TOWN OF MORAGA DESIGN REVIEW BOARD
BY-LAWS

1. OFFICERS AND ELECTIONS

1.1 Officers shall consist of a Chairperson, Vice Chairperson and Secretary.

1.2 The Chairperson and Vice Chairperson shall be members of the Board and shall be elected by the membership. A secret ballot shall be taken if so requested by any member of the Board. The Secretary shall be the Design Review Administrator or his alternate as designated by the Moraga Planning Commission, in accord with Title 2 Chapter 2.20 Section 2.20.090 of the Municipal Code. The Secretary shall have no vote.

1.3 Election of Chairperson and Vice Chairperson shall be held annually at the first regular meeting in January.

2. MEETING PLACE

2.1 All regular meetings will be held in the Meeting Room at the Moraga Public Library, 1500 St. Mary's Road, Moraga, CA unless proper notice of a meeting at an alternate site is given.

Deleted: La Sala building of the Hacienda de las Flores, 2100 Donald Drive

3. MEETING TIMES

3.1 Regular meetings of the Board shall be public and shall be held on the 2nd and 4th Tuesday of each month at 7:00 pm. Or as otherwise deemed necessary by the Board.

3.2 The Chairperson or two members of the Design Review Board may call a special meeting provided 24 hours prior notice is given to all members of the Board either orally or in writing.

4. QUORUM AND VOTING

4.1 A majority of the voting members shall constitute a quorum for the conduct of all business except where a larger number is specifically required by law.

4.2 All actions of the Board shall be by a majority vote of a quorum of the Board unless the law otherwise requires a specific number of affirmative votes. A tie vote shall be deemed a denial of the matter under consideration.

5. ATTENDANCE

5.1 Attendance at meetings shall be governed by the provisions of Section 2.20.050 of the Municipal Code. Notice of unavoidable absence may be given to the Chairperson or Secretary of the Board.

6. DUTIES OF OFFICERS

6.1 Chairperson. The Chairperson shall preside at all meetings of the Board. The Chairperson shall appoint each committee and shall perform the duties necessary or incidental to the Chairperson's office.

6.2 Vice Chairperson. The Vice Chairperson is Chairperson in the absence of the Chairperson or in case of inability of the Chairperson to act.

6.3 Secretary. The Secretary shall, under the discretion of the Chairperson, prepare an agenda for each meeting, keep minutes of each meeting and shall record the official action taken. If the Chairperson requests, the Secretary shall take a vote on an official action by roll call, in alphabetical order, with the Chairperson voting last. The Secretary shall certify each official document of the Board. The Secretary shall maintain the Board records and shall perform such other duties as the Chairperson assigns.

7. NOTICE OF HEARINGS

7.1 Notice of Board hearings shall be given as provided in Article 2 Section 8.12.060 of the Moraga Municipal Code.

8. INFORMATION FOR PUBLIC

8.1 The Secretary of the Board shall make available for inspection by the public all records of the Board including but not limited to Board Agenda, Minutes, information and data required for filing various types of applications, all ordinances and policies used by the Board, and these By-Laws.

9. PROCEDURE FOR DESIGN REVIEW

9.1 Applications to be considered for review by the Board shall contain all information required by Section 8.72.060 of the Moraga Municipal Code.

9.2 Applications to be considered for design review, other than single family residential and referrals from the Design Review Administrator, shall be submitted to the Town of Moraga Planning Department not less than 14 days prior to the date of the next scheduled Board hearing.

9.3 No application will be considered for Design Review unless it is complete in all respects including all information required by law or by the By-Laws of the Board.

9.4 When an applicant requests a continuance of his scheduled hearing matter, it shall be made at least 4 days or more prior to date set for said hearing; the matter will be rescheduled not more than three weeks from the date of the currently scheduled hearing.

10. REPORTS AND RECORDS

10.1 The Secretary shall prepare a brief report on each item scheduled on the agenda and shall transmit it, together with whatever other documents are deemed appropriate, to the Design Review Board and the applicant, with the agenda, at least three days prior to each regular meeting.

10.2 Each applicant shall be furnished a copy of the minutes setting forth the action taken on his application.

10.3 All minutes, resolutions and other pertinent information shall be permanently filed in the office of the Town Planner.