

RESOLUTION NO. 1

RESOLUTION OF THE DESIGN REVIEW BOARD OF THE  
CITY OF SANTA ROSA ADOPTING BY-LAWS.

WHEREAS, Ordinance 1658 was passed by the City Council  
of the City of Santa Rosa on August 14, 1973; and

WHEREAS, said Ordinance established and organized a  
Design Review Board for the City of Santa Rosa; and

WHEREAS, said Board requires the adoption of operating  
rules and procedures for the orderly conduct of Board business,

NOW, THEREFORE, BE IT RESOLVED that the Design  
Review Board of the City of Santa Rosa adopts that document  
entitled "Interim By-Laws of the Santa Rosa Design Review Board"  
to serve as the procedural guide for Board business, until such time  
as final By-Laws are adopted by the Board.

THE FOREGOING RESOLUTION was passed and adopted by  
the Design Review Board of the City of Santa Rosa, County of Sonoma,  
State of California, on the 20th day of September, 1973, by the  
following vote:

AYES: Leiser, Knight, Holbek, Barberian, and Chairman Roland

NOES: none

ABSENT: Di Pietro

ATTEST DAVID W. BAKER  
Secretary

APPROVED CRAIG W. ROLAND  
Chairman

I hereby certify that the foregoing resolution is a true and correct copy  
of a resolution duly and regularly adopted by the Design Review Board  
of the City of Santa Rosa at a regular meeting thereof, held September 20,  
1973.

Colleen S. Russo

Interim By-Laws  
of the  
Santa Rosa Design Review Board

Article I - Name

Section 1.0. - The name of this Board shall be the Santa Rosa Design Review Board.

Article II-- Duties

Section 2.0. - This Board shall perform those duties imposed upon it by Ordinances of the City of Santa Rosa, and by applicable State or Federal Law and/or as requested by the City Council of the City of Santa Rosa.

Article III-- Officers

Section 3.0. - The officers of this Board shall consist of a Chairman, Vice-Chairman, and a Secretary.

Section 3.1. - Elections of Chairman and Vice-Chairman shall be held at the first meeting of this Board in 1973, and at the first meeting in July of each subsequent year.

Section 3.2. - The duties of the officers of this Board shall be as follows:

Section 3.2.1 - It shall be the duty of the Chairman to preside over all meetings of the Board, to appoint committees as needed, to call special meetings of the Board, to sign documents and correspondence in the name of the Board, and to represent the Board before such groups and organizations as may be appropriate. The Chairman may designate the Vice-Chairman; or, in the Vice-Chairman's absence, another member of the Board, to act in his stead.

Section 3.2.2 - It shall be the duty of the Vice-Chairman to assist the Chairman and to act in his stead during his absence.

Section 3.2.3 - It shall be the duty of the Secretary to perform those duties prescribed by Ordinance, to accept in the name of the Board documents and correspondence addressed to it, to present such correspondence to the Board, to determine the agenda for all public meetings of the Board, and to represent the Board before the City Council, its commissions and committees. Public Hearings may be set by the Secretary.

Article IV -- Committees

Section 4.0. - The Chairman shall appoint special committees as they may be desired or required, and may serve as an ex-officio member on any such committee.

Article V -- Voting

Section 5.0. - All actions taken by this Board must be by the affirmative vote of a majority of the Board, except to adjourn or continue for lack of a quorum.

Article VI -- Meetings

Section 6.0. - Regular meetings of this Board shall be held twice a month on the first and third Thursdays of the month. Meetings shall be at 3:00 P. M. in the Santa Rosa Planning Department Conference Room at the Santa Rosa City Hall.

Section 6.1. - Special meetings may be called at any time by the Chairman, or at the request of three Board members, by written or oral notice given to each member at least 24 hours prior to the time of said special meeting--said notice to be given by the Secretary.

Section 6.2. - Notice of special meetings shall include the date, time, location, and purpose of said special meeting.

Section 6.3. - All regular meetings of this Board shall generally adhere to the following order of business:

1. Roll Call
2. Personal Appearances
3. Written Communications
4. Public Hearings
5. Final Design Review
6. Referrals/Advisory Action
7. Preliminary Design Review
8. Board Business
9. Secretary's Reports

Section 6.4. - The Chairman may, at his discretion, alter the sequence in which business items are considered by the Board.

Article VII -- Attendance

Section 7.0. - Any member of this Board who is unable to attend any regular or special meeting of the Board shall so notify the Secretary 24 hours before the date of said meeting. The Secretary shall then so notify the Chairman, or Vice-Chairman, as the case may be, and the alternate-at-large.

Section 7.1. - Any member of this Board who is disqualified from participating in a particular case shall so notify the Secretary before the date of said meeting. The Secretary shall then so notify the Chairman, or Vice-Chairman, as the case may be, and the alternate-at-large.

Article VIII -- Amendments

Section 8.0. - These By-Laws may be amended at any regular meeting of this Board by a majority vote of the Board.