

# NOTICE OF VACANCIES & APPLICATION

## CITY OF RIVERBANK – PLANNING COMMISSION

The City is currently seeking to fill two (2) Planning Commissioner Seats, each with a 4-year term of office, ending December 31, 2021.

**(Beginning Monday, October 16, 2017, a recruitment is “open until filled” – Applications received by 5:30 p.m., Monday, November 6, 2017, will be the first applicants to be considered.)**

### General Information

#### About the City of Riverbank Planning Commission

Cities “plan” in order to identify important community issues, future project demands for services, address potential or existing problems, and establish goals and policies for directing and managing future development. The Planning Commission is a valuable intermediary between the public and the City Council. As the City Council’s advisory board on land use planning, the Commission will hold public hearings to consider land use matters such as the local General Plan, the Specific Plan, zoning, use permits, and current or future development. In addition, the Planning Commission serves as the City’s Appeals Board on an “as needed” basis to consider administrative citations or matters that are challenged.

The Planning Commission consists of five (5) citizens that serve 4-year terms, and (effective October 27, 2017) one (1) alternate citizen that serves a 2-year term. Recommendation of appointment to the Planning Commission is made by the Mayor with consensus of the City Council. The City provides Planning Commissioners with training opportunities to learn about the duties, responsibilities, and the various subject matters related to land use in order for Commissioners to obtain the knowledge to make sound judgements on matters of consideration.

#### How does the City’s Planning Department relate to the Commission?

The City’s Planning Department staff makes all the preparations necessary to conduct an open meeting according to public meeting laws. The staff serves as the Commission's research and advisory assistance on related subject matter being

considered. A Planning Department staff member will always be in attendance at Commission meetings to present the business matters for consideration, to provide recommendations of the subject matter, to respond to questions, to record the proceedings, and to further assist the Commission as needed. In addition, Since Planning Commissioners serve as appointed public officials, the City Clerk also provides assistance to Commissioners to help them remain in compliance with laws that govern an appointed Official.

### **Eligibility to Serve as a Planning Commissioner:**

- You must be at least 18 years of age.
- You must be a registered voter of the City of Riverbank
- You must be a resident of the City of Riverbank
- You must have the time to commit to the business of serving as a Planning Commissioner and responsive to the requirements of being a City Official.
- If appointed, you must complete a required 2-hour Ethics training course and a required 2-hour Prevention of Sexual Harassment training course (courses are available online).
- If appointed, you must complete a required Fair Political Practices Commission (FPPC) Form 700, State of Economic Interests, to ensure decision-making is conducted free from any personal economic interest.
- You must be willing to attend the Planning Commissioner's Academy, at the cost of the City, if offered.
- You must adhere to the Ralph M. "Brown Act" as a public official.

### **Compensation:**

- A stipend of \$100 is paid for attendance of an opened meeting, or multiple opened meetings (Planning Commission & Appeals Board) scheduled in one evening/day.
- Any training required by law or recommended by the City Council is provided at the City's cost.

### **Meeting schedule:**

- The Planning Commission meets every 3<sup>rd</sup> Tuesday of each Month at 6:00 p.m. in the City's Council Chambers, 6707 Third Street, Suite B, Riverbank. Special meetings during nonregularly scheduled days or time may occur.
- The Planning Commission also serves as the Appeals Board that meets on an "as needed" basis and is typically scheduled to meet immediately after a Planning Commission meeting.

## Vacancies

The Planning Commission has two (2) seats to fill for 4-year terms each beginning January, 2018 and ending December, 2021. Applicants who are not chosen to fill these two seats may be considered to serve as an alternate Commissioner, if the City Council directs the appointment of an alternate position.

*The recruitment process:* The process to fill the seats on the Commission may remain “open until filled”. The deadlines for review of applications received are as follows: (The City reserves the right to close this recruitment period at any time.)

- **Recruitment Opens: 7:30 a.m., Monday, October 16, 2017 – “Open until filled”**
- **1st Deadline for review of applications: 5:30 p.m., Monday, November 6, 2017**
- **2nd Deadline for review of applications: 5:30 p.m., Monday, November 20, 2017**
- **3rd Deadline for review of applications: 5:30 p.m., Monday, December 4, 2017**

Complete the application that is attached or use the interactive application that is on the City’s website at [www.riverbank.org](http://www.riverbank.org). You must print the form and sign where indicated. Mail to:

City of Riverbank, City Clerk  
Attn: Planning Commission Recruitment  
6707 Third Street, Suite A  
Riverbank, CA 95367

OR

Email to: [cityclerk@riverbank.org](mailto:cityclerk@riverbank.org) (The application must contain your signature.)

For questions, contact Annabelle Aguilar, CMC, City Clerk at (209) 863-7198 or (209) 863-7122 or [cityclerk@riverbank.org](mailto:cityclerk@riverbank.org).

You are encouraged to explore the City’s website at [www.riverbank.org](http://www.riverbank.org) for additional information.

*We look forward to receiving your application.*

*Thank you for your interest!*



# APPLICATION For Appointment to the Planning Commission of the City of Riverbank

Received (Date Stamp )

**TO QUALIFY: APPLICANTS MUST BE AT LEAST 18 YEARS OLD, A STANISLAUS COUNTY REGISTERED VOTER AND LIVE WITHIN THE CITY POSTAL ZIP CODE AREA OF 95367.**

<b>For Official Use</b>	
<b>Riverbank Resident</b>	Yes ___ No ___
<b>Registered Voter</b>	Yes ___ No ___

**Please type or print**

The following information will be used to verify voter registration, which must match your Affidavit of Voter Registration on file with the Stanislaus County Registrar of Voters; including your signature. (Home address, phone #, & signature will not be made public.)

Name  Mr.  Ms. \_\_\_\_\_  
*First M.I. Last*

Home Address \_\_\_\_\_  
*Address City Zip*

Mailing Address (if different from home address) \_\_\_\_\_

**Signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Contact Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

**THIS APPLICATION MUST BE COMPLETED AND SIGNED – DO NOT ONLY INDICATE “SEE RESUME”**

### Current or Last Employer Information

Employer \_\_\_\_\_ Address \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Responsibilities \_\_\_\_\_

### Questionnaire (For additional space, attach a separate sheet of paper)

Please explain why you want to be appointed to the Planning Commission:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe your education, training, and/or any special certifications or experience:

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Please list your experience of serving on any previous Board, Commission, or Committee:

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Please list community organizations to which you currently belong or previously belonged to:

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Please provide any additional information, which covers your qualifications, interests, or training related to this appointment:

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By signing below, I declare under penalty of disqualification and termination, that all statements in this application and any attached responses are true and complete to the best of my knowledge. I accept the responsibilities of serving as a Planning Commissioner and I am able and willing to:

- Attend the required meetings and notify the Board Secretary in advance of any excused absence, if it occurs;
- Devote the time to study the materials provided in order to make sound decisions;
- Timely complete the Ethics training and Prevention of Sexual Harassment training as required by law.
- Timely complete a Fair Political Practices Commission Form 700, Statement of Economic Interests.

I am aware that this application is a public document. (Personal address, phone number, and email will not be disclosed)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Required)

Completed and signed applications may be mailed or delivered to:  
City of Riverbank, City Clerk  
Attn: Planning Commission Recruitment  
6707 Third Street, Suite A  
Riverbank, CA 95367  
Or, emailed to [cityclerk@riverbank.org](mailto:cityclerk@riverbank.org)