



APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

In accordance with the Public Records Act, submitted applications and attachments are considered public records and will be disclosed upon receipt of a public records request. Applications may also be published (with signatures and personal contact information redacted) in the agendas of relevant meetings of the City Council, boards and commissions.

Submit application to the City Clerk's Office via email at cityclerk@ci.carmel.ca.us. You may also drop it off at City Hall, located at East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.

Full Name _____ Date _____

Residence Address _____ City _____ Zip _____

Mailing Address _____ City _____ Zip _____

E-Mail _____ Phone _____

Board or Commission Selection:

You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.

Building Code Board of Appeals (meets on an as-needed basis)	
Community Activities Commission (meets second Tuesday of each month at 9:30 a.m.)	
Forest & Beach Commission (meets second Thursday each month at 2:30 p.m., Tour of Inspection at 1:30 p.m.)	
Harrison Memorial Library Board of Trustees (meets fourth Wednesday of each month at 9:00 a.m.)	
Historic Resources Board (meets third Wednesday of each month at 4:00 p.m.)	
Planning Commission (meets second Wednesday of each month at 4:00 p.m., Tour of Inspection at 2:00 p.m.)	

1) Will you be available to attend board/commission meetings regularly? Yes _____ No _____

2) How long have you lived in Carmel-by-the-Sea? _____

- 3) All members of boards and commissions are subject to the Conflict of Interest laws of the State of California and are required to submit a Form 700 Statement of Economic Interests, within 30 days of assuming office. Form 700 must be filed annually thereafter, and within 30 days of leaving office as well.

In accordance with Assembly Bill (AB) 1234 and AB 1661 appointed members are required to attend Public Service Ethics Training and Harassment Prevention Training upon appointment and every two years thereafter.

Do you agree to file all required statements and complete training in a timely manner as prescribed by law or the City's Conflict of Interest Code? Yes _____ No _____

- 4) Reason for Interest in the Position:

- 5) Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

- 6) Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

7) Education:

Institution	Course of Study	Degree Year(s)

8) Employment Experience (start with most recent):

Organization:	
Position:	Year:
Organization:	
Position:	Year:
Organization:	
Position:	Year:

9) Prior public service, civic or volunteer activities:

Organization:	
Position:	Year:
Organization:	
Position:	Year:
Organization:	
Position:	Year:

Signature

Date

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is.

The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission!

ABOUT EACH BOARD

More information is available on the City's website at <https://ci.carmel.ca.us/boards-commissions>

COMMUNITY ACTIVITIES COMMISSION

This five-member commission helps promote community, cultural and artistic activities within the City. It advises the City Council and City Administrator on these topics.

- At least 3 of the members must live in the City, while no more than 2 members may reside in the Sphere of Influence.
- Members should have an interest in the arts, parks, or recreation programs.

FOREST AND BEACH COMMISSION

This five-member commission oversees the care and management of the City's urban forest, parks, and beach areas. Responsibilities include:

- Creating a management plan for the urban forest, parks and beach in compliance with the City's General Plan.
- Consider and act on applications for tree-trimming and tree-removal
- Advising the City Council on forestry, parks, and beach-related matters

At least 3 of the members must live in the City, while no more than 2 members may reside in the Sphere of Influence. Ideal members have an interest in parks, nature, or conservation.

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES

This five-member board oversees and manages the city's library and its property, making necessary rules to keep it running smoothly. Additionally, the trustees handle any donations, trusts or gifts given to the library, purchases materials, and assists with fundraising efforts. Requirements include:

- At least 3 of the members must live in the City, while no more than 2 members may reside in the Sphere of Influence.
- All members must have a library card.
- Applicants should have an interest in library services.

PLANNING COMMISSION

This five-member commission helps guide the City's growth and development. Responsibilities include:

- Developing and maintaining the City's General Plan
- Reviewing environmental impact reports
- Making decisions on use permits, variances, rezoning, land use, and code amendments
- Hearing appeals on planning decisions
- Determine the consistency with the General Plan of Capital Improvement Projects and programs
- Review and act upon design review and design study applications

All members must live in the City and should have an interest in urban planning.

BUILDING CODE BOARD OF APPEALS

This board has five main members and two additional members who focus on accessibility issues for people with disabilities. The accessibility members only participate in meetings about disability access to public spaces. The five main members include:

- An architect or licensed engineer
- A general contractor
- A fire protection expert
- A fire prevention expert
- One additional member with experience in construction or as a community representative.

At least four members must live in the City or its surrounding area. The board meets at least once a year or whenever needed to review appeals related to the City's building codes. Meetings are held at City Hall.