

CITY OF RIVERBANK – PLANNING COMMISSION VACANCY

The City is currently seeking to fill one Planning Commissioner Seat with an unexpired term of office ending December 31, 2017.

(This recruitment is “open until filled” – The 1st round of applications received by 5:30 p.m., Monday, July 17, 2017, will be considered.)

About the City of Riverbank Planning Commission

Cities “plan” in order to identify important community issues, future project demands for services, address potential problems, and establish goals and policies for directing and managing future development. The Planning Commission consists of five (5) citizens who have been appointed by the Mayor, with consensus of the City Council, to review matters related to the City’s planning and development. The 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 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 City provides Planning Commissioners with training opportunities to learn about the duties and responsibilities of a Commissioner, and to learn about the various subject matters related to land use.

How does the City’s Planning Department related 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 live within the postal service zip code area of 95367
- You must have the time to commit to the business of serving as a Planning Commissioner.
- After appointed, you must complete a required 2-hour Ethics training course and a required 2-hour Prevention of Sexual Harassment training course.
- After 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 conflict.
- You must be willing to attend the Planning Commissioner's Academy, if offered.
- You must adhere to the Ralph M. "Brown Act" as a public official.

Compensation:

- A stipend of \$100 is paid per evening/day for attendance of a meeting or multiple 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 3rd Thursday of each Month at 6:00 p.m in the City's Council Chambers, 6707 Third Street, Suite B, Riverbank.
- The Appeals Board meets on an "as needed" basis and is typically scheduled to meet immediately after a Planning Commission meeting.

Applications: *All applicants will be notified by email and/or letter in regards to the status of their application.*

Deliver or mail a completed and signed application to:

City of Riverbank
c/o City Clerk
6707 Third Street
Riverbank, CA 94367

Or email to 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.



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.**

For Official Use	
Riverbank Resident	Yes ___ No ___
Registered Voter	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:

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

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

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

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 AB 1234 Ethics training and AB 1661 Prevention of Sexual Harassment training as required.
- Timely complete a Fair Political Practices Commission Form 700, Statement of Economic Interests.

I am aware that this application is a public document.

SIGNATURE: _____

DATE: _____

Completed and signed applications may be mailed or delivered to:

City of Riverbank

c/o City Clerk

6707 Third Street, Suite A

Riverbank, CA 95367

Or, emailed to cityclerk@riverbank.org