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# **Zoning and Design Review Board By-laws**

## **Section 1. Organization**

### **A. Officers**

- (1) There shall be a Chair and Vice Chair who shall serve for a one-year period. Board Members shall select the Chair and Vice Chair at the first regular meeting in September of each year.
- (2) The Vice Chair shall act as Chair in the absence of the Chair.
- (3) If both Chair and Vice Chair are absent, the three attending members shall select an acting Chair for the meeting.
- (3) The Planning Director or his/her designee shall be advisory to the Board.
- (4) Other staff or consultants may be required to attend meetings to advise on certain projects.

## **Section 2. Memberships**

### **A. Zoning and Design Review Board Members**

- (1) The Zoning and Design Review Board shall consist of five residents of the Town, appointed by the Town Council, none of whom shall be Town Officers, employees, or members of the Town Council.

### **B. Appointment and Term of Office**

- (1) Board Members shall serve staggered three-year terms of office. Members may continue to serve until a successor is appointed by the Town Council. Incumbents wishing to reapply will be subject to reappointment by the Town Council in accordance with the policies and procedures adopted by the Town Council.

### **C. Resignation**

- (1) Members wishing to resign from the Zoning and Design Review Board must provide a written resignation addressed to the Recording Secretary and Town Clerk. Once the Town Clerk receives the resignation, the Town Clerk will conduct the application recruitment process for filling the vacancy.

## **Section 3. Meetings**

### **A. Meeting Place**

- (1) The regular meeting place shall be in Yountville Town Hall Council Chambers.

### **B. Date and Time**

- (1) The Board shall meet on the 2<sup>nd</sup> Tuesday monthly beginning at 5:30 pm. (Amended Resolution

- (2) No meeting shall continue past the hour of 10:00 pm with the exception that, by a majority vote, Board Members may extend the final deadline to 10:30 pm, at which time all meetings shall be automatically adjourned. (Amended Resolution No. 2285-04, 10-05-04)

**C. Quorum**

- (1) Three Board Members shall constitute a quorum.

**D. Adjourned Regular Meetings**

- (1) The Board may, by a majority vote, adjourn any regular meeting to any other date, time, or place.
- (2) The Board may adjourn to a specific place during any meeting for the purpose of inspecting a site or sites for informational purposes. Upon adjournment for any such purpose, the front door of Town Hall shall be posted.
- (3) If a quorum is not present at a meeting, those members attending may adjourn the meeting to any day and time. If no members are present at a meeting, the Town Clerk or his/her designee shall adjourn the meeting to another day and time, give notice to each Board Member, and post a notice.

**E. Special Meetings**

- (1) The Chair or any three Board Members may, in writing, call Special Meetings of the Board.

**F. Notice of Meetings**

- (1) Notices of meetings shall be consistent with all applicable State and local codes.

**Section 4. Minutes of Meetings**

**A. Minutes**

- (1) Minutes of meetings shall be kept and shall, for the most part, record only actions taken, directions given to applicants, and results of votes taken by the Board.

**B. Tape Recordings**

- (1) Tape recordings of Meetings shall be for preparing minutes.
  - (a) Tape recording of some meetings may not be required.
  - (b) Hearings on items referred to the Board from Council may require tape recording for more-comprehensive minutes.

**C. Approval and Distribution of Minutes**

- (1) The Board shall approve minutes of Zoning and Design Review Board meetings.
- (2) Copies of approved minutes shall be forwarded to the Town Council.