



CITY OF SOLVANG
ADVISORY BODY APPLICATION

Design Review Committee
Measure U Citizens Advisory Committee
Planning Commission

Office of the City Clerk
1644 Oak Street, Solvang, CA 93463
PH (805) 688-5575 x206
Email: cityclerk@cityofsolvang.com

Interested parties must submit application to the City Clerk's office by 5:00 p.m. Thursday, January 2, 2025

Applying for: (check all that apply)

- Design Review Committee
- Measure U Citizens Advisory Committee
- Planning Commission

Name _____

Date: _____

Home and address where registered to Vote: *(if different, list both)*

District # _____ Number of Years living in Solvang? _____

Cell Phone: _____ Email: _____

Occupation: _____ Employer: _____

Previous service on any Advisory Body? ___ If yes, which one(s) and when? _____

Available to attend evening meetings? ___ Daytime meetings? ___ Weekend/Community meetings? ___

Do you presently contract any services or are you otherwise employed by the City? _____

If so, what is the nature of the contract or employment? _____

List qualifications for Advisory Body sought (if any)

List Civic Activities, Clubs, Associations, etc.

Additional information, qualifications and/or references (attach additional pages or resume if you wish).

Please Note: Members are required to file a FPPC Form 700, Code of Ethics form and complete AB 1661 and AB 1234 training withing 30 days of appointment and agree to these requirements or forfeit their appointment.

I hereby confirm that I have read the Solvang Municipal Code requirements if any, for the position, and confirm that I am qualified to serve in such a capacity. (*see qualifications attached*)

Signature

Date

Information provided on this form is public information and may be made available to other applicants, members of the press, or the general public.

1. *How to Apply:* Each person seeking appointment or reappointment to an advisory body shall obtain and file an application administered by the Office of the City Clerk. Applications may be made for a vacancy that currently exists or for expiring terms.
2. Applicants are encouraged to attend at least one full meeting of the Advisory Body for which they are applying.
3. Interview Process and Appointment Recommendation: Applicants shall be offered the opportunity to address the City Council regarding their qualifications during the City Council meeting of January 20, 2025.
4. The Mayor and each member of the City Council has authority to appoint one member to each Advisory Body. The exception is for the Measure U Citizens Advisory Committee. The Mayor and Mayor pro tem will each appoint only one new member for a two-year term.
5. Applicants not appointed will be so advised and their applications held for no less than one year for consideration in the event of a future vacancy.
6. Limitations: No applicant shall not be appointed to serve on more than one advisory body. If an applicant is appointed to another advisory body, they must immediately resign from one body upon being appointed to another.
7. Oath of Office: Following appointment and usually at the next meeting of the advisory body, the City Clerk, or designee, will administer the Oath of Office pursuant to the City Charter. The Oath may also be administered in the Office of the City Clerk. The Oath of office need not be done for consecutive appointments to the same advisory body.
8. Training - The City Attorney conducts Brown Act and Public Records Act training every two years to review Conflict of Interest laws, Brown Act regulations, and best practices for meeting management and records retention. Newly appointed members are encouraged to view archived recordings of the training available on the City's website and to communicate any questions they may have to the City Manager.
9. Term of Office – Advisory Body Members. The full term of office will be two years unless filling a vacancy of a board. Each advisory body, at its first regular meeting of the new term, shall elect a chairperson and a vice chairperson to serve a term of one year.
10. Removal from Office - Members of advisory bodies serve at the pleasure of the Council and may be removed without cause by Council action in an open public City Council meeting.

Vacancies; Seats become vacant in two ways; they either expire at the end of the term or an “unscheduled” vacancy occurs when a member resigns during a term or has been removed from service. The City Clerk’s Office will advertise in accordance with statutory requirements and a subsequent appointment shall be made consistent with the provisions set forth above.

11. Conflict of Interest and Ethics. The duties of an advisory body member shall be performed in good faith and in a manner which the member believes to be in the best interest of the City. It is improper for any member of an advisory body to utilize, for personal pecuniary gain or in an otherwise self-dealing manner, any information which is received by reason of said membership and is not a matter of public record. No member of an advisory body shall have a material financial interest in any contract or other transaction involving that advisory body. The member shall promptly disclose such interest in any proposed activity of the advisory body and shall not participate in any related deliberations or actions of that body, nor vote on the matter. Potential conflicts of interest may arise when an advisory body member serves on another board within the community and there is a clash of duties between the two positions, e.g. when one board exercises supervisory, auditory, or removal powers over the other.
12. Statement of Economic Interest: The Political Reform Act of 1974, as amended (Government Code sections 81000-91014) and the City’s Conflict of Interest Code; require certain elected and appointed officials and designated employees to disclose certain personal financial holdings. Leaving Office Statement – Must be filed within 30 days of leaving office. A late fee of \$10.00 per day may be assessed for filing late. In addition, failure to file timely or not at all may be grounds for removal, so it is important to comply with the filing requirements and associated deadlines. Prior to removal, the City Clerk may suspend a member from an Advisory Body for failure to file; when they are at least 60 days delinquent and have been adequately notified of the delinquency. The City Clerk shall notify the City Council of this action during a regular meeting, and the City Clerk shall recommend to the City Council that the member to removed.
13. Ethics Training: Advisory body members are required to complete two full hours of ethics training pursuant to State Law and to renew this training at least once every two years thereafter. The original proof of participation certificate, awarded after completion of the training, must be provided to the City Clerk. Failure to timely complete the required training or not at all may be grounds for removal, so it is important to comply with the training requirements and associated deadlines. Prior to removal, the City Clerk may suspend a member from an Advisory Body for failure to complete the training; when they are at least 60 days delinquent and have been adequately notified of the delinquency. The City Clerk shall notify the City Council of this action. If no action is taken by the Advisory Body member, the City Clerk shall recommend to the City Council that the member to removed.
14. Individual advisory body members should avoid making public comments on Council actions or public policies that might appear to represent the official position of their advisory body. Advisory body actions, with the voting of each member, are conveyed to the Council in the form of official minutes or by resolution. The chairperson of an advisory body is the spokesperson for the advisory body. Questions regarding possible ethical issues or conflicts of interest should be reviewed with the City Manager, or City Clerk, as appropriate under the circumstances, in advance of the subject meeting or discussion.

City of Solvang
LOCAL APPOINTMENTS LIST
Government Code Section 54972
NOVEMBER 18, 2024

Listed below are all boards, commissions, and committees, which are appointed by, and serve at the pleasure of the Solvang City Council. To be eligible to serve on any boards, commissions, or committees, appointees must meet qualifications as they may apply.

DESIGN REVIEW COMMITTEE
5 Members, Two-year Terms

The purpose and intent of the design review committee is to preserve and enhance, for the citizens and tourists of Solvang, the historical Danish and northern European architectural styles, historic assets and character of the town's commercial centers; to promote safe, functional and attractive development of business and commercial areas; to unify commercial (and industrial) properties; to protect and preserve the unique and cultural features within Solvang; and to protect commercial and residential property values by enhancing the city's appearance. It is desirable that over time, as commercial and industrial development continues to seek out opportunities to advertise and promote goods and services, the design review committee help to preserve the city's streetscape and the inherent qualities of a livable community. (Ord. 21-0347 § 1)

Qualification. Each design review committee member shall be a legal resident or a business operator with a business within the Santa Ynez Valley at the time of the member's appointment and during the member's tenure in office. Each member should have a demonstrated interest in, and knowledge of, architectural history, architecture, local history or be knowledgeable in fields related to historic preservation, construction, planning, geography, landscape architecture, urban design, Danish culture, arts, or real estate. As used herein, "Santa Ynez Valley" is coterminous with the following ZIP codes. 93463, 93464, 93441, 93460.

<u>APPOINTEE</u>	<u>TERM EXPIRES</u>
Position 1	December 31, 2026
Position 2	December 31, 2026
Position 3	December 31, 2026
Position 4	December 31, 2026
Position 5	December 31, 2026

PLANNING COMMISSION
5 Members, Two-year Terms

Qualifications. Each member of the planning commission shall be a legal resident within the city at the time of his or her appointment and during his or her tenure in office.

Duties and responsibilities.

- A. General. The planning commission shall have the responsibilities for:
1. Developing, preparing, periodically reviewing, revising and maintaining the general plan;
 2. Implementing the general plan through actions including, but not limited to, the administration of specific plans and subdivision ordinances;
 3. Annually reviewing the capital improvement program of the city and the local public works projects of other local agencies for their consistency with the general plan, pursuant to [Government Code](#) section 65400 et seq.;
 4. Preparing, adopting and recommending to the city council plans and drafts of such regulations, programs and legislation as may, in its judgment, be required for the systematic execution of the general plan;
 5. Acting as an advisory agency for the city council in connection with the Subdivision Map Act;
 6. Investigating and recommending plans to the city council for the improvement and beautification of the city, including matters such as the opening, straightening, widening, closing of or parking on streets, improvement and development of public streets, improvement and development of public buildings and works, the subdivision of lands and the supplementation or the change of zoning regulations and districts;
 7. Promoting the public interest in, comment on and understanding of the general plan and regulations relating to it;

8. Consulting with and advising public officials and agencies, public utility companies, civic, educational, professional and other organizations and citizens concerning implementation of the general plan;
9. Promoting the coordination of local plans and programs with the plans and programs of other public agencies;
10. Reviewing and approving, disapproving or conditionally approving, or providing recommendations to city council, all applications submitted for development plans, conditional use permits, tentative map, specific plans, and any other application as specifically provided under this code.
11. When reviewing and approving, disapproving or conditionally approving, or providing recommendations to city council, on any application for which the design review committee has provided advice and recommendation to the planning commission, the planning commission shall defer to the design review committee's advice and recommendations made pursuant to the design review committee's authority under section 2-4-4, unless specific circumstances warrant otherwise. If such specific circumstances exist, the planning commission shall explain why any deviation from the design review committee's advice and recommendations is warranted and how any deviation is in compliance with the design guidelines. The planning commission shall send an application to the design review committee for further review when the planning commission determines there have been changes significantly effecting the design of the project.
12. Such other functions and duties as imposed by law or as the city council may provide.

B. Board of Zoning Adjustment. The planning commission shall act as a board of zoning adjustment and shall have all responsibilities and all duties as may be imposed by law or by the city council.

APPOINTEE

TERM EXPIRES

Position 1	December 31, 2026
Position 2	December 31, 2026
Position 3	December 31, 2026
Position 4	December 31, 2026
Position 5	December 31, 2026

MEASURE U CITIZENS OVERSIGHT COMMITTEE

5 – 7 Members, Two-year Terms
(inaugural term for two members is one-year)

The Measure U citizens' oversight committee is an advisory committee appointed by the City Council of the City of Solvang. The purpose of the committee is to review the revenue and expenditure of funds from the tax established by Ordinance No. 22-0363 and to help ensure accountability to voters regarding such expenditures. (Ord. 23-0364 § 3).

General duties. A. The committee shall serve in an advisory capacity to the City Council and shall have no independent authority to expend or direct the expenditure of funds received by the City under Measure U. The committee may conduct hearings, review reports, request funding from the City Council for independent audits of Measure U funds, receive presentations, provide comments, make findings and recommendations and issue reports to the City Council related to implementation of Measure U and the expenditure of funds received under Measure U.

Committee membership and administration. The Measure U citizens' oversight committee shall be comprised of five (5) members, each City Council member shall appoint one (1) member. Committee member terms shall be two (2) years. To ensure committee membership turnover is staggered, the terms of the first committee members appointed by the Mayor and the Mayor pro-tem shall be for one (1) year. All subsequent committee members appointed by the Mayor and the Mayor pro-tem shall be for the regular term of two (2) years. The inaugural meeting of the committee shall be at a time and place set by City Council. Thereafter, the committee shall meet twice annually at a time and place deemed appropriate by the majority of the committee. Meetings shall be called, noticed and conducted in compliance with the Ralph M. Brown Act. A majority of the City Council must approve any amendments to the committee's duties set forth herein. The committee may, by majority vote of the committee, recommend amendments to the committee's duties for consideration by the City Council. (Ord. 23-0364 § 3)

APPOINTEE

DATE APPOINTED

TERM EXPIRES

Position 1		December 31, 2026
Position 2		December 31, 2026
Jamie Baker	January 22, 2024	December 31, 2025
Frank Smithson	January 22, 2024	December 31, 2025
Geoff Yarema	January 22, 2024	December 31, 2025