



## City of Big Bear Lake Notice of Commission Vacancies

The City is accepting applications for three (3) possible vacancies for seats on the City's Planning Commission expiring June 30, 2017. Applicants must be full-time residents and a registered voter in the City of Big Bear Lake.

The Planning Commission meets the first and third Wednesday of each month at 1:15 p.m. Responsibilities include decisions related to land use issues such as the General Plan, zoning, development, environmental ordinances, etc. The three Appointments are for 4-year terms ending on June 30, 2021.

The City Council will interview prospective candidates.

Applications are available at the Civic Center, 39707 Big Bear Blvd., Big Bear Lake, or by contacting the City Clerk's office at 909-866-5831 or online at [www.citybigbearlake.com](http://www.citybigbearlake.com)

Deadline to submit an application is 5:00 p.m. on  
April 21, 2017

# City of Big Bear Lake



## WELCOME

The City Council, City Manager and staff are pleased that you are interested in serving your community as a member of one of the City's Commission's.

As an appointed citizen member of a City established body, you are considered a public official serving in an advisory capacity to the City Council performing a valuable service by addressing issues and decisions related to land use.

The City Council looks forward to your contribution as we all work together to provide efficient municipal service that is responsive to local needs and expectations.

The City Council appreciates your willingness to apply for a Board position on our Planning Commission.

Kathleen Smith  
Acting City Clerk  
City of Big Bear Lake

## Purpose of the Planning Commission

The functions of the Planning Commission are set forth in Section 65101 of the California Government Code, and by Ordinance No. 96-269 as attached.

The Planning Commission is comprised of five (5) members meeting the first and third Wednesday of each month at 1:15 p.m. in Hofert Hall.

## Application Process

Any citizen interested in serving on the Planning Commission is invited to complete an application form and submit it to the City Clerk's Department. All applications are then forwarded to members of the City Council, and all members of the Council will interview each of the applicants.

## Qualifications

To serve on the Planning Commission, an appointee must be a resident of Big Bear Lake and a registered voter.

## How Appointments Are Made

Once the interviews are conducted, the City Council will select the applicant and a formal appointment will be made at the next regular City Council meeting.

## Oath of Office

Upon appointment to the Planning Commission, the appointee will be sworn into office at the next regular Planning Commission meeting administered by the City Clerk and/or his appointee.

## Conflict of Interest

All members of the Planning Commission should avoid the appearance of bias in pending City matters at all times. Government Code Section 1090 provides that “members of the Legislature, state, county, district, judicial district, and city officers or employees, which includes City advisory board members, shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members. Nor shall state, county, district, judicial district, and city officers or employees be purchasers at any sale or vendors at any purchase made by them in their official capacity.”

Members of the Planning Commission are required, pursuant to the Political Reform Act, to file Statements of Economic Interests (Form 700) upon assuming office, annually, and upon leaving office. The City Clerk’s Office will provide the necessary information to complete the filing obligation.

## Compensation

The Planning Commission shall receive the sum of Four hundred dollars per month (\$400.00) for their participation in regular, adjourned or special meetings of the Commission, set by Resolution No. 2005-13.

**CITY OF BIG BEAR LAKE**  
**APPLICATION FOR APPOINTMENT TO BOARD/COMMISSION**  
*Qualification Requirements: Legally registered voter and resident of the City of Big Bear Lake for the Planning Commission and a legally registered voter and resident of a service area of the DWP for the DWP Board*

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**BOARD/COMMISSION APPLYING FOR:** Planning Commission \_\_\_\_\_ DWP Board \_\_\_\_\_

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

**YEARS LIVED IN BIG BEAR:** \_\_\_ **HOME PHONE:** \_\_\_\_\_ **BUSINESS PHONE:** \_\_\_\_\_

**HOME ADDRESS (Please Include Your P.O. Box):** \_\_\_\_\_

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

**EMPLOYER:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**EDUCATIONAL BACKGROUND:** \_\_\_\_\_

**CITY OR MUNICIPAL COMMITTEE, COMMISSION OR BOARD THAT YOU HAVE SERVED ON:**

**ORGANIZATIONS TO WHICH YOU BELONG (Professional, technical, community, service):**

**BRIEFLY STATE WHY YOU WISH TO SERVE ON THIS BOARD/COMMISSION, AND WHY YOU BELIEVE YOU ARE QUALIFIED FOR THE POSITION. (Use additional paper if necessary):**

**I understand that any or all information on this form may be verified. I consent to the release of this information for publicity purposes.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

You are encouraged to attach a Resume

**Return to: City Clerk's Office (P.O. Box 10000), 39707 Big Bear Blvd., Big Bear Lake, CA 92315 (909) 866-5831**

**Deadline to submit applications: Friday, April 21, 2017, by 5:00 p.m.**