

**CITY OF SAN RAMON  
ARCHITECTURAL REVIEW BOARD  
STANDARD BY-LAWS**

*Approved by the San Ramon City Council on April 25, 2006  
Amended by the San Ramon City Council on January 27, 2009 by Ordinance No. 411  
Amended January 9, 2018 by Minute Order 2018-002  
Amended by the San Ramon City Council on November 24, 2020*

I. Name

The name of this board is the "Architectural Review Board" hereinafter referenced as the "Board".

II. History

The City Council established this Board and its Review Procedures by approving Ordinance No. 39 on October 30, 1984. Subsequently, on February 12, 1985, the City Council approved Resolution No. 85-9 which designated the time and place of the Board's meetings. Ordinance No. 51 was later approved by the City Council on March 26, 1985, (amending Ordinance No. 39) to provide for an Alternate Board Member.

In October of 1989, the City adopted the City's first Zoning Ordinance, and in doing so, formalized the architectural review process and designated the Board as an approval body. Thereafter, the City Council approved Ordinance No. 200 on September 27, 1990, which reestablished the Board as an advisory body, confirmed the required three-person membership with one alternate member, and the Board's membership composition.

On March 26, 1996, the City Council approved Ordinance No. 281 which increased the Board's membership to five members with one Alternate member.

On March 23, 2004, the City Council approved Ordinance No. 360 which modified the selection process of Board members to allow the Planning Manager to conduct all interviews and recommend the appointment(s) to the City Council. The City Council would then ratify the appointment(s) as a consent item.

On November 14, 2006, the City Council approved Ordinance No. 385 to add a second Alternate Board Member.

On January 27, 2009, the City Council approved Ordinance No. 411 to reduce the Board's membership from five Regular members to three Regular members with two Alternate members.

### III. Purpose

The purpose of this Board is to promote sound land use development and aesthetics by advising the Planning Commission and the Zoning Administrator regarding site plan and architectural design for all new buildings, alterations to existing buildings, or property improvements.

### IV. Charge

- A. To ensure that siting and architectural design of buildings or structures are visually harmonious with surrounding development and the natural environments.
- B. To ensure that plans for landscaping developed areas and open spaces are visually pleasing and blend harmoniously with the natural landscape.
- C. To prevent excessive and unsightly grading of hillsides and preserve natural landforms and existing vegetation.
- D. To ensure that project designs are in the best interest of the health, safety and general welfare of the general public.
- E. To assist in the development of architectural standards and guidelines for buildings, structures, and improvements.

### V. Membership

- A. The Board shall consist of three (3) Regular members which shall include:
  - 1. A professional licensed architect;
  - 2. A professional licensed landscape architect;
  - 3. And one (1) additional member who shall be either a professional licensed architect, engineer or person who the City Council has reason to believe is possessed of competent knowledge and ability to perform the required architectural review duties.
- B. The Board shall also consist of two (2) Alternate Board Members who shall either be a professional licensed architect; a professional licensed landscape architect, or professional licensed engineer, and shall serve in the absence of a Regular Board member. The Alternate Board Members, per Board policy, should attend at least one meeting per each calendar quarter.
- C. No Board member may serve on more than one Advisory Committee at any one time. All Board members shall be 18 years of age or older.

- D. Two (2) Regular Board members and one (1) Alternate Board member are appointed by the City Council, through a recommendation by the Planning Director, to serve two (2) year terms beginning March of the calendar year after a standard recruitment process by the City Clerk. One (1) Regular Board Member and one (1) Alternate Board member are appointed by the City Council, through a recommendation by the Planning Director, to serve one (1) year terms also beginning March of the calendar year after a standard recruitment process by the City Clerk. Thereafter, those will also be two year terms.
- E. The Board shall appoint its Chairman and Vice-Chairman to serve for one (1) year period each beginning at the first regularly scheduled meeting in May of each calendar year. The Planning Director, or his/her designated representative, shall serve as the Board's Staff or the Recording Secretary. One member of the Teen Council shall serve as the teen liaison to the Board.
- F. There are two reasons for removal:
  - 1. Members shall notify the Chair or staff in the event of an anticipated absence from a regularly scheduled meeting. Three absences in any twelve-month period shall constitute voluntary resignation from being a full Committee member. If due to unforeseen circumstances, a Committee member cannot fulfill his/her duties, the Committee member may request Alternate status through the Chair.
  - 2. A conflict of interest.
- G. In the event of a vacancy on the Committee, the person selected to fill the vacancy shall serve for the remainder of the unexpired term. If fewer than six months remain in the unexpired term, the city council has the option of appointing a person to serve the remainder of the unexpired term or the unexpired term followed by a full term.

VI. Organization

- A. The Board's regular meeting schedule is the second and/or fourth Thursday of each month at 2:00 p.m. at the City offices, as determined by the Planning Director, but in any case, the Board shall meet, if business or agenda items are pending, no less than once a month with a quorum of members.
- B. Three (3) members of the Board constitutes a quorum for the conduct of business.
- C. Standard rules of parliamentary procedure govern the meeting proceedings.
- D. Brown Act Laws for Open Public Meetings, Government Code Section 54950.5 govern this body's actions.

- E. Officers of this Board are as follows:
1. Elected by the members for a one-year term, beginning May of each calendar year
  2. A Chairperson who:
    - Presides at the meetings
    - Appoints sub-committee membership
    - Follows-up on work of sub-committees
    - Represents the Board to the Planning Commission and City Council
    - Calls special meetings
    - Coordinates agenda preparation with Staff
    - Encourages active participation of members
  3. A Vice-Chairperson who:
    - Presides in the absence of the Chairperson
- F. Staff for this Board will:
1. Record attendance
  2. Prepare a summary of the Board's action
  3. Arrange for filling vacancies with the City Clerk
  4. Prepare agenda in consultation with the Chairperson
  5. Provide information necessary for Board review
  6. Assure compliance with applicable laws
  7. Lend professional expertise
  8. Track time spent on Board work

VII. Powers of the Board

- A. Appoint sub-committees
- B. Appoint acting Chairperson in the absence of both the Chairperson and the Vice-Chairperson
- C. Submit recommendations to the Zoning Administrator and Planning Commission in writing, as approved by the majority of Board members  
  
There may be a minority recommendation, as well
- D. Establish goals and an action plan to achieve the assigned Charge

VIII. Amendment to By-Laws

Changes in these By-Laws must be approved by a majority vote of the Board and, for other than the day and time of meetings, be ratified by the City Council.