

<b>Santa Rosa City Code</b>						
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[Title 20 ZONING](#)

[Division 6 Zoning Code Administration](#)

[Chapter 20-60 ADMINISTRATIVE RESPONSIBILITY](#)

### **20-60.060 Design Review Board (DRB).**

- A. Establishment. The seven-member Santa Rosa Design Review Board, referred to in this Zoning Code as the DRB, is hereby established.
- B. Qualifications. It is desirable, but not required, that DRB members be qualified as follows:
1. Up to four members shall be licensed architects;
  2. Up to two members shall be licensed landscape architects or licensed landscape contractors, or shall have a college degree or applicable professional experience in the field of landscaping;
  3. One member shall be a licensed engineer; and
  4. One member shall be a representative of the community at large, preferably involved in the construction industry or having demonstrated interest in the quality of architectural design in the community.
- C. Rules for transaction of business and records. The DRB shall adopt rules and procedures for the transaction of its business. The Department shall keep a public record of all determinations, findings, resolutions, and transactions of the DRB.
- D. Terms of office. Except as provided in Subsection I (Removal or vacancy), the term of office for each DRB member shall coincide with the term of the appointing Council member; provided, the term shall be automatically extended until a successor has been appointed, qualified, and seated.
- E. Regular meetings. The DRB shall hold at least two regular meeting each month. The regular meetings shall be held on the first and third Thursday of each month at the City Hall.
- F. Organization.
1. Appointment of Chairperson. The Mayor shall appoint the Chairperson of the DRB, with the concurrence of the Council, prior to the first regular annual meeting of the DRB in January. The term of the Chairperson shall expire upon the appointment of a replacement in compliance with this schedule, or upon the appointment of a new Chairperson. The Chairperson shall preside at meetings of the DRB and shall represent the DRB at functions and perform other duties as are appropriate or as may be assigned by the DRB or the Council.
  2. Election of Vice-Chairperson. The DRB shall annually elect a Vice-Chairperson from its membership at its first regular meeting in January. The term of the Vice-Chairperson shall expire upon the election of a replacement in compliance with this schedule, or upon the election of a new Vice-Chairperson. The Vice-Chairperson shall preside at meetings and perform the duties of the Chairperson in the Chairperson's absence.
- G. Authority and duties.
1. The DRB shall have the authority to perform the duties and functions identified by Section 20-50.020, Table 5-1 (Review Authority), and Section 20-52.030 (Design Review).
  2. The DRB shall review and recommend revisions to the Design Guidelines as appropriate.
- H. Quorum. Four members of the DRB shall constitute a quorum. A vote by a majority of the quorum is required for all decisions except for sign Variances, which require four affirmative votes.

I. Removal or vacancy.

1. A member of the DRB may be removed by the affirmative vote of at least four members of the Council, or the appointing Council member.
2. A vacancy shall be filled in the same manner as the original appointment.
3. A person appointed to fill a vacancy shall serve for the remainder of the unexpired term.

(Ord. 3677 § 1, 2004)

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