



## **Application Information for Appointment to Agoura Hills Planning Commission**

Thank you for your interest in serving the community as an appointed member of the Agoura Hills Planning Commission.

### **The timeline for the Planning Commission Application Process is as follows:**

- November 18, 2022: Planning Commission Application Process Opens.
- December 15, 2022: Applications due to the City Clerk's office no later than 12:00 p.m. (Noon).
- January 11, 2023: City Council ratifies Planning Commission Appointments.
- January 19, 2023: Oaths of Office administered at Planning Commission Meeting.

To be considered, your signed original application must be received and date stamped by the City Clerk's Office no later than 12:00 p.m. (Noon) on Thursday, December 15, 2022. Late applications or additional written information after this time and date will not be accepted.

Please submit your original application to the City Clerk's Office, 30001 Ladyface Court, Agoura Hills, CA 91301. **Emailed and faxed applications will not be accepted.**

### **To be eligible to be appointed to the Agoura Hills Planning Commission, you must be:**

1. 18 years of age or older,
2. A resident of the incorporated area of the City of Agoura Hills,
3. Registered to vote at his/her current place of residence in Agoura Hills,
4. Able to certify that he/she meets the eligibility requirements and is willing to serve as an Agoura Hills Planning Commissioner for the two-year term.

### **Please note that:**

- The person appointed will hold office for a two-year term that expires on January 8, 2025.
- Verification of voter registration will be confirmed upon submittal of an application.
- Once an application is filed with the City, all information contained therein (except residential street and email addresses, telephone number(s) and birthdate) is public record.
- If appointed, you will be required by state law to file a Statement of Economic Interests – Form 700 (assuming office) with the Fair Political Practices and annually thereafter.
- In addition, in compliance with AB 1234, you will be required to take the mandatory Ethics Training (biennially).
- Once voter registration is verified by the City Clerk's Office, applicants will be contacted to confirm their application has been verified and will be submitted to the City Council for consideration.

**COMPLETED APPLICATIONS MUST BE RECEIVED AND DATE STAMPED BY THE CITY CLERK'S OFFICE NO LATER THAN 12:00 P.M. ON THURSDAY, DECEMBER 15, 2022.**



## AGOURA HILLS PLANNING COMMISSION APPLICATION FOR APPOINTMENT

**INSTRUCTIONS:** Complete this application and return it to the City Clerk's Office, 30001 Ladyface Court, Agoura Hills, CA 91301. Emailed and faxed applications will not be accepted. If you have any questions please contact the City Clerk's Office at (818) 597-7300. Please TYPE or PRINT clearly in ink. If you wish to submit additional information, please attach to this application. **All information contained herein (except residential street and email addresses, telephone number(s) and birthdate) is a public record.**

**APPLICATIONS ARE DUE BY THURSDAY, DECEMBER 15, 2022, AT 12:00 P.M. (NOON)**

*Special Instructions: Please use "tab" to move to the next line; especially with multi-line responses.*

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

PLEASE PROVIDE YOUR BIRTHDATE (MM/DD/YYYY) \_\_\_\_\_ (VOTER REGISTRATION VERIFICATION ONLY)

HOME ADDRESS: \_\_\_\_\_

HOME PHONE: (     ) \_\_\_\_\_ CELL PHONE: (     ) \_\_\_\_\_

EMAIL: \_\_\_\_\_ BUSINESS PHONE: (     ) \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

ARE YOU CURRENTLY A RESIDENT OF AGOURA HILLS? \_\_\_\_\_ HOW MANY YEARS? \_\_\_\_\_

DESCRIBE YOUR FAMILIARITY WITH THE PLANNING PROCESS. \_\_\_\_\_

WHY DO YOU WISH TO SERVE ON THE PLANNING COMMISSION? \_\_\_\_\_

WHAT VISION DO YOU HAVE FOR THE FUTURE OF THE CITY OF AGOURA HILLS? \_\_\_\_\_

WHAT IS YOUR EXPERIENCE WORKING AS A TEAM MEMBER OR COLLABORATOR? \_\_\_\_\_

PLEASE PROVIDE ANY ADDITIONAL INFORMATION OR COMMENTS YOU FEEL WOULD ASSIST CITY COUNCIL IN CONSIDERING YOUR APPLICATION. \_\_\_\_\_

*Application continued on next page.*

LIST THREE (3) AGOURA HILLS REFERENCES WHO SUPPORT THIS APPLICATION (i.e., residents, business owners, etc.):

Name \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Name \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Name \_\_\_\_\_ Phone/Email: \_\_\_\_\_

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

Planning Commission Meetings are typically held in the evening on the first and third Wednesdays of the month at 6:30 p.m., and may last three to four hours, depending on the case or project presented to the Commission. Occasionally, the Planning Commission may be required to attend a meeting or workshop in joint session with the City Council.

Will you be able to attend the Planning Commission meetings as listed above? Yes \_\_\_ No \_\_\_

Are you a registered voter (City of Agoura Hills)? Yes \_\_\_ No \_\_\_

Are you willing to file a Statement of Economic Interests (Form 700), as required? Yes \_\_\_ No \_\_\_

Are you willing to complete the AB 1234 Ethics Training, as required? Yes \_\_\_ No \_\_\_

If NO, to any of the above, please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: All information contained herein (exceptions listed above) is a public record.**

**ELIGIBILITY REQUIREMENTS:** 1) be 18 years of age or older, 2) be a resident of the incorporated area of the City of Agoura Hills, 3) be a registered voter at the applicant's current place of residence in Agoura Hills and, 4) be able to certify that he/she meets the eligibility requirements and is willing to serve in the office of Planning Commissioner for the two-year term (January 11, 2023 to January 8, 2025).

CITY CLERK ONLY  
Voter Registration Verified  
Date: \_\_\_ Initials: \_\_\_

By signing, I hereby certify that I meet all (4) eligibility requirements above. Dated: \_\_\_\_\_

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

Once voter registration is verified by the City Clerk's Office, applicants will be contacted to confirm their application has been verified and will be submitted to the City Council for consideration.

Please submit signed original Planning Commission application on or before the deadline to:

City of Agoura Hills, City Clerk's Office  
30001 Ladyface Court, Agoura Hills, CA 91301  
City Hall: (818) 597-7300



## **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.

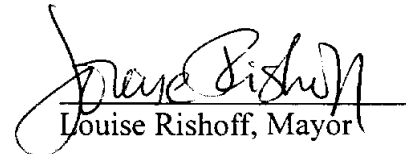
PASSED, APPROVED AND ADOPTED THIS 15<sup>th</sup> DAY OF NOVEMBER 2000.

AYES: (5) Rishoff, Corridori, Kuperberg, Reinhardt, Weber

NOES: (0)

ABSTAIN: (0)

ABSENT: (0)

  
Louise Rishoff, Mayor

ATTEST:  
  
Carol Tubelis, City Clerk