

CITY OF BEVERLY HILLS ARCHITECTURAL COMMISSION APPLICATION

Dear Applicant,

Thank you for your interest in the Architectural Commission. Prior to completing the application, please carefully read pages 1-3 to learn about the roles and responsibilities of the Architectural Commission and the expectations for Commissioners.

Serving on the Beverly Hills Architectural Commission

The Architectural Commission is one of 12 Commissions appointed by the City Council to carry out a variety of delegated functions and make recommendations to the Council. The City Manager, Department heads, and other City staff provide staff support to the Commissions. The Community Development Department provides primary staff support to the Architectural Commission, Design Review Commission, Cultural Heritage Commission, Rent Stabilization Commission, and Planning Commission.

There are five Architectural Commission positions serving staggered, two-year terms with a single, four-year reappointment possible. Commissioners generally serve until their replacements are appointed. It is recommended that those seeking appointment attend at least two Architectural Commission meetings to familiarize themselves with some of the current issues and to see how the meetings are conducted.

When there is an anticipated vacancy, the City Council announces and advertises the upcoming vacancy and invites interested persons to submit application forms. A subcommittee of City Council and Architectural Commission members will interview all interested candidates and will make recommendations to the full City Council. The City Council makes its final selection and appointment at a formal public meeting. The City Clerk swears in the new Architectural Commissioners sometime before their first meeting, generally immediately prior to their first meeting.

Legal Authorities and Responsibilities

The Beverly Hills Municipal Code sets out the areas over which the Architectural Commission has authority, either as a decision-making body or advisory to the City Council. The Commission is responsible for reviewing new construction and alterations or remodels in any zone other than a single-family residential zone. This comprehensive approach to Architectural Review includes landscaping, painting, and signs, as well as exterior building modifications and new structures. All applications require that the Commission be able to make certain findings about the circumstances and merits of the design proposals. Building permits may not be issued without architectural review and approval.

The Commission acts as a decision-making body on the aesthetic and urban design aspects of private development projects. The Commission also acts as an advisory body to the City Council on applications for construction encroaching in the public rights-of-way and on City building projects.

Operation, Staffing and Time Commitment

Service on any City Commission is a responsibility, which may involve a significant time commitment, and should not be undertaken lightly. In order to demonstrate their commitment to serving the Public, Commissioners are expected to attend meetings in person. Aside from attending regularly scheduled meetings, preparation for regular and special meetings sometimes warrants an additional time commitment, especially during service as Chair or Vice Chair. Commissioners may also be requested to attend certain City Council meetings, community meetings and/or other City functions, such as Team Beverly Hills.

The Architectural Commission meets on the third Wednesday of each month with additional meetings as necessary. Meetings are open to the public and are held in Room 280A, which is adjacent to the City Council Chamber on the second floor of Beverly Hills City Hall. Meetings begin at 1:30 p.m. and typically end by 5:30 p.m.; however, depending on the number of projects and their related scopes of work, a meeting may run into the mid-evening hours. The meetings are conducted by the Chair, or in their absence, the Vice Chair. From time to time, Commissioners may serve on Ad Hoc committees or subcommittees of two members appointed by the Chair to study particular issues and make recommendations to the full Commission. The Chair and Vice-Chair positions are rotated on an annual basis. On those occasions where a Commission decision is appealed to the City Council, the Chair or Vice Chair represents the Commission at the City Council hearing.

Approximately one week before each meeting, Commissioners receive an agenda packet of staff reports including plans of those projects to be reviewed by the Architectural Commission. Depending on the length and complexity of the agenda, Commissioners can expect to spend between four to ten hours reading the reports and visiting sites in advance of the meeting. The average agenda has approximately 5-10 new or continued cases, plus minutes and other study items brought by staff. In general, Commissioners can expect to spend 10-15 hours per month on meetings and related activities.

The presence of at least three Commissioners constitutes a quorum. The Commission must conduct its meetings and formulate its decisions in accordance with its Rules of Procedure and with the Brown Act, the State law which requires all meetings to be open to the public. All meetings of the Architectural Commission are video recorded and available for viewing on the City's website. Minutes of the meetings are taken by a staff recording secretary.

State law requires compliance with conflict of interest requirements, including filing a financial disclosure form with the City Clerk, which is available to the public to inspect. Interested persons may contact the City Clerk's office to inspect a sample form. A Commissioner may not deliberate or participate in any case in which that Commissioner has a financial interest or

other conflict of interest. The City Attorney's office, which also provides staff support to the Commission, can provide guidance to individual Commissioners who may have questions on a case-by-case basis. Commissioners will find that interested parties to an application (both pro and con) will attempt to engage them in conversation about a pending case. It is important for Commissioners to maintain an impartial distance from those interested in applications coming before the Commission and to maintain this impartiality, sometimes in the context of impassioned pleas from their fellow residents, business colleagues, friends, and acquaintances.

Helpful skills for Commissioners to have include: the ability to read plans and visualize three-dimensional buildings from two-dimensional drawings; an awareness of the basic principles of design (e.g., form and color); the ability to apply general principles to a variety of specific circumstances, and lots of diplomacy and patience!

Background Check

Please be advised that as part of the Commissioner recruitment process, finalists will be required to undergo a background check. The background check is intended to ensure that the City's Commissioners meet the highest standards and represent the City in a positive manner. As part of the background check, the following areas will be reviewed:

- Criminal Convictions
- Bankruptcies
- Lawsuits
- Suspended or Revoked Professional Licenses
- Disciplinary Actions from Professional Boards or Licensing Agencies
- Social Media Posts and Affiliations

Although unfavorable information related to one or more of the above areas will not serve as grounds for automatic disqualification, any unfavorable information will be provided to the selection committee and may be relied upon in the selection process. By filing this application, you are consenting to a background check. If you do not consent to a background check, please do not file an application.

Resources

- Beverly Hills Municipal Code
- City Commissioners' Handbook
- Architectural Commissioner's Handbook

Community Development staff provides each new Commissioner with a thorough briefing and copies of the above materials.

TO: HONORABLE MAYOR AND CITY COUNCIL

I am interested in being considered for an appointment on the Architectural Commission.

Name: _____ E-mail address: _____

Residence Address (**required**): _____ Zip Code: _____

Mailing Address (optional): _____ Zip Code: _____

Home phone: _____ Work phone: _____ Fax: _____

How long have you resided in Beverly Hills? _____

If you are not currently a resident of Beverly Hills, have you ever lived here? _____

When? _____

Occupation: _____ Do you work in Beverly Hills? _____

Have you ever been a paid lobbyist/legislative advocate? If yes, when and before which commission(s)?

Are you a member or alumnus of the Team Beverly Hills Program? _____

Have you applied previously for a commission appointment? If so, which commission(s)?

Are you applying for the licensed architect position? _____

Are you a licensed architect? _____

If so, please provide your license number. _____

Please note: *Applicants for the architect position on the Architectural Commission are not required to be residents of Beverly Hills. If you are not a Beverly Hills resident, please describe your relevant experience or public participation in other communities, and provide a reference whom we may contact in evaluating your application for appointment.*

1. Please list community activities you are presently involved in and activities in which you have participated in the past, including years of service:

2. Please describe any technical expertise (architectural, construction, development, landscaping, or planning) or other background information (education, business, or personal) that may be useful to you as an Architectural Commissioner.

3. Have you attended one or more full Architectural Commission meetings within the last twelve months (in-person or virtually)? Please indicate if you were an applicant or interested citizen and comment on your reactions.

4. How would you rate your ability to read and interpret architectural and/or landscape plans and sketches?

Proficient []

Intermediate []

Novice []

Willing to Learn []

- 5. Architectural Commission meetings are held in the afternoon. How much time do you envision giving to the Architectural Commission? How often are you out of town? What other commitments may cause conflicts in your attendance at Commission meetings, activities, or conferences? (Average time anticipated is 10-15 hours per month.)

- 6. What do you see as the community design issues currently facing Beverly Hills?

7. How do you view the balance between the rights of property owners and tenants (business and multi-family residential) to develop their property according to their own aesthetic, versus the community interest, in presenting a sense of place and context that can be identified as "Beverly Hills?" You may wish to use a recently approved or constructed project as an example.

8. How would you describe the appropriate relationship among the Commissioners and between the Commission and project applicants?

9. Why do you want to be a member of the Architectural Commission? (Specifically, why have you chosen this form of community service over the many other avenues of community service available in our community?)

10. By filing this application, you are consenting to a background check. If you do not consent to a background check, please do not file an application.

Please check one:

yes no

Date: _____ Signature _____

Please note: Only completed application forms should be submitted. Additional supporting materials such as resumes or work portfolios will not be accepted.

IMPORTANT NOTICE

So that we may preserve the integrity of the application and interview process, please direct all inquiries to the City Clerk, City Manager, or the Director of Community Development. Please DO NOT contact the City Councilmembers or the members of the Architectural Commission regarding the Architectural Commission vacancies.