office at  
972.941.7120 or  
[citysecretary@plano.gov](mailto:citysecretary@plano.gov).

## PLANNING AND ZONING COMMISSION

8 members | 2-year terms | Meetings: 7 p.m., 1st & 3rd Mondays and work sessions  
**Plano Municipal Center, 1520 K Ave.**

Makes recommendations to Council on updates to the City's Comprehensive Plan, and on zoning and rezoning petitions, including amendments to zoning regulations. Hears and takes action on site plans and plats for new development and redevelopment projects. Work sessions may start as early as 5:30 p.m. as dictated by work program needs.

## PLANO HOUSING AUTHORITY (PHA)

5 members | 2-year terms | Meetings: 2 p.m., 4th Tuesday  
**PHA Administrative Building, 1740 G Ave.**

Board governance and oversight of Plano Housing Authority operations.

## RETIREMENT SECURITY PLAN COMMITTEE (RSP)

7 members | 2-year terms | Meetings: 4 times per year (Jan., April, July & Oct.)  
**Plano Municipal Center, 1520 K Avenue**

City Manager appoints 4 City employees and 3 non-employees. Serves as a fiduciary of the Plan, along with the Plan's investment consultant. Responsible for the oversight of the plan, including matters such as setting the Plan's investment policy and allocation, reviewing the external audit and actuarial valuation. Preferably, appointees should have a background in accounting, audit, finance, investment management or consulting, retirement benefits administration, actuarial science, or a similar related field.

## SENIOR ADVISORY BOARD

9 members | 2-year terms | Meetings: 5 p.m., 1st Thursday (Jan., Mar., May, July, Sept., Nov.)

**Sam Johnson Recreation Center, 401 W. 16th St.**

Facilitates communication with seniors living in Plano and advises City Council on issues of concern.

## TAX INCREMENT FINANCING REINVESTMENT ZONE NO. 2 AND NO. 3 BOARDS (EAST TIF AND SILVER LINE TIF)

5 to 15 members | 2-year terms | Meetings: As called by members  
**Plano Municipal Center, 1520 K Ave.**

Makes recommendations to the City Council concerning the administration of public participation with projects within the zones.

## TAX INCREMENT FINANCING REINVESTMENT ZONE NO. 4 BOARD (COLLIN CREEK TIF)

5 to 15 members | 2-year terms | Meetings: As called by members  
**Plano Municipal Center, 1520 K Ave.**

Makes recommendations to the City Council concerning the administration of public participation with projects within the zone.

