**City Council**
Mayor Sarah Glade Gurney
Vice Mayor Una Glass
John Eder
Robert Jacob
Patrick Slayter

**City of Sebastopol**

**City Manager**
Larry McLaughlin
lmclaughlin@cityofsebastopol.org
**Assistant City Manager/City Clerk, MMC**
Mary Gourley
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# APPLICATION FOR APPOINTMENT
# TO CITY BOARDS/COMMITTEES/AND COMMISSIONS
# PLANNING COMMISSION

## City Boards, Commissions, and Committees

There are presently five boards, committees, and commissions appointed by the City Council. They are as follows:

- Planning Commission
- Design Review Board
- Business Outreach Committee (suspended)
- Public Arts Committee
- Complete Streets Advisory Committee

The bodies are comprised of community members who volunteer for service and are appointed by the City Council. All committee members serve at the pleasure of the City Council. The primary responsibility of the committees is to implement adopted City policy, and advise and make recommendations to the City Council. The adoption of policies, the issuance of proclamations, and the approval of agreements and other official acts of the City are the responsibility of the City Council. The City Manager designates as official staff liaison to each committee.

## Application Process

When a vacancy on a board, committee or commission occurs, the City Clerk prepares a press release that is distributed to local media, including the Sonoma West County Times and News. The vacancy is also announced at City Hall and on the City of Sebastopol's web site http://ci.sebastopol.ca.us/

Applications for vacancies are obtained from the City Clerk's office and completed applications are submitted to the City Clerk's office. Three to four weeks after the vacancy announcement, the completed applications are forwarded to the City Council in a regular agenda packet for public review. The City Council interviews all applicants at a meeting open to the public. The official appointment of commission members is made at a City Council meeting.

## Terms of Office

Board, commission, and committee members generally serve two, three, or four-year overlapping terms. There is no monetary compensation or benefits for board, commission, or committee members.
The City Council may reappoint incumbent members or fill vacancies with new appointees. Some bodies limit the number of consecutive terms an individual may serve.

Members are expected to serve their full terms of office; however, when a member must resign, due to personal or professional circumstances, he/she should send a letter to the City Council stating the effective date of the resignation. A member shall be removed from office upon three affirmative votes of the City Council, based on one of the following grounds:

- At the pleasure of the City Council, without cause:
- If he/she is absent from three consecutive meetings, unless permission by a majority vote of the board, committee or commission had been granted as reflected in the official minutes of the body.
- Or by operation of the City Code if:

- If he/she is convicted of a crime of moral turpitude.
- If he/she ceases to be a qualified board, commission or committee member per the City of Sebastopol Municipal Code.

*General Responsibilities of Boards, Commissions, and Committees*
City boards, commissions, and committees shall have the following general powers, duties and responsibilities in addition to those set forth in the Sebastopol Municipal Code and various Resolutions:

- To establish rules and regulations governing the election of their officers, the holding of meetings and the conduct of business.
- To use all appropriate techniques in crystallizing and testing public sentiment on major public issues in their respective fields.
- To hold official hearings as required by law or requested by the City Council.
- To advise and recommend on City policies and procedures pertinent to their respective activities and functions.
- To support and adhere to all City policies promulgated by the City Council and to establish needed interim policies in the absence of the same.
- To provide information and promote good public relations between the City and the general public.
- To perform such other related functions as may be assigned to them by the City Council.

*Desirable Characteristics in Applicants for Boards, Commissions, and Committees*
While membership on City boards, committees and commissions requires no specific qualifications, with the exception of some seats on the Design Review Board and the Public Arts Committee, there are desirable characteristics for which the Council will be looking as they review applications:

- Familiarity with Community
  The Council would require appointees to be familiar with the physical, social, and economic make-up of the City. Applicants should have demonstrated an active interest and involvement in the community.

*Familiarity with Major Issues*
While it will be assumed that applicants are familiar with the specific issues that are being addressed by the board, committee or commission for which they are applying, it is also expected that applicants be aware of issues which will impact all sectors of City programs and services.
Knowledge of the Board, Commission or Committee
During the application process, applicants should become familiar with the responsibilities and role in the City's policy-making structure of the board, committee or commission for which they are applying.

*Commitment to Serve*
When appointed, members are expected to serve their term of office. While personal or professional circumstances might prompt an unexpected resignation, applicants who are aware of any reasons why they may not be able to complete a full term or attend regularly scheduled meetings, should indicate this on the application. While time commitments will vary depending upon schedules and workload, members are expected to attend all scheduled meetings. In addition to attending scheduled meetings, members may be expected to participate in study sessions or serve on subcommittees.

*Relationship with the Community*
As a member of a City board, committee or commission, your actions will reflect on the City of Sebastopol and you are required to relate to the community with impartiality and courtesy.

*Commitment to City Policy:*
The City Council has adopted ordinances and policies following an appropriate public process. As an appointed board, committee or commission member, your duty is to abide by such policies rather than implement personal preferences.

**Tips for Applying for a City Board, Commission, or Committee**

Type or neatly print your application. Due to the quantity of applications the Council must review, a neat application is appreciated.

Answer all questions on the application. Council reviews your application to gain an understanding of your background and experience, and what skills and talents you believe you could bring to a particular board, committee or commission. Don't forget to sign and date your application.
Attend one or two meetings of the board, committee or commission for which you are applying. Find out what the current issues are, and what issues may be coming in the future. Review the minutes of past meetings, available on the City web site or at City Hall depending on the appointment being applied for.

Talk to a current member. Current members can share with you their experience, give you an estimate of the time commitment involved, and what they see as current and future issues.

If you have questions about the function and role of members, talk with the City staff liaison to the board, committee or commission you are applying for. The City Clerk can provide contact information for City staff members who are assigned to work with the boards, committees and commissions. It is important to note that City staff members cannot and do not recommend or lobby for any applicant.

Find out City Council's priorities and interests. Attend City Council meetings and review meeting minutes. Council meeting videos are archived on the City's website http://ci.sebastopol.ca.us/ and are available for purchase on DVD from the City Clerk's Office.

Review the Code of Ethics for Appointed and Elected Officials (the Brown Act), available by request from the City Clerk's Office and understand that if you are appointed to a board, committee or commission, you will be required to abide by it.

Prepare for the interview. Although we do not know what specific questions Council will ask, we suggest that you clarify for yourself why you are applying for a specific board, committee or commission, understand its role and function, and be familiar with the current issues it is examining.

Treat the interview with City Council as a business or job interview. Understand that the City Council is not only considering what experience, skills and talents you bring, they are interested in how you will represent the City.

**APPLICATION FOR CITY OF SEBASTOPOL BOARDS, COMMISSIONS & COMMITTEES**
**PLANNING COMMISSION**

Contact Information

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# PLANNING COMMISSION APPLICATION

**NAME: _____**



Office Hours: Monday - Thursday - 7:00 am - 5:00 pm (closed 12:00 pm - 1:00 pm for lunch)
Closed every Friday

**Instructions:**
Use this form to apply to serve on any of the City of Sebastopol's Boards, Committees or Commissions. Please complete the entire form. If a question does not apply, please note as not applicable. Please deliver completed form, by the date and time due, to the City Clerk. All applications will be reviewed by the City Council. Please note your information will not be made public unless otherwise indicated. If appointed, you have a choice whether you wish to have your contact information made public.

Name: _____

Home Address, City, State and Zip Code:

_____

_____

Home Phone Number: _____

If appointed, do you want this number to be available to the public?
□Yes □No

Work Phone Number:_____
If appointed, do you want this number to be available to the public?
□Yes □No

Facsimile Number:_____
If appointed, do you want this number to be available to the public?
□Yes □No

E-Mail Address: _____

If appointed, do you want this address to be available to the public?
□Yes □No

Are you a registered voter in Sebastopol?
□Yes □No
If so, for how long? _____

Do you hold a current business license from the City of Sebastopol?
□Yes □No
If so, for how long? _____

Board, Commission, or Committee being applied for? **PLANNING COMMISSION**

# PLANNING COMMISSION APPLICATION

**NAME: _____**



**Design Review Board Supplemental Questions:**
**Which Category are you Applying For?**

Category A

□ Licenses Architect

□ Licensed Landscape Architect

Category B

□ Licenses Architect

□ Licensed Landscape Architect

□ Unlicensed Building Designer

□ Licensed Building Contractor

□ Landscape Contractor

Category C

□ Any Applicant Not in Category A or Category B

Category D

□ Any Applicant from Category A or who possesses a particular expertise in the area of design, land use patterns, urban development or other related fields to serve at any meeting or on any matter in the absence of a Board member, or in the event a member has a conflict of interest.

Have you attended a meeting of this body? When?

_____

Have you served on, interviewed for, or applied for this body previously?
□Yes □No

If so, when? _____

Present Employer:_____

Job Title:_____

# PLANNING COMMISSION APPLICATION

**NAME: _____**



Have you previously served on any governmental bodies or held elected office? If so please list position held and dates:

Please list civic or charitable organization to which you belong or have belonged:

Have you been an officer in any of these organizations? If so, please list position held and dates:

What special interests, skills and talents would you bring to this board, commission, or committee?

Please list any college, professional or vocational schools you have attended with major subject studied, dates and any earned degrees:

Please list any special awards or recognition you have received:

Please state why you would like to become a member of this board, commission or Committee, including what specific objectives you would be working toward as a member of this body:

# PLANNING COMMISSION APPLICATION

**NAME: _____**



Are you associated with any organization/employment that might be deemed a conflict of interest in performing your duties if appointed to this position?
□Yes □No

If yes, please state name of organization/employment:_____

City policy directs all appointed, advisory body members not to vote on matters where there exists a potential conflict of interest such as property ownership near a project, or a financial relationship with the applicant. Would you be willing to abstain from voting if such a conflict arises?
□Yes □No

How did you hear about this opening?

Is there any other information that you feel would be useful to the City Council in reviewing your application?

Applicant's Signature :_____

Applicant's Name (PLEASE PRINT): _____

Date:_____

# PLANNING COMMISSION APPLICATION

**NAME: _____**



PLEASE ANSWER QUESTIONS BELOW AND SUBMIT WITH THE APPLICATION:

What do you think qualifies you to be appointed to this board/committee/commission?

Are there particular issues you think the board/committee/commission should concentrate on?

How should community comments be integrated into the board/committee/commission decision-making process?

If appointed, how would you handle it if another board/committee/commission member vehemently disagrees with your comments on a regular basis?

How would you handle a situation where a proposal comes before your board/committee/commission that the City staff finds consistent with City policies and standards, but that you personally do not support?