

# COMMISSION APPLICATION PACKET

## City of Maywood Planning Commission



The City of Maywood has established the Planning Commission which is comprised of residents who volunteer their time to review and act on matters related to planning and development. Members of the Commission serve at will and at the pleasure of the City Council. Besides a willingness to serve, there is no formal background requirement; however, it would be desirable for applicants to have experience in planning, land use, and architecture. The Maywood Planning Commission consists of five members appointed by the City Council to serve four-year terms. There currently are no term limits.

### PLANNING COMMISSION (4-YEAR TERM)

**Meets 1<sup>st</sup> and 3<sup>rd</sup> Tuesday (as needed), Council Chamber, 4319 E. Slauson Ave. – 7:00 p.m.**

- General Eligibility Requirements: An applicant must be a resident of, or employed within the incorporated limits of the City of Maywood for the entire term of office. (MMC §9-1.02)
- Must be registered to vote
- An applicant appointed to the Planning Commission must submit annual conflict of interest statements and are required to satisfy a biennial ethics training requirement.

### Application Process

To apply, you must complete and submit a Commission Application Packet.

1. Those interested in applying for appointment to the Planning Commission may obtain an Application from the Planning and Building Department, 4319 E. Slauson Ave., Maywood, or by downloading from the City's web site: [www.cityofmaywood.org](http://www.cityofmaywood.org).
2. Completed applications must be submitted to the Planning Commission Secretary in person, by mail delivery, or electronically (electronic submittals are coordinated through the Planning and Building Department by calling (323) 562-5714).
3. All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form.
4. Provide three (3) references with contact information and resume.
5. Applications will be kept on file for two years.
  - a. Applications on file will NOT be automatically included in future recruitments except as otherwise provided herein..
  - b. The City will email notice of vacancy to persons with applications on file.
  - c. Persons with applications on file wishing to be considered for appointment to vacancy(ies) occurring after the initial recruitment, must notify the City in writing during the recruitment period and prior to the advertised application deadline.
  - d. It is the applicant's responsibility to ensure their application is current and updated prior to each recruitment.

### Eligibility

1. Applicants must meet all requirements of the Commission at the time their application is submitted as well as during their entire term of service (i.e. resident of the City or employed in the City, etc.).
2. Applicants shall be considered **ineligible** to serve on the Commission if the applicant's relative(s) is employed by the City in the same department serving as liaison to the Planning Commission.

## **Disclosure and Regulatory Requirements and Non-Compliance**

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### **Conflict of Interest Disclosure**

In compliance with state law, appointed officials are required to file a Statement of Economic Interests with the Fair Political Practices Commission upon appointment to office, and annually thereafter. If appointed, you may be required to make information publicly available regarding your personal finances. This information is used to assess whether there is any potential conflict of interest between your financial interests and the decisions you make as a public official.

## **Disclosure and Regulatory Requirements and Non-Compliance**

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### **Mandatory Ethics Training (Government Code §53234, et seq.)**

Following California State Law, commission members are required to satisfy the local ethics training requirements mandated by Government Code Section 53234 et. seq. Commonly known as “AB1234” Ethics Training. AB1234 requires two hours of ethics training within one year of appointment. This training is valid for two years and must be retaken every two years. The State has an online ethics-training program which may be completed from any computer with internet access. The training may be completed all at once, or in smaller increments, as the program keeps track of your time every time you sign on.

### **Brown Act (Government Code §54950, et seq.)**

The Planning Commission is subject to the Brown Act and each member must abide with the Brown Act’s various provisions. Commission members are required to attend a City-held Brown Act training within one year of appointment and every two-years thereafter.

### **Public Records Act (Government Code §6250-6276.48.)**

This application qualifies as a public record and all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record.

### **Attendance (MMC §9-1.05 Meetings/Absences)**

Commission members are required to attend meetings on a regular basis. If a member does not attend any three regularly scheduled meetings within any calendar year, the member automatically forfeits the position and is removed from the Commission without any further action by the City Council.

### **Non-Compliance with Requirements**

City of Maywood Commission members not in compliance with the required State law disclosure and regulatory requirements, which include a current AB1234 Ethics Training certificate, conflict of interest disclosure statements and attendance of a City held Brown Act training, will be suspended from participating in meetings until compliance is re-established.



## **CONTACT INFORMATION**

### **CITY OF MAYWOOD PLANNING COMMISSION**

MAYWOOD CITY HALL

Department of Planning and Building

4319 E. Slauson Ave., Maywood, CA 90270

Attention: Planning Commission Secretary

Office: (323) 562-5723 Fax: (323) 773-2806

Maywood City Web Site: [www.cityofmaywood.org](http://www.cityofmaywood.org)



**APPLICATION FOR PLANNING COMMISSIONER**  
*City of Maywood*

Date Stamp Received

**4319 E. Slauson Ave., Maywood, CA 90270 • Telephone (323) 562-5700 • Fax (323) 773-2806**

**Submittal Requirements** (Completed Application must contain the following)  
 Completed, signed Application     Three (3) references with contact information     Resumé

**Instructions (Please Type or Print Clearly)**

All requested information must be furnished on the Application itself. Resumes, attachments and other supporting documentation cannot be substituted for an Application form. It is important that you answer all questions on your Application fully and accurately. If additional space is needed to answer questions, attach additional sheets.

*Completed Applications should be returned to the City of Maywood, 4319 E. Slauson Ave., Maywood, CA 90270 Attention: Planning Dept.*

**Information Sheet**

1. Please confirm that you are applying for a Planning Commission seat:     Yes     No
2. Have you ever served on the City of Maywood Planning Commission or been employed by the City?     Yes     No  
If yes, in what capacity and when (months/years) \_\_\_\_\_  
\_\_\_\_\_
3. Name: \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)
4. Residential Address: \_\_\_\_\_
5. Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_
6. Are you a registered voter in the City of Maywood?     Yes     No
7. Do you currently reside within the incorporated City limits?     Yes     No
8. Do you currently work within the incorporated City limits?     Yes     No
9. Occupation and Place of Employment: \_\_\_\_\_
10. Do you have any relatives currently working for the City of Maywood?     Yes     No  
If Yes, please list name(s) and relationship: \_\_\_\_\_
11. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

12. Please state the reasons you are interested in being a member of the Planning Commission:

13. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

14. Please briefly express your views regarding current and future development in Maywood:

15. References (Provide the names and contact information for three (3) individuals who we can contact)

1. \_\_\_\_\_  
(Name)

Home Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

2. \_\_\_\_\_  
(Name)

Home Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

3. \_\_\_\_\_  
(Name)

Home Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

**DISCLOSURE AND REGULATORY REQUIREMENTS**

**Conflict of Interest Disclosure** – In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed, I am required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Maywood, or any decisions taken by the City of Maywood that may influence that business or affiliation as well as provide other information as required by the California State Fair Political Practices Commission. The City will provide appointees with the filing form and instructions.

\_\_\_\_\_  
Initials

**Attendance (MMC §9-1.05)** – Commission members are required to attend meetings on a regular basis, and are automatically removed if a member does not attend three regularly scheduled meetings within any calendar year.

\_\_\_\_\_  
Initials

**Mandatory Ethics Training (Government Code §53234)** – In compliance with state law, if appointed, I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

\_\_\_\_\_  
Initials

I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Maywood. Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, therefore, waive any perceived rights to privacy of the information furnished.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**FOR INTERNAL USE ONLY**

Meets Minimum Requirements: \_\_\_\_\_ Yes      \_\_\_\_\_ No      Residency and/or Employment Verified: \_\_\_\_\_ Yes      \_\_\_\_\_ No

Application Active Until: \_\_\_\_\_