



ARCHITECTURAL REVIEW COMMISSION DESCRIPTION AND APPOINTMENT PROCEDURES

PURPOSE:

The Architectural Review Commission reviews site plans, architectural structures and signage primarily related to new development in Pleasant Hill.

QUALIFICATIONS:

Candidates must have demonstrated talent in aesthetics and architectural design through training, education or occupation. Pleasant Hill residency is not required.

TERM OF OFFICE:

A full term is 4 years. A vacancy occurs when a Commissioner completes their term, resigns or otherwise leaves office; vacancies that occur before completion of the term may be filled through the end of the term.

MEETING SCHEDULE:

The Architectural Review Commission meets at City Hall on the 1st and 3rd Thursday of each month at 5:00 p.m. Special meetings are held as needed.

APPOINTMENT PROCEDURES:

Applications received are reviewed by the Interview and Nominating Committee (Committee), a sub-committee of the City Council. The Committee selects candidates to be interviewed, and upon completion of interviews, forwards recommendations for appointment to the City Council. The City Council makes the final appointment.

NEXT STEPS FOLLOWING APPOINTMENT:

Architectural Review Commissioners are entitled to a \$30.00 stipend for each Architectural Review Commission meeting attended. Payroll-related documents are required to be completed in order to receive the stipend checks. (See also Form 700 – Statement of Economic Interests on the next page.)

Oath of Office

Prior to assuming the Architectural Review Commissioner role, Commissioners must be sworn in by the City Clerk or a Deputy City Clerk. The swearing in process is arranged by the Human Resources Department at the time of submitting payroll-related application forms.

Commission Orientation

An orientation appointment will be scheduled with Troy Fujimoto, Acting City Planner, to give you an overview of the Architectural Review Commission activities.

Form 700 – Statement of Economic Interests

Architectural Review Commissioners are required to file annual Statement of Economic Interests Forms (Form 700), in accordance with Fair Political Practices Commission (FPPC) requirements. The completed form becomes a public record available for public inspection in the City Clerk's Office. For more information, or to review the City's Conflict of Interest Code, please visit <http://www.ci.pleasant-hill.ca.us/index.aspx?NID=1044>. General questions should be directed to the City's Filing Officer, Danielle Habr at 925-671-5221 or by email at dhabr@pleasanthillca.org. For advice on completing the form, please contact the FPPC directly at 866-275-3772 or by email at advice@fppc.ca.gov.

AB 1234 Ethics Training for Local Officials

Architectural Review Commissioners are required by Assembly Bill 1234 to participate in Ethics Training. This training can be done online or at various meetings offered throughout the year. For more information contact the Fair Political Practices Commission (FPPC) at 866-275-3772 or visit their website at: <http://www.fppc.ca.gov/index.php?id=477>.

If you have questions regarding any of the procedures outlined above, please contact:

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Thank you for your interest in serving the Pleasant Hill community!