



EXPRESSION OF INTEREST IN SERVING ON THE
CITY OF MENLO PARK'S _____
COMMISSION OR COMMITTEE

The following information will be helpful to the City in determining your interest in and qualifications for appointment to a City Commission or Committee.

Please note that the information provided in this application is public information. If you are appointed, your name, address (including email), and phone numbers listed herein will be posted in public places/lists. Authorization to post on the website is requested at the end of this form.

Please type or print clearly

Name: _____

Address: _____
(Note: Residency within the City limits is required)

Mailing Address: (If different than above) _____

Telephone No: _____ Number of years as a Menlo Park resident: _____

Occupation: _____ Email address _____

Business Address/Telephone No: _____

Education: _____

Civic affiliations and community activities, including service on other City Boards, Commissions or Committees:

Please describe your understanding of the responsibilities of the Board, Commission or Committee that you are applying for and how your personal, community and/or professional experience relate to these responsibilities:

Please describe briefly why you want to serve on this Board, Commission or Committee and what you hope to accomplish as a member:

Information about the Procedure

The application process may take from six weeks to two months. Vacancies are advertised for approximately 30 days with a specific filing deadline. Deadlines may be extended. The City Council will review all applications and will make an appointment at a regular City Council meeting. Full terms are for a period of four (4) years. Members are limited to two consecutive full terms.

Full/Unexpired Term

If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves at least two years or more, that time will be considered a full term.

Time Commitments

Serving on a City Board, Commission or Committee may require one or two night meetings per month, with each meeting averaging three to four hours. You may also be asked to serve on additional subcommittees. Members are expected to attend all meetings and attendance at less than two-thirds of scheduled meetings may result in removal. Information about the meeting times and dates of each Board, Commission or Committee is available from the City Clerk.

Date:

Signature of Applicant

**Please return to the City Clerk, City of Menlo Park,
701 Laurel Street, Menlo Park, CA 94025
Phone: 650-330-6620**

(Applications will be kept on file for 12 months)

IF I AM APPOINTED, THE CITY IS AUTHORIZED TO POST THE FOLLOWING INFORMATION ON THE CITY'S WEBSITE:

Home Address: Yes ___ No ___; Home Phone: Yes ___ No ___;

Business Address: Yes ___ No ___; Business Phone: Yes ___ No ___;

E-mail Address: Yes ___ No ___

Mailing Address rather than Home address: Yes ___ No ___

Revised 05/15/03

Signature of Applicant

* Exceptions may apply for certain Commissions/Committees.

City of Menlo Park
Commission/Committee Roles and Responsibilities

The purpose of this section is to define and clarify the roles and responsibilities of the Commissions/Committees:

1. **Arts Commission** – This Commission is charged with advising the Council on matters related to City cultural programs established primarily for the residents of the City as artists and as an audience, including arts concerned with line, color, form (painting, sculpture, and architecture); arts concerned with sound (music and dance); and, arts concerned with the exploitation of words for both their musical and expressive value (literature, prose, poetry and plays).
Meets: 2nd Wednesday of each month at 7:30 p.m. at the Recreation Center. For more information, please contact Community Services at 330-2200.
2. **Bicycle Commission** – This Commission was initiated in 1997 to advise the City Council on ways to improve the bicycling environment, implementation of the bikeways plan and other related matters.
Meets: 2nd Monday of each month at 7:30 p.m. in the Administration Conference Room. For more information, please contact the Transportation Department at 330-6770.
3. **Community Mediation Service** – This Committee is charged with providing mediation services for local residents and businesses. (It is guided by a separate policy statement and by its By-Laws).
Meets: 3rd Thursday every other month at 7:30 p.m. For more information, please contact the City Manager's office at 330-6610.
4. **Environmental Quality Commission** – The Environmental Quality Commission is charged with advising the City Council on matters of environmental protection and improvement, sustainable practices and policies, physical appearance of city properties and historic preservation. Areas of concern include preservation of heritage trees and proper maintenance of city trees; determinations on appeals of heritage tree removal permits; coordination of awards programs; advising on protection of natural areas, recycling and waste reduction, sustainable practices and air and water pollution; commenting on the physical appearance of city properties; encouragement of historic preservation.
Meets: 1st Wednesday of each month at 7:15 p.m. in the Recreation Center Room E. For more information, please contact the Community Development Department, Environmental Division at 330-6763.
5. **Housing Commission** – This Commission is charged with advising the City Council on housing matters including housing supply and housing related problems; community attitudes about housing (range, distribution, racial, social-economic problems); programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City; planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974; members serve with staff on a loan review committee for housing rehabilitation programs and a first time homebuyer loan program; review and recommend to the Council regarding the Below Market Rate (BMR) program; initiate, review and recommend on housing policies and programs for the City; review and recommend on housing related impacts for environmental impact reports; review and recommend on State and regional housing issues; and, review and recommend on the Housing Element of the General Plan. The five most senior members of the Housing Commission also serve as the members of the Relocation Appeals Board (City Resolution 4290, adopted June 1991).
Meets: 1st Tuesday of each month at 5:30 p.m. in the Administration Conference Room. For more information, please contact the Housing and Redevelopment Department at 330-6706.
6. **Las Pulgas Committee** – This Committee is charged with advising the City Council on matters regarding the activities of the City's Community Development Agency providing comments and recommendations on policies affecting the Las Pulgas Project Area, as well as on issues, projects and programs in the neighborhood.
Meets: 3rd Wednesday of each month at 5:30 p.m. at the Senior Center. For more information, please contact the Housing and Redevelopment Department at 330-6706.

7. **Library Commission** – This Commission is charged with advising the City Council on matters related to the maintenance and operation of the City’s libraries and library systems, including the scope and degree of library activities; maintenance and protection of City libraries; evaluation and improvement of library services; acquisition of library materials; coordination with other library systems and long range planning.
Meets: 2nd Monday of each month at 6:30 p.m. at the Menlo Park Library. For more information, please contact the Library at 330-2500.

8. **Parks and Recreation Commission** – This Commission is charged with advising the City Council on matters related to City programs and facilities dedicated to recreation, i.e., those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment; adequacy, operation and staffing of recreation programs; modification of existing programs and facilities to meet developing community needs; and, long range planning and regional coordination concerning park and recreational facilities.
Meets: 3rd Wednesday of each month at 6:00 p.m. at the Recreation Center. For more information, please contact the Community Services Department at 330-2200.

9. **Planning Commission** – This Commission is organized according to State Statute. The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance. The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council. The Commission serves as a recommending body to the City Council for major subdivisions, re-zonings, conditional development permits, planned development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews associated with those projects. In addition, the Commission works on special projects as assigned by the City Council.
Meets: 1st and 3rd Mondays at 7:00 p.m. in the Council Chamber. Study Sessions are on the 4th Mondays. For more information, please contact the Planning Department at 330-6702.

10. **Transportation Commission** – This Commission is charged with advising the City Council on matters related to the adequacy and improvement of all types of public and private transportation within and across the City, including the best approaches to establishing and maintaining systems and facilities for the transport of people and goods around the City; the coordination of motor vehicle, bicycle, mass transit, and pedestrian traffic facilities; the development and encouragement of the most efficient and least detrimental overall transportation system for the City supporting the goals of the General Plan; coordination with regional transportation systems; and, serving as an appeals board for appeals from staff determinations concerning establishment of traffic signs, pavement markings, speed zones, parking regulations, traffic signals, bike lanes, bus stops, etc.
Meets: 2nd Wednesday of each month at 7:00 p.m. in the Council Chambers. For more information, please contact the Transportation Department at 330-6770.

(Please note that the meeting date, time and location are subject to change. Please confirm with the specific department if you wish to attend any of these meetings. Thank you.)