



A message to all interested applicants to Concord's Boards and Commissions

Dear Applicant:

The City of Concord welcomes participation by members of our community on its nine Boards and Commissions. Please take a moment to review the overviews of each Board and Commission then complete the attached application form indicating the Board or Commission on which you would be interested in serving. If you would like to be considered an applicant for more than one Board or Commission, please mark your choice of preference with a 1, 2, 3 etc, please understand you may only serve on one Board or Commission at a time. All applicants will be invited to interview for each Board or Commission that they have expressed an interest in serving. In most instances, there is no compensation for serving on a Concord Board, Commission, or Committee. Unless noted otherwise, applicants are required to be a resident of Concord, or of Concord's sphere of influence. If you have any questions, please call the Administrative Services Coordinator at (925) 671-3495.

APPEALS BOARD – This five member board may be required to provide interpretation of State Law and the Uniform Building Codes pertaining to construction standards, determine suitability of alternate materials and methods of construction, and hear appeals of orders, decisions or determinations made by the City Building Official. Decisions of the Board will be final and are not appealable to the City Council. Meetings are held on an infrequent basis.

COMMISSION ON AGING – This commission may consist of up to 11 members who will be required to identify, improve, and develop services and opportunities for senior citizens. They will be asked to attend and participate in the Contra Costa Advisory Council on Aging subcommittees to identify the unmet needs of senior citizens and evaluate the effectiveness of existing programs and laws. Meetings are held on the 3rd Wednesday of each month at 1:30 p.m. in the Concord Senior Center, 2727 Parkside Circle.

COMMUNITY ADVISORY COMMITTEE – This committee may consist of up to 21 members, 80% of whom are to be Concord residents. Members are appointed by the City Council to provide input on planning for the civilian reuse of the Concord Naval Weapons Station and continue community outreach efforts. Meetings are held on an as needed basis.

COMMUNITY SERVICES COMMISSION – This commission may consist of up to nine members who are required to identify housing, neighborhood and social service needs within the community and review funding requests, advise the City Council on the allocation of General Fund monies for human services and the expenditure of Federal Community Development Block Grant monies for programs and projects, and monitor the performance of funded programs. Meetings are held at 6:00 p.m. on the 3rd Wednesday in the Engineering Conference Room at 1957 Parkside Drive. Members may be required to meet more frequently during the Spring.

DESIGN REVIEW BOARD – This five member Board consists of three design professionals, at least one of whom must be a licensed architect, a public member with experience in design concepts, and one member of the Planning Commission. They will be required to review the design of any development for which design review is required by City ordinance and any matter referred to the Board by the Planning Commission, Zoning Administrator, or Planning Manager. Members meet at 5:30 p.m. on the 2nd and 4th Thursday of month in the Permit Center Conference Room, 1950 Parkside Drive and receive a small stipend per meeting.

HUMAN RELATIONS COMMISSION – This commission may consist of up to seven members who will foster equal opportunity, mutual understanding, and respect among all persons. Two of the members must be women. This Commission studies, investigates and mediates problems arising from alleged discrimination, and initiates activities and distributes educational materials to promote improved human relations. Members meet on the 2nd Tuesday of each month at 7:00 p.m. in the City Council Chamber, 1950 Parkside Drive. Meetings are televised live on Channel 28 (Comcast) and Channel 29 (Astound!).

PARKS, RECREATION AND OPEN SPACE COMMISSION – This Commission may consist of up to seven members who act in an advisory capacity to the City Council on matters pertaining to public parks, open space, and recreation. Up to five adult members, and two youth members who are selected by the adult members, are called upon to review and recommend Council action to develop, modify, and/or improve City parks, assist in the promotion of recreational and parks programs, assess parks and recreation needs, and recommend capital improvement projects and fees related to parks and recreation. Meetings are held on the 2nd Wednesday of each month at 7:00 p.m. in the City Council Chamber. Meetings are televised live on Channel 28 (Comcast) and Channel 29 (Astound!).

PERSONNEL BOARD – This five member Board acts in the capacity to the Council on personnel matters to conduct hearings on personnel matters, gather information and data, and provide a written report of findings. Meetings are held on an as-needed basis.

PLANNING COMMISSION – This five member Commission meets the first and third Wednesdays of each month at 7:00 p.m. in the City Council Chamber at 1950 Parkside Drive. Study Sessions are held when needed prior to each regular meeting. Members are expected to develop and maintain a long range comprehensive General Plan of the Concord Planning Area, review developments, tentative subdivision maps, use permits and rezoning applications. Meetings are televised live on Channel 28 (Comcast) and Channel 29 (Astound!) and members receive a small stipend per meeting.

Materials concerning each Board and Commission are available for viewing at our website at <http://www.cityofconcord.org/citygov/bc>. If you are unable to access the website, a packet of information may be obtained by calling the offices at (925) 671-3495. It is also available to review in the City Management Offices at the Concord Civic Center, 1950 Parkside Drive.

Thank you for your interest in serving on one of Concord's Boards or Commissions.

Very truly yours,

Mayor and City Council
City of Concord