

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
Fax: (925) 838-0548
Mail: City Clerk, Town of Danville, 510 La Gonda Way, Danville, CA 94526

Danville Heritage Resource Commission

The Heritage Resource Commission (HRC) consists of seven regular members and one alternate member appointed by the Town Council and responsible for establishing criteria for identifying historic sites, inventorying and protecting these sites, and developing preservation incentives for property owners. The HRC has the authority to recommend the adoption of standards to the Town Council for the alteration, construction, rehabilitation, restoration, or removal of designated improvements and to enforce these standards through the review of building permit and development applications. The review process provides an opportunity for public comment on proposed changes to historic structures and the design of new buildings in the historic downtown area.

Powers and Duties

The powers and duties of the Commission are to:

- (a) Establish criteria and conduct an ongoing comprehensive survey of properties within the boundaries of the Town in order to identify historically and architecturally significant improvements and sites that exemplify the cultural, social, educational, economic, political or architectural history of the nation, State or Town;
- (b) Establish and maintain an inventory of improvements, sites and areas deemed deserving of official recognition and to investigate and recommend to the Town Council the designation of those improvements, sites or areas having special historic, community or architectural value;
- (c) Draft and implement a Heritage Resource Ordinance to protect and preserve those resources to be designated by the Commission;
- (d) Keep a register of officially designated heritage resources in the Town, including all information required for each designation;
- (e) Recommend to the Town Council a list of incentives and promote its use in encouraging property owners to participate in the heritage resource preservation program;
- (f) Advise and assist property owners on the physical and financial aspects of preservation, renovation, rehabilitation, landscaping or maintenance of any heritage resource;
- (g) Develop and adopt standards and specific design guidelines for the alteration, construction, rehabilitation or removal of designated improvements;
- (h) Review and decide upon applications referred by the Planning Department for construction, alteration, removal or demolition affecting improvements, as well as applications for grading, tree

removal, or other work to be performed upon sites of historical significance;

- (i) Inform and educate the citizens of Danville as to the heritage of the Town and to encourage their participation in achieving historical and architectural preservation;
- (j) Investigate and report to the Town Council on the use of various Federal, State, local or private funding sources and mechanisms available to promote historic resource preservation in the Town;
- (k) Cooperate with local, County, State and Federal governments in the pursuit of the objectives of historic preservation; and
- (l) Perform such other duties and functions as prescribed by the Town Council.

Qualifications

When making appointments, the Town Council may select persons specially qualified by reason of training, experience or interest in the historic and cultural traditions of the Town. Membership shall include: (a) one member of the Planning Commission; (b) one member who is knowledgeable in the field of construction or structural rehabilitation, such as an engineer, contractor or urban planner; (c) one licensed architect; (d) one property owner; and (e) one person who has demonstrated interest, competence or knowledge in the culture/arts of the community; and (f) at least two people who have demonstrated interest, competence or knowledge in the field of history, archaeology or geography.

Term of Office

The term of office of each member of the Commission is four (4) years unless otherwise determined by the Town Council.

Meetings

The Commission meets regularly on the second Monday of every month at 7:00 p.m. in the Town Meeting Hall, 201 Front Street, Danville. A majority of the Commission shall constitute a quorum for the transaction of business.

Compensation/Reimbursement

Members of the Commission 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 Commission 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 Commission and each of its members are subject to the provisions of the Town's Conflict of Interest Code. This requires each Commissioner 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.

Officers

The Commission shall elect a Chair and a Secretary from among its members. The Chair and the Secretary serve for a term of one year and until the successor of each is appointed and qualified.

Adoption of Rules

The Commission has adopted rules for the transaction of its business and keeps a public record of its resolutions, transactions, findings and determinations.

Residency Requirement

All members of the Commission must be residents of the Town of Danville.