

**Karen Doughty**  
1706 Royal Ascot Drive  
Pflugerville, Texas 78660

November 28, 2011

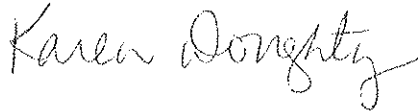
Karen Thompson  
City of Pflugerville  
100 East Main Street, Suite 300  
Pflugerville, Texas 78660

Re: Application for Appointment to the Board of Adjustment

Dear Ms. Thompson,

I would like to be considered for an appointment to the Board of Adjustment for the City of Pflugerville. I understand this is a voluntary position with a two-year commitment. I have attached my application and resume for your review.

Kind regards,

A handwritten signature in cursive script that reads "Karen Doughty". The signature is written in black ink and is positioned above the typed name.

Karen Doughty



Please return completed application to:
Karen Thompson, City Secretary
100 East Main Street, Suite 300
P.O. Box 589 (78691)
Pflugerville, TX 78660
By fax 990-4364
By email to citysecretary@cityofpflugerville.com

APPLICATION FOR APPOINTMENT TO THE BOARD OF ADJUSTMENT (BOA)

All information provided in this application is public information pursuant to the provisions of the Texas Public Information Act.

The Board of Adjustment conducts hearings and grants, grants with conditions, or denies variances to the Zoning and Site Development Codes, including variances from masonry, building height, building setback, and landscaping requirements; hears requests and renders decisions regarding special exceptions when applicants propose to expand non-conforming uses; and hears and renders decisions regarding appeals of decisions or interpretations of the Building Official. The Board of Adjustment is composed of 5 members and 4 alternates serving 2-year terms.

Candidates are required to be registered voters of the City and to have resided within the corporate limits for at least twelve months preceding the appointment and must not be employed by or hold any other position in the City's government. All appointments are made by and at the discretion of the City Council. Because vacancies may arise before the next regular appointment period, all applications are kept on file until the next application period.

Name: Karen Doughty Telephone: 572

Residential Address: 1706 Royal Ascot Drive - since 1998

E-mail Address: Alternate Telephone:

Resident of the City of Pflugerville for 3 years annexed 01/01/08

Are you are a registered voter of the City of Pflugerville? Yes No Voter Registration No. 1140824402

Have you attended a meeting of the Board of Adjustment? Yes No

Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of a Board of Adjustment Member? Yes No (If Yes, please explain.)

The Board of Adjustment is considered a quasi-judicial board with appeals going to district court. What are your feelings on the importance of this role for which you are volunteering?

I view the BOA as an important vehicle for saving taxpayer dollars by thoughtful contemplation of requests for variances outside of a formal, costly, legal venue.

What special skills or knowledge would you bring to the Board of Adjustment?

I have a working knowledge of construction terms and legal terms. I worked for a general contractor many years ago and currently work for a law firm.

Objectivity and a knowledge of municipal ordinances is necessary to ascertain when a variance is in the public interest, does not create an unnecessary hardship, and upholds the spirit of the ordinance from which you are granting a variance. A financial hardship is not considered a reason for granting a variance. Please define "unnecessary hardship" as it would relate to granting a variance.

An unnecessary hardship variance might be granted if the property would otherwise be un-useable under unique limitations (physical features) of the land. An example might be a property not being deep enough for a structure after an easement was assumed by at the back of the property.

Please provide any additional information you feel would be useful to the City Council in considering your application. Please use additional sheets as necessary. A cover letter and/or resume may also be submitted with the application.

I am ready, willing, and able to serve the City of Pflugerville.

By signing this application, I hereby affirm that I am aware of the requirements for the position and certify that I meet those requirements.

Applicant Signature: Karen Donnelly Date: 11/28/11

KAREN S. DOUGHTY, PHR  
1706 Royal Ascot Drive  
Pflugerville, Texas 78660

**OBJECTIVE**

To obtain a volunteer position on the Planning and Zoning Commission with the City of Pflugerville which will utilize my education and allow me to contribute to City goals.

**EDUCATION**

The University of Texas at Austin  
Bachelor of Arts Degree in Geography  
Environmental Conservation and Resource Management Track  
Graduated August, 1995

The University of Texas at Austin  
Human Resources Management Certificate Program  
Completed April, 2003

Society for Human Resource Management  
Professional in Human Resources, PHR  
Credentialed Certification December, 2003

**EXPERIENCE**

Lloyd Gosselink Rochelle & Townsend, P.C. 03/01 – present  
Benefits Specialist Austin, Texas  
Manage the hiring process including resume screening, candidate testing, and interviewing. Direct employee benefits package consisting of group medical PPO and HSA, group life, optional life, vision, dental HMO and PPO, long term care, long term disability, and short term disability. Responsible for evaluating plan options at renewal, making recommendations for premium allocations to the board, and facilitating open enrollment meetings. Manage employee relationships in support of firm culture and values. Responsible for administering COBRA, FMLA, Worker's Comp, and FLSA.

CivilTech Engineering, Inc. 04/00 – 03/01  
Engineering Support Austin, Texas  
Provided support for the engineering staff by means of editing plan sheets in Microstation J CAD software. Compiled data for environmental assessments and water availability studies. Assisted in the preparation of work proposals for governmental institutions. Attended pre-proposal meetings for information on upcoming projects. Prepared office announcements and promotional information for company advertising using Microsoft Publisher.

VCS Development, Inc. 02/96 - 03/00  
Corporate Administrator Austin, Texas  
Managed all aspects of accounts payable, accounts receivable and group medical insurance plan. Processed payroll and payroll taxes. Executed quarterly statements such as Sales and Use Taxes for the Comptroller of Public Accounts. Managed administrative staff. Prepared construction contracts for up to \$4,500,000.00 and subcontractor contracts for up to \$1,000,000.00 each. Maintained construction project files for compliance with codes and building permits, general liability and workman's compensation insurance verification and correspondence with architects and owners.

The Austin Project 01/95 - 12/95  
Intern Austin, Texas  
Assisted in map production using MapInfo GIS. Participated in field survey of East Austin neighborhoods. Worked toward obtaining a Federal Empowerment Zone grant for the City of Austin. Experience in Geo-coding. Trained volunteers for data entry and filing system with FileMaker Pro.

**SKILLS**

Computer: Windows, MS Word, Excel, Outlook, Publisher, MapInfo GIS, FileMaker Pro database, Microstation J, some Macintosh experience.

Language: Proficient in Spanish, both reading and writing

References available on request.