

Tamalpais Design Review Board

ADOPTED *tbd*

Administration Bldg Civic Center

San Rafael, California 94903

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**Community
Development
Agency**

TAMALPAIS DESIGN REVIEW BOARD

BY-LAWS OF THE BOARD

ARTICLE I: NAME

This organization shall be called "Tamalpais Design Review Board" (TDRB), existing by virtue of Resolution No. 07-*** of the Board of Supervisors of the County of Marin, and assuming the responsibilities delegated to it under said Resolution.

ARTICLE II: PURPOSE

The TDRB shall serve as an advisory and resource body and liaison to the Board of Supervisors, the Community Development Agency, the Planning Commission, and the Community, and shall review and comment on discretionary land use and zoning applications and community plan amendments within the Tamalpais Planning Area that are referred to the TDRB by the Community Development Agency.

ARTICLE III: MEMBERSHIP

Through September 30, 2007, the TDRB shall consist of no more than eight (8) members. As of October 1, 2007 and going forward, the TDRB shall consist of no more than five (5) members, appointed by the Board of Supervisors, who shall be residents of the Tamalpais Planning Area, with one possible exception: A non-resident professional with special expertise relevant to the Tamalpais Planning Area who is recommended by the TDRB may serve on the TDRB. Only one non-resident professional member may serve on the TDRB at one time.

In selecting new candidates for membership, every effort should be made to seek qualified individuals from the different neighborhoods of the Tamalpais Planning Area, representing disciplines such as:

- 1 Architect
- 2 Construction or Design Professional
- 3 Real Estate Agent or Broker
- 4 Landscape Architect, Designer, or Contractor
- 5 Contractor or Engineer
- 6 Merchant or Business Owner of a business within the Planning Area

However, an applicant who represents the aforementioned disciplines shall not automatically receive appointment over an applicant who does not represent such a discipline.

ARTICLE IV: TERM OF OFFICE

1. Term of Appointment

Each member of the TDRB shall serve a three-year term, and shall serve at the pleasure of the Board of Supervisors. However, upon the restructuring of the board from eight (8) members to five (5), effective by October 1, 2007, two members shall be appointed to two-year terms, two members shall be appointed to three-year terms, and one member shall be appointed to a four-year term, so that no more than two members' terms shall expire in the same year. Members seeking reappointment after their initial term may reapply to the Board of Supervisors at the conclusion of their terms. Any such reappointment is within the discretion of the Board of Supervisors.

2. Mid-term Appointment

If a member, whose term has not yet expired, resigns or does not complete his term, the Board of Supervisors shall appoint a new member for the completion of that term.

3. Reappointment

Any former member may reapply for appointment.

4. Resignation

A resignation of a member shall be in writing and filed with the Clerk of the Board of Supervisors with a copy to the Chair of the TDRB.

ARTICLE V:

MEETINGS

1. General

All meetings of the TDRB shall be open to the public and the public shall be notified. The meetings shall be conducted in accordance with the provisions of the Brown Act. Written minutes of each meeting shall be prepared and forwarded to the Community Development Agency no later than the following regular meeting of the TDRB. The minutes shall include: a) the type of meeting (i.e. regular or special); b) date of meeting and place; c) list of meeting attendees; d) whether the minutes from the previous meeting were approved; e) a summary of the discussion, including recommendations and merit comments approved by the membership; f) all the main actions taken; g) the start and adjournment times of the meeting.

2. **Meeting Frequency**

Meetings shall be held on the first and third Wednesdays of each month, unless otherwise determined by the TDRB.

3. **Meeting Time and Place**

Meetings shall be held at a regular time and place to be established by the TDRB. Any venue for a meeting shall be in compliance with the Americans with Disabilities Act (ADA).

4. **Special Meetings**

Special meetings of the TDRB may be called by the order of the Chair or by order of the majority of the membership by delivering written notice to each member at least twenty-four (24) hours before time of such meeting.

5. **Annual Meeting**

The annual meeting of the TDRB shall take place during the last quarter of each fiscal year. The purpose of the annual meeting shall be for the election of officers for the succeeding year unless changed by resolution of the board.

6. **Quorum**

A majority of the membership of the TDRB shall constitute a quorum for the transaction of business and the adoption of action items. With five (5) available seats after October 1, 2007, a quorum shall be constituted by three (3) members.

7. **Conduct of Meetings**

The Chair of the TDRB shall be in charge of the meeting. He/she shall be the authority for all matters of procedure for the board, not specifically covered in these by-laws. In the Chair's absence, the Vice Chair shall assume this role.

8. **Voting**

An affirmative vote of the majority of a quorum of the TDRB present at the time shall be necessary to approve any action item before the board. If requested by any member in attendance, a roll call vote must be held.

ARTICLE VI: OFFICERS

1. **Officers**

The Chair and Vice-Chair of the TDRB shall be elected at the annual meeting of the board.

2. Term of Office

The officers and members of the executive committee shall serve for one year or until their successors are elected.

The term of office shall begin effective as of the board's first meeting of the fiscal year.

No officer shall hold more than one office at a time.

No member shall be eligible to serve more than two consecutive terms in the same office.

ARTICLE VII:

COMMITTEES

As needed, ad hoc or special committees shall be appointed by the Chair. All standing committees shall be in compliance with the Brown Act with respect to open meeting requirements.

ARTICLE VIII: BY-LAWS

1. Amendment

These by-laws may be amended by a majority vote of the membership.

2. Notice

Written notice of any proposed amendment shall be mailed to all members at least ten (10) calendar days prior to the meeting at which such action is proposed to be taken.

3. Effective Date of Amendment

No amendment to these by-laws shall take effect or be binding until said amendment(s) are reviewed by County Counsel and ratified by the Board of Supervisors.