



PLANNING COMMISSION

DESCRIPTION AND APPOINTMENT PROCEDURES

PURPOSE:

The Planning Commission provides recommendations to the City Council on land use, zoning, the City's General Plan, and other planning related issues.

QUALIFICATIONS:

To qualify as a candidate, you must be a citizen of the United States, over the age of 21, and a City of Pleasant Hill resident for at least one year prior to appointment to the Commission.

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 Planning Commission meets at City Hall on the 2nd and 4th Tuesday of each month at 6:30 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:

Planning Commissioners are entitled to a \$50.00 stipend for each Planning Commission meeting attended. Payroll-related documents are required to be completed in order to receive the stipend checks and verify citizenship. (See also Form 700 – Statement of Economic Interests on the next page.)

Oath of Office

Prior to assuming the Planning 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 Planning Commission activities.

Form 700 – Statement of Economic Interests

The Planning Commission makes recommendations on development projects throughout the City of Pleasant Hill, and as such, it is important that any potential conflicts of interest are identified. Planning 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 at the FPPC (with copies available for 7 years 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

Planning 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!