



## Planning Services Division

3675 Mt. Diablo Boulevard, Suite 210

Lafayette, CA 94549-1968

Tel. (925) 284-1976 • Fax (925) 284-1122

<http://www.ci.lafayette.ca.us>

### Chapter 2-10

#### Appeals Hearing Board Ordinance No. 502

##### **Sections:**

2-1001	Creation of appeals hearing board.
2-1002	Qualifications.
2-1003	Term of office.
2-1004	Removal or vacancy.
2-1005	No compensation.
2-1006	Time and place of regular meetings.
2-1007	Appointments of chair and vice-chair.
2-1008	Adoption of rules.
2-1009	Quorum.
2-1010	Absence from meetings.
2-1011	Duties of officers.
2-1012	Duties of the board.

- 2-1001                    Creation of appeals hearing board.  
An appeals hearing board in the city of Lafayette is established. The appeals hearing board consists of four members appointed by the city council, one of whom shall be designated as the alternate member of the board. The board shall function as a panel of three members. The alternate member shall serve when one of the members of the three member panel is unavailable. (Ord. 506 § 1, 1999; Ord. 502 § 1 (part), 1999)
- 2-1002                    Qualifications.  
Each member of the appeals hearing board shall be a resident of the city. (Ord. 502 § 1 (part), 1999)
- 2-1003                    Term of office.  
The members appointed shall be classified by the city council so that two members serve until December 31, 2000 and one member serves and the alternate member serve until December 31, 2001. Thereafter, the term of office of each member is two years. Each member serves until a successor is appointed. (Ord. 506 § 2, 1999; Ord. 502 § 1 (part), 1999)
- 2-1004                    Removal or vacancy.  
A member of the appeals hearing board may be removed by a majority vote of the city council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term. (Ord. 502 § 1 (part), 1999)
- 2-1005                    No compensation.  
Members of the appeals hearing board serve without compensation. (Ord. 502 § 1 (part), 1999)
- 2-1006                    Time and place of regular meetings.  
The appeals hearing board shall meet at least once each month at a time and place in Lafayette designated by the board. Board meetings are open the public and shall be noticed in accordance with law. (Ord. 502 § 1 (part), 1999)
- 2-1007                    Appointments of chair and vice-chair.  
The board members shall designate the chair and vice-chair of the board from among the membership. Each chair term shall be one year. (Ord. 502 § 1 (part), 1999)
- 2-1008                    Adoption of rules.  
The board shall adopt rules for the transaction of its business, and shall keep a public record of its resolutions, transactions, findings and determinations. (Ord. 502 § 1 (part), 1999)
- 2-1009                    Quorum.  
A majority of the voting members of the board constitutes a quorum for the transaction of business. (Ord. 502 § 1 (part), 1999)
- 2-1010                    Absence from meetings.  
If a member of the board is absent without notice from three consecutive regular meetings of the board, the office becomes vacant automatically. The board shall immediately notify the council of the vacancy. Members must notify the chair before the meeting in order to be excused. (Ord. 502 § 1 (part), 1999)
- 2-1011                    Duties of officers.  
(a) Chair. The chair shall preside at all meetings of the commission. The chair shall appoint all committees and shall perform all the duties necessary or incidental to the office.

(b) Vice-chair. The vice-chair shall serve as chair in the absence or inability of the chair to act.

(Ord. 502 § 1 (part), 1999)

2-1012 Duties of the board.

The duties of the board are to act as an appeals board for the hearing of alleged violations of the Lafayette Municipal Code and city ordinances that pertain to building, plumbing, electrical or similar structural regulations or zoning issues that do not create an immediate health and safety emergency. (Ord. 502 § 1 (part), 1999)