



*"Gateway to the Santa Monica Mountains National Recreation Area"*

November 15, 2018

Dear Resident of Agoura Hills:

Thank you for your interest in serving as a Commissioner on the City of Agoura Hills Planning Commission. The term for which you are applying begins on January 9, 2019, and lasts for two years.

If you are an **appointed Planning Commissioner** and are applying for another term, please prepare a facsimile of the sample letter in this packet and return it, along with the enclosed *Planning Commission Application*, to the Office of the City Clerk no later than 5:00 p.m. on Thursday, December 6, 2018.

If you are **applying as a new Planning Commissioner**, please fill out the enclosed *Planning Commission Application* and return it to the Office of the City Clerk no later than 5:00 p.m. on Thursday, December 6, 2018.

Please note that an electronic fill-in *Planning Commission Application* is available on the City's website at: <http://www.ci.agoura-hills.ca.us/departments/planning-community-development/planning-commission>

Simply fill-in, print, sign, and submit the application by the deadline. Attachments (i.e., bio, resume, etc.) may be included.

Should you have any questions regarding this information, please contact the City Clerk at (818) 597-7303. If you would like more information on the Planning Commission and the role of a Planning Commissioner, please contact Planning Director Doug Hooper at (818) 597-7342.

Sincerely,

Kimberly M. Rodrigues, MPPA, MMC  
City Clerk

Attachments: *Planning Commission Application*  
*Sample Planning Commissioner Reappointment Letter*  
*Agoura Hills Municipal Code – Planning Commission*



30001 Ladyface Court, Agoura Hills, CA 91301 (818) 597-7300

## PLANNING COMMISSION APPLICATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City Zip Code

TELEPHONE: \_\_\_\_\_ (Home) \_\_\_\_\_ (Business)

ARE YOU CURRENTLY A RESIDENT OF AGOURA HILLS?  Yes  No HOW MANY YEARS? \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

DESCRIBE YOUR FAMILIARITY WITH THE PLANNING PROCESS:

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

DESCRIBE ADDITIONAL EDUCATION AND/OR EXPERIENCE THAT MIGHT HELP YOU QUALIFY:

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

WHY ARE YOU INTERESTED IN SERVING ON THIS BOARD? \_\_\_\_\_

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

LIST THREE (3) PERSONS WHO WILL SUPPORT THIS APPLICATION (May be non-relatives who live in the City):

Name \_\_\_\_\_ Address \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_

WHAT COMMUNITY ORGANIZATIONS HAVE YOU SERVED ON? \_\_\_\_\_

\_\_\_\_\_

IS THERE ANY REASON YOU COULD NOT ATTEND AN EVENING MEETING?  Yes  No

SIGNATURE OF APPLICANT \_\_\_\_\_

*Individuals with disabilities requiring any accommodation to participate in the application and selection process must inform the City of Agoura Hills at the time this application is submitted. Individuals needing such accommodations must document the need for such accommodation, including the type and extent of accommodations needed to complete the application form, participate in the selection process or perform the volunteer duties/job for which they are applying.*

Submit by 5:00 p.m. on Thursday, December 6, 2018  
If you have any questions, please contact the City Clerk at (818) 597-7303

Date:

Kimberly Rodrigues, City Clerk  
City of Agoura Hills  
30001 Ladyface Court  
Agoura Hills, CA 91301

**RE: Reappointment to Planning Commission**

Dear Ms. Rodrigues:

Please let this letter serve as my request for reappointment to the Agoura Hills Planning Commission for the term commencing January 9, 2019.

Attached to this letter, please find a copy of a completed Planning Commission application.

Thank you for your consideration in this matter.

Sincerely,

*(Name of Applicant)*

Attachment: Planning Commission Application



## **AGOURA HILLS MUNICIPAL CODE PLANNING COMMISSION**

### **2801. Created**

A Planning Commission is hereby created and established in accordance with the provisions of the planning and zoning law of the State of California, Title 7 of the Government Code, and in particular pursuant to the provisions of Chapter 3 of Title 7 of the Government Code. The Planning Commission may be known and referred to as the "Agoura Hills Planning Commission" or as the "Planning Commission."

### **2802. Members**

The Planning Commission shall consist of five (5) members, each of whom shall be a resident of the City of Agoura Hills, appointed by the mayor and ratified by the City Council. Except as otherwise provided herein, the term of office for each commissioner shall be two (2) years. The term of office for each commissioner shall continue to and include the sixtieth day after the general municipal election following the appointment of such commissioner and thereafter until a successor for the commissioner whose term is expiring has been appointed. The tenure of any member of the Planning Commission shall be terminable at any time by the mayor provided that such termination is affirmed by four (4) members of the City Council. Should any vacancy exist on the Planning Commission, an appointment shall be made in like manner for the unexpired portion of the term. The director of planning and community development shall serve as the secretary to the commission.

### **2803. Meetings**

Regular meetings of the Planning Commission shall be held on the first and third [Thursday] of each calendar month, at the hour of 6:30 p.m.

### **2804. Absence from meetings**

Notwithstanding any other provisions of this Code any commissioner who is absent from any three (3) consecutive regular meetings of the Planning Commission, unless excused from attendance by consent of such commission expressed by action recorded in its minutes, or who is absent without such absence being excused of record, from a total of five (5) regular meetings of the commission, in any six-month period, shall automatically forfeit his or her position as a member of the Planning Commission. In such case the name of such commissioner shall be automatically removed from the membership of the commission immediately after the adjournment of any such third consecutive meeting or of any such fifth meeting in any such six-month period, as the case may be, at which such commissioner has not appeared. The chairperson of the

Planning Commission shall promptly notify the City Council and any such person so ceasing to be a commissioner of the action and of the fact of such vacancy.

#### 2805. Duties

The Planning Commission shall have the power and duty, except as otherwise provided by law, to:

- (a) Prepare and recommend to the City Council a comprehensive long-term general plan for the physical development of the city and of any land outside its boundaries which in the Planning Commission's judgment bears relation to its planning.
- (b) Investigate and make recommendations to the City Council as to reasonable and practical means for putting into effect the general plan or parts thereof, in order that it will serve as a pattern and guide for the orderly physical growth and development of the city, and as a basis for the efficient expenditure of funds relating to the subjects of the general plan.
- (c) Render an annual report to the City Council on the status of the general plan and progress its application.
- (d) Endeavor to promote public interest in an understanding of the general plan, and regulations relating to it.
- (e) Consult and advise with public officials and agencies, public utility companies, civic, educational, professional and other organizations, and citizens generally with relation to carrying out the general plan.
- (f) Review proposals for major works that may be submitted to it by departments of the city and report to such departments with respect to conformity thereof with the general plan.
- (g) Review proposals that may be submitted to it for acquisition of property for street, park or other public purposes and report to the appropriate city department as to conformity thereof with the general plan.
- (h) Make recommendations to the City Council with respect to a specific plan or regulation or any amendment to a specific plan or regulation, and report to the City Council upon any change or addition proposed with respect thereto.
- (i) Comply with all requests and directives of the City Council.
- (j) Exercise all of the powers, duties, rights, privileges and authorities of a City Planning Commission, all as provided for by the law of the State of California, and by the provisions of this Code, as said law or Code now exists and as the same may from time to time be amended.

#### 2806. Records

The Planning Commission shall cause proper records to be kept of all its official acts and proceedings and shall make reports to the City Council as provided for by the state planning and zoning law or as provided by the City Council.

#### 2807. Organization

The Planning Commission shall elect a chairperson and a vice-chairperson from among its members, for a term of one (1) year, at its first regular meeting after appointment and annually each year thereafter. The commission may appoint such other officers as may be necessary for the administration of its business, at the same time and for like terms. The commission may adopt rules and regulations for the conduct of the business. The secretary to the Planning Commission shall keep a record of all its minutes, resolutions, actions, findings and determinations. All said minutes, resolutions, and official records shall be filed with the city clerk.

#### 2808. Compensation and expenses

Each member of the Planning Commission shall receive compensation at the rate of fifty dollars (\$50.00) *[increased to one hundred dollars (\$100) per Resolution No. 00-1182]* for each meeting of the Planning Commission attended by such member, not to exceed a total compensation of one hundred dollars (\$100.00) *[increased to two hundred dollars (\$200) per Resolution No. 00-1182]* in any one (1) month. Notwithstanding the foregoing, in the event that the City Council specifically authorizes the Planning Commission to hold one (1) or more meetings, each member of the Planning Commission shall receive fifty dollars (\$50.00) *[increased to one hundred dollars (\$100)]* for each such additional meeting attended by such member provided that the total compensation received by a Planning Commissioner in any one (1) month does not exceed two hundred dollars (\$200.00) *[increased to four hundred dollars (\$400)]*. Such compensation shall be paid quarterly on the first payroll payment date following the end of the quarter. The director of planning and community development shall submit to the City Manager at the end of each quarter a statement showing the number of meetings of the Planning Commission attended by each member during such quarter. No additional compensation shall be paid for expenses incurred by members of the commission in the performance of their duties, except as authorized in advance by the City Council. The City Council may from time to time authorize, in advance, expenditures for attendance at seminars, institutes, or other meetings which the City Council finds to be beneficial to the commissioners in the performance of their duties and in the best interests of the City. Claims for such expenses shall be filed with the City Manager on such forms as may be prescribed and shall be subject to audit and approval by the City Council.

Any future changes to the compensation amount may be made by resolution and adopted by the City Council *(refer to Resolution No. 00-1182)*.

**RESOLUTION NO. 00-1182**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS  
CHANGING THE COMPENSATION AMOUNTS TO PLANNING  
COMMISSIONERS AND ARCHITECTURAL REVIEW PANEL MEMBERS**

THE CITY COUNCIL OF THE CITY OF AGOURA HILLS HEREBY FINDS,  
RESOLVES AND ORDERS AS FOLLOWS:

WHEREAS, the Agoura Hills Municipal Code Section 2809 presently sets forth the compensation amount for Planning commissioners at \$50.00/meeting, not to exceed \$100.00/month; and

WHEREAS, the Agoura Hills Municipal Code Section 9129 presently sets forth the compensation amount for Architectural Review Panel Members, at \$50.00/meeting, not to exceed \$100.00/month; and

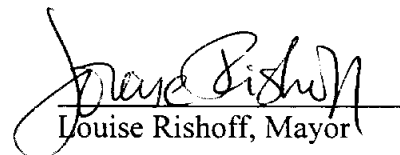
WHEREAS, the City Council has authorized increases in the compensation amount to the Planning Commission and the Architectural Review Panel as part of the most recent budget hearings, to \$100.00/meeting, not to exceed \$200.00/month; and

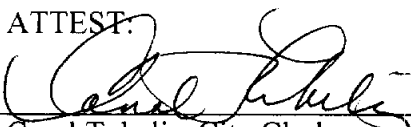
NOW, THEREFORE, BE IT RESOLVED THAT:

Based on the above, the City Council hereby adopts this Resolution changing the compensation amount for the Planning Commission and Architectural Review Panel to \$100.00/meeting, not to exceed \$200.00/month.

PASSED, APPROVED AND ADOPTED THIS 15<sup>th</sup> DAY OF NOVEMBER 2000.

AYES: (5) Rishoff, Corridori, Kuperberg, Reinhardt, Weber  
NOES: (0)  
ABSTAIN: (0)  
ABSENT: (0)

  
Louise Rishoff, Mayor

ATTEST:  
  
Carol Tubelis, City Clerk