

City of Baytown

BOARDS, COMMISSIONS AND COMMITTEES



For Details:
City Clerk's Office
(281)420-6504
cityclerk@baytown.org



BOARDS AND COMMISSIONS



ABOUT

The City of Baytown features a diverse array of Boards, Commissions, and Committees, predominantly comprised of resident volunteers. These individuals actively contribute their insights and expertise to assist and advise the City Council and other Boards on a wide range of issues and policies, all aimed at enhancing the well-being of the community.

HOW DO I....

Participate in the Boards, Commissions, or Committees for the City of Baytown? Prospective participants must reside within the City Limits, and some Boards may allow residents in the Extra Territorial Jurisdiction (ETJ). Explore the Board Overviews for specific requirements, then click [here](#) to apply.



WHY SHOULD I?

Your active participation plays a crucial role in enhancing the community by tackling diverse issues, promoting positive growth, and striving toward a collective vision for Baytown's future.

AUTHORITIES AND OTHER BODIES

- Baytown Area Water Authority (BAWA) Baytown Hospitality
 - Public Facilities Corporation (BHPFC) Baytown Housing
 - Authority (BHA) Baytown Redevelopment Authority (BRA)
 - Baytown Crime Control and Prevention District (CCPD)
 - Baytown Fire Control, Prevention, and EMS District (FCPEMSD)
 - Municipal Development District (MDD) Reinvestment Zone
 - Number One (TIRZ)
-

- Board of Adjustment (BOA)
 - Civil Service Commission
 - Construction Board of Adjustments and Appeals
 - Industrial Appraisal Review Board
 - Planning and Zoning Commission
-

ADVISORY BOARDS

- Animal Control Advisory Committee
- Baytown Library Board
- Baytown Police Advisory Committee (BPAC)
- Community Development Advisory Committee (CDAC)
- Parks and Recreation Board
- Sign Committee
- Economic Development Advisory Committee

Authorities and Other Bodies

BAYTOWN AREA WATER AUTHORITY (BAWA)

OBJECTIVES

The Baytown Area Water authority presides over the City's wholesale supplier of water utilities and its facilities, equipment and supplies.

DUTIES

Discuss all matters pertaining to the business of the Authority, including the vetting of work, purchase of existing facilities, and matters relating to the construction work.

MEETING

Third (3) Wednesday of every month, except December at 4:30pm, Council Chamber

AT A GLANCE

COMPOSED OF

- Five (5) Members Qualifications:
- Four (4) Members must reside within the BAWA District and
- One (1) ETJ - Member must reside outside the city limits of Baytown but within the boundaries of the BAWA District

BENEFITS

- Appointed By: City Council
- Term of Office: 2 Years
- Term Limit: None

BAYTOWN HOSPITALITY PUBLIC FACILITIES CORPORATION (BHPFC)

OBJECTIVES

A nonprofit public facility corporation and is not organized for the private gain of any person. It is organized under Local Government Code Chapter 303, as amended, and under the Texas Business Organizations Code, as amended, to assist the City of Baytown, Texas in Financing, refinancing, or providing public facilities.

DUTIES

Assist the city of Baytown, Texas in financing, or refinancing, or providing public facilities.

MEETING

As needed

AT A GLANCE

COMPOSED OF

- Seven (7) Members of City Council

BENEFITS

- Appointed By: City Council
- Term of Office: 2 Years
- Term Limit: None

Authorities and Other Bodies

BAYTOWN HOUSING AUTHORITY (BHA)

OBJECTIVES

The Baytown Housing Authority provides leadership, set policy, approve budgets, and earn support in the community for housing programs.

DUTIES

Set policies, approve budgets, and earn support in the community for housing programs.

MEETING

Outside Board

Third (3rd) Monday of every month at 5:30pm
1805 Cedar Bayou Road, Baytown, TX

AT A GLANCE

COMPOSED OF

- Five (5) Commissioners
- Reside within or no more than 5 miles beyond City Limits

BENEFITS

- Appointed By: Mayor
- Term of Office: Two (2) Years
- Term Limit: None

BAYTOWN REDEVELOPMENT AUTHORITY (BRA)

OBJECTIVES

The Authority is organized for the purpose of aiding, assisting and acting on behalf of the City in the performance of its governmental functions to promote the common good and general welfare of the area included in Baytown Reinvestment Zone One and neighboring areas.

DUTIES

To aid, assist and act on behalf of the City and Board of Directors of Baytown Reinvestment Zone Number One in the development and implementation of the Project and Financing Plan of residential, educational facilities, commercial, and park/open space properties in the Baytown Area.

MEETING

First (1st) Tuesday of every month, except December at 4:00pm in Baytown Conference Room

AT A GLANCE

COMPOSED OF

- Nine (9) All At-Large Eight (8) Members
- At-Large One (1) Member by Harris
- County as the entity assessing taxes in the zone The Board is the same as
- Reinvestment Zone Number One

BENEFITS

- Appointed By:
City Council appoints 8 Members - At-Large and Harris County appoints 1 Member
- Term of Office: 2 Years
- Term Limit: None

Authorities and Other Bodies

BAYTOWN CRIME CONTROL AND PREVENTION DISTRICT (CCPD)

OBJECTIVES

The Crime Control and Prevention Board maintains and implements new initiatives to continue the reduction in the crime rate and enhancing public safety without a substantial increase in the ad valorem tax rate.

DUTIES

Manages sales taxes received for the City's Crime Control and Prevention Programs.

MEETING

Second (2nd) Tuesday - First month of the quarter. (Jan., April, July and Oct.) at 4:30pm in Council Chamber

AT A GLANCE

COMPOSED OF

- Seven (7) Members:
- Reside in City Limits

BENEFITS

- Appointed By: Each Member of City Council - At Large
- Term of Office: Two (2) Years
- Term Limit: None

BAYTOWN FIRE CONTROL, PREVENTION, AND EMS DISTRICT (FCPEMSD)

OBJECTIVES

The Fire Control, Prevention and EMS Board works to maintain and implement new initiatives to continue the reduction in the number of fires and enhancing public safety through Emergency Medical Services without a substantial increase in the ad valorem tax rate.

DUTIES

Manages the sales tax received for the City's Fire Control, Prevention and EMS to maintain and implement new initiatives to continue the reduction in the number of fires Enhance public safety for the residents of Baytown.

MEETING

Third (3rd) Tuesday - First month of the quarter. (Jan., April, July and Oct.) at 4:30pm in Baytown Conference Room

AT A GLANCE

COMPOSED OF

- Seven (7) Members:
- Reside within the Fire Control District

BENEFITS

- Appointed By: Each Member of City Council - At Large
- Term of Office: 2 Years
- Term Limit: None

Authorities and Other Bodies

MUNICIPAL DEVELOPMENT DISTRICT (MDD)

OBJECTIVES

The Municipal Development District (MDD) seeks to facilitate economic growth and enhance the quality of life for the City of Baytown. In doing so, the MDD may help develop and finance any permissible project as defined in Chapter 377 of the Texas Local Government Code that benefits, strengthens and diversifies the economic base of Baytown. The MDD jurisdiction includes the City of Baytown and its extra-territorial jurisdiction.

DUTIES

Provide strategic direction concerning development projects and ensure financial accountability for MDD funds; Promote the retention and expansion of existing businesses for a sustainable economy that leads to primary job creation, and provide opportunity for new business development; Position Baytown as an attractive destination for visitors and further cultivate a desirable community for residents to live, work and play; Facilitate infrastructure projects and strategic investments that will enhance the quality of life and sense of place needed to foster sustainable and quality development.

AT A GLANCE

COMPOSED OF

- Seven (7) Members of City Council

BENEFITS

- Appointed By: City Council
- Term of Office: 2 Years
- Term Limit: None

MEETING

As Needed

REINVESTMENT ZONE NUMBER ONE (TIRZ)

OBJECTIVES

To prepare and approve project plan and financing plan for the Zone, to approve participation agreements for the Zone, all subject to City Council approval.

DUTIES

To prepare and approve project plan and financing plan for the Zone, to approve participation agreements for the Zone, all subject to City Council approval.

MEETING

First (1st) Tuesday of every month, except December at 4:00pm in Baytown Conference Room

AT A GLANCE

COMPOSED OF

- Nine (9) Members:
- Eight (8) Members At-Large
- One (1) Member by Harris County as the entity assessing taxes in the zone
- The Board is the same as Baytown Redevelopment Zone (BRA)

BENEFITS

- Appointed By: City Council appoints 8 Members - At-Large and Harris County appoints 1 Member
- Term of Office: 2 Years
- Term Limit: None

Authorities and Other Bodies

BOARD OF ADJUSTMENT (BOA)

OBJECTIVES

Board of Adjustment hears and decides on appeals to application and interpretation of zoning code as well as requested variances to zoning code.

DUTIES

Hear and decide appeals where it is alleged that there is an error in any order or decision by city officials in the administration and enforcement of the Unified Land Development Code Hear and decide appeals of any interpretation of the text of the zoning regulations contained in the Unified Land Development Code made by the Director of Planning and Development Services; Hear and decide requests for variances from the terms of the Unified Land Development Code pursuant to the procedures and standards set for therein; Hear and decide requests for special exceptions, as determined by the Unified Land Development Code Hear and decide other matters as authorized by the Unified Land Development Code.

AT A GLANCE

COMPOSED OF

- Six (6) Members:
- Resident of the City

BENEFITS

- Appointed By: City Council - At Large
- Term of Office: 2 Years
- Term Limit: None

MEETING

Second (2nd) Tuesday of the month or as needed

CIVIL SERVICE COMMISSION

OBJECTIVES

The Civil Service Commission primary function is to administer the rules of the fire fighters' and police officers' civil service system for the City of Baytown. Common functions of the Commission include administering processes regarding the selection, advancement, and conditions of employment in accordance with Chapter 143 of the Texas Local Government Code and Civil Service Local Rules.

DUTIES

Recommends rules and regulations regarding Civil Service and serves as an Appeal Board.

MEETING

Quarterly or as needed

AT A GLANCE

COMPOSED OF

- Three (3) Commissioners
- Resident of the City

BENEFITS

- Appointed By: City Manager and confirmed by City Council
- Term of Office: 3 Years
- Term Limit: None

Authorities and Other Bodies

CONSTRUCTION BOARD OF ADJUSTMENTS AND APPEALS

OBJECTIVES

The Construction Board of Adjustments works with Building Services staff and citizens to hear and decide appeals of orders, decisions or determinations made by the Chief Building Official relative to the application and interpretation of adopted International Codes.

DUTIES

Determine the true intent of all adopted International Codes or that the rules legally adopted thereunder have been legally interpreted; To ensure the adopted International Codes and rules thereunder have been legally and rightfully interpreted; Determine if all the provisions of the adopted International Codes fully apply or an equivalent or better form of construction is proposed; The Construction Board of Adjustments shall not have the authority to waive requirements of the adopted International Codes or interpret the administration of said code.

AT A GLANCE

COMPOSED OF

- Seven (7) Members: Must be City Residents
- One (1) architect
- One (1) general contractor
- One (1) engineer
- Two (2) members at large
- One (1) Journeyman or Master Electrician
- One (1) Journeyman or Master Plumber

BENEFITS

- Appointed By: City Council - At Large
- Term of Office: 4 Years
- Term Limit: None

MEETING

Whenever necessary, which is within 30 calendar days after notice of appeal has been received by Chief Building Official.

PLANNING AND ZONING COMMISSION

OBJECTIVES

The Planning and Zoning Commission approves subdivision plats and acts as an advisory group to the City Council on issues and policies related to planning, land use regulation, and community development.

DUTIES

To review and recommend proposed changes in all land development ordinances Study plans and plats of proposed developments and approve plats that meet all standards Perform all duties and functions of a capital improvements advisory committee Recommend changes in the thoroughfare plan and traffic control devices, regulations and improvements Hear and decide requests for special use permits Develop an action strategy to accomplish the objectives of the City's comprehensive plan Recommend the boundaries of the zoning district and recommend appropriate regulations for each zoning district Perform such other duties assigned by City Council.

AT A GLANCE

COMPOSED OF

- Nine (9) Commissioners
- Seven (7) At-Large appointments - Must be City Residents
- One (1) in the real estate or development industry
- One (1) residing in the City's extra-territorial jurisdiction

BENEFITS

- Appointed By: City Council
- Term of Office: 2 Years
- Term Limit: None

MEETING

Third (3rd) Tuesday of each Month at 5:30 p.m. in the Council Chamber and as necessary.

Advisory Boards

ANIMAL CONTROL ADVISORY COMMITTEE

OBJECTIVES

An advisory board that works with the Baytown Animal Shelter to comply with applicable law; formulate future animal control plans, strategies, education, and to recommend revision in the animal control ordinances.

DUTIES

Work alongside the Health Director to modify the Baytown City Code where necessary; Maintain communication with the Council Members as it relates to support and needs of the Baytown Animal Shelter; Formulate plans based upon the needs of the Baytown Animal Shelter; Support and promote Baytown Animal Shelter accomplishments.

MEETING

Third (3rd) Thursday - First month of the quarter. (Jan., April, July and Oct.) at 4:30pm

AT A GLANCE

COMPOSED OF

- Seven (7) Members of Interested Citizen must Reside within City Limits
- One (1) Director of Health or designee
- One (1) Chief of Police or designee
- One (1) licensed veterinarian
- One (1) representative from an animal welfare organization
- Three (3) interested citizens, who shall not have any professional or personal affiliations similar to those represented by other appointees to the committee

BENEFITS

- Appointed By: Five (5) City Council; One (1) Director of Health or designee and One (1) Chief of Police or designee
- Term of Office: 2 Years
- Term Limit: None

BAYTOWN POLICE ADVISORY COMMITTEE (BPAC)

OBJECTIVES

The Baytown Police Advisory Committee holds public forums to receive input from diverse community groups to enhance understanding through communication and education, to improve and maintain the public trust of the Baytown Police Department.

DUTIES

Provide input from the community to enhance understanding through communication and education, to improve and maintain the public trust of the Baytown Police Department.

MEETING

Fourth (4th) Tuesday of every month at 6:00pm, locations varies

AT A GLANCE

COMPOSED OF

- Nine (9) Committee Members
- Reside within City Limits

BENEFITS

- Appointed By: Seven (7) - Each Council/Mayor, Two (2) Police Chief: (1) Chief or Designee and (1) Licensed Peace Officer/Mental Health Officer
- Term of Office: 2 Years
- Term Limit: None

Advisory Boards

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC)

OBJECTIVES

The CDAC acts as an advisory board to the Community Development Program, which administers the Community Development Block Grant (CDBG) from the U.S. Department of Housing and Urban Development (HUD).

DUTIES

Develop the annual Community Development budget for the City of Baytown Provides input on local policies relating to the CDBG program

MEETING

When necessary on Tuesday at 5:30 p.m.

AT A GLANCE

COMPOSED OF

- Nine (9) residents of the city and shall have representation of low-to moderate-income areas of the city, as defined by the Department of Housing and Urban Development.
- Represent Diverse Background
- Must be a Resident of the City

BENEFITS

- Appointed By: City Council Member - District Specific (1-6); 3 At-Large
- Term of Office: 2 Years
- Term Limit: None

LIBRARY BOARD

OBJECTIVES

An advisory board that works with Library staff to craft general rules and regulations covering the policies and operations of the Library Department. The Library Board members also play an important role in the Library's request for reconsideration procedure.

DUTIES

Promote Library services that meet the needs of Baytown residents through the lens of equity; Work alongside Library Director to modify the Baytown City Code where necessary in order to make library services more equitable and accessible to residents in Baytown; Maintain communication with the Council Members as it relates to support and needs of the Library Support and promote Library accomplishments.

AT A GLANCE

COMPOSED OF

- Seven (7) Residents of the City
- Must be a Registered Voter

BENEFITS

- Appointed By: City Manager and confirmed by City Council
- Term of Office: 2 Years
- Term Limit: Three (3) consecutive two-year terms

MEETING

Third (3rd) Tuesday of the month at 4:30 p.m., or when necessary

Advisory Boards

PARKS AND RECREATION BOARD

OBJECTIVES

This board studies the parks and recreational facilities and policies of the City of Baytown and makes recommendations to City Council on any changes, modifications, and other improvements needed.

DUTIES

Assists and advises the City Council on the proper operation of the City's parks and recreational facilities.

MEETING

First (1st) Wednesday of each month, except December at 5:30 p.m. in the Community Center

AT A GLANCE

COMPOSED OF

- Seven (7) Members - District Specific
- Reside within City Limits

BENEFITS

- Appointed By: City Council
- Term of Office: 3 Years
- Term Limit: None

SIGN COMMITTEE

OBJECTIVES

The Sign Committee decides on appeals regarding the decision of the sign administrator where an applicant believes there has been an error in interpretation of the sign code.

DUTIES

Hear appeals regarding the decision of the sign administrator, or Chief Building Official, on the grounds that the decision misconstrues or wrongly interprets City Code related to signs.

MEETING

When necessary

AT A GLANCE

COMPOSED OF

- Five (5) Members - At-Large:
- Two (2) real estate appraisers
- One (1) resident engaged in the sign business in the municipality;
- One (1) employee of the Texas Department of Transportation
- One (1) architect or landscape architect

BENEFITS

- Appointed By: Mayor
- Term of Office: 2 Years
- Term Limit: None

Advisory Boards

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

OBJECTIVES

The Economic Development Advisory Committee will work with the City's Economic Development Staff to identify and review opportunities that will grow and enhance the quality of life for the City of Baytown.

DUTIES

Assists the City's Economic Development Staff to identify and review opportunities that will grow and enhance the quality of life for the City of Baytown.

MEETING

Details to be determined.

AT A GLANCE

COMPOSED OF

- Seven (7) Members - At-Large:
- One (1) real estate
- One (1) Large Business Development Group
- One (1) Small Business Development Group
- Three (3) Interested Citizens (2 In City Limits, 1 in ETJ)

BENEFITS

- Appointed By: City Council
- Term of Office: To be determined
- Term Limit: To be determined

Now What...

Once you have thoroughly examined the requirements for the Board position of your interest, please confirm you fulfill any residency, experience, or other criteria outlined for applicants, as well as understand the responsibilities associated with the role.

Click the link below to view the City of Baytown's official website or contact the City Clerk's Office to find information about existing vacancies and apply.

www.baytown.org

Good luck on your journey to becoming a Board Member for the City of Baytown!



CITY OF BAYTOWN - (281) 420-6504