







Please indicate your availability on the following dates for a 15-minute interview with the Danville Town Council:

Date:	Yes	No
Date:	Yes	No
Date:	Yes	No

You will be contacted to confirm the date, time and location of the interview.

Date/time submitted: \_\_\_\_\_

Submit completed application to the City Clerk:

E-mail: [msunseri@ci.danville.ca.us](mailto:msunseri@ci.danville.ca.us)  
 Fax: (925) 838-0548  
 Mail: City Clerk, Town of Danville, 510 La Gonda Way, Danville, CA 94526

## **Danville Design Review Board**

The Design Review Board (DRB) assists the Town Council and Planning Commission in reviewing and evaluating proposed site design, architecture, signs, and landscaping. The scope of the DRB's review and approval authority is established by the Town Council. Depending on the type of project, the DRB either reviews and approves projects or forwards its recommendations to the Town Council, Planning Commission, Heritage Resource Commission, or staff for their consideration.

### Powers and Duties

The Town of Danville's 2010 General Plan emphasizes the importance of community design for new residential and commercial development in order to preserve and enhance the existing character of the Town. The role of the DRB is to assist the Town Council and Planning Commission in reviewing and evaluating proposed design, architecture, landscaping and signs to ensure consistency with the Town's General Plan, ordinances and adopted design standards and criteria.

In order to achieve this goal, the DRB shall:

- (a) Review and make recommendations regarding proposed design, architecture, signs and landscaping plans submitted along with planning or land use applications to the Town. The DRB's recommendations shall be forwarded to the Town Council, Planning Commission or Planning staff as appropriate;
- (b) Review and approve proposed signs as provided for in the Town's sign ordinance;
- (c) Review and approve design, architecture or landscaping plans as authorized by the Town Council through ordinance or resolution of the Town Council.
- (d) Review and make recommendations regarding any Town sponsored project as requested by the Town Council or Town staff.

### Qualifications

The DRB is composed of five regular members and, at the discretion of the Town Council, one alternate. A minimum of two and a maximum of three DRB members shall be members of the Town of Danville's Planning Commission. In selecting the remaining at-large members of the DRB, it is the intent of the Town Council to, whenever possible, select architects, landscape architects or others with special training or experience related to architecture or design.

### Term of Office

The term of office of each regular member is four (4) years unless otherwise determined by the Town Council. Members of the DRB may continue to serve until their successor is appointed and assumes office.

### Alternate

The alternate member of the DRB shall attend all meetings of the Board. If a regular member of the DRB is absent or required to abstain from all or any part of a DRB meeting, the alternate member shall participate in place of the absent member, with all rights and privileges of a regular member, including the authority to vote on matters before the DRB.

### Meetings

The Board holds two regularly scheduled public meetings each month at 5:30 p.m. at the Town Offices. In addition, Board members periodically attend study sessions and participate in field trips.

### Compensation/Reimbursement

Members of the Board do not receive compensation for their attendance at Commission meetings, but are entitled to reimbursement for reasonable expenses actually incurred in the course of their duties, provided that such reimbursement shall first be approved by the Town Council.

### Brown Act/Conflict of Interest Code

The Board and each of its members are subject to the provisions of the Ralph M. Brown Act. Essentially, all meetings are open and public and all members of the public are permitted to attend any meeting.

The Board and each of its members are subject to the provisions of the Town's Conflict of Interest Code. This requires each Board member to file an annual Statement of Economic Interests publicly disclosing their personal assets and income. They must disqualify themselves from participating in decisions which may affect their personal financial interests.

### Residency Requirement

All members of the Design Review Board must be residents of the Town of Danville.