

DESIGN REVIEW BOARD STAFF REPORT

MEETING DATE: January 25, 2002

REPORT WRITTEN: January 19, 2002

ITEM NUMBER: VI.A. – Election of Design Review Board Officers

BACKGROUND:

Section 1.3 of the Town of Moraga Design Review Board By-Laws call for the election of the Chairperson and Vice Chairperson annually at the first regular meeting in January.

PROCEDURE:

Section 1.2 states: “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.”

The Board members should nominate members for the chair and vice-chair positions and then take a vote.

RECOMMENDATION:

Elect a Chairperson and Vice Chairperson

Report prepared by: Richard Chamberlain, Senior Planner