



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES
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MEMORANDUM

DATE: December 1, 2025
TO: Mendocino Historical Review Board
FROM: Jessie Waldman, Planner II, Planning and Building Services
SUBJECT: **Mendocino Historical Review Board Bylaws Amendment of Agenda Order Item 6 – Chair Report**

Purpose: At the August 4, 2025 and October 6, 2025 Mendocino Historical Review Board (MHRB) Hearings, Chair Madrigal requested the order of the MHRB Agenda be amended to have Item 6 – Chair Report be moved to the after Item 10 – Matters from the Board.

Background: In 1997, the Mendocino County Board of Supervisors (BOS) approved the MHRB bylaws. There is no requirement in the Mendocino County Code or Mendocino Town Plan (MTP) for BOS to do so. Multiple streamlining changes made in 2024 were presented to the BOS for its review and approval in connection with a larger County efficiency project. However, since BOS approval is not required for MHRB bylaw changes, amendments – such as changes to the order of the MHRB agenda – do not need BOS review. To retain an efficient record of changes, this Memorandum will serve as formal notice of amendment to the MHRB bylaws.

Recommended Action: Approve the amendment to the Rules and Bylaws as shown in the attached Redline document.

ATTACHMENT:

A. Draft Redline of MHRB Rules and Bylaws

**RULES AND BYLAWS
OF THE
MENDOCINO HISTORICAL REVIEW BOARD**

ARTICLE I – NAME

SECTION 1. The name of this Board shall be the Mendocino Historical Review Board.

ARTICLE II – DUTIES

SECTION 1. To review all applications for development within the Historical Preservation District pursuant to Chapter 20.760 of the Mendocino County Code.

ARTICLE III – MEMBERSHIP & OFFICERS

SECTION 1. Membership of the Board shall be as specified in Section 20.760.020 of the Mendocino County Code.

SECTION 2. The officers of the Board shall be a Chair and a Vice Chair.

SECTION 3. The offices of Chair and Vice Chair shall be elected by a majority of the total membership of the Board. The persons so elected shall serve for a term of one (1) year. Elections shall be held at the first regular meeting in April of each year.

SECTION 4. CHAIR – The Chair shall preside at all meetings of the Board, shall appoint committees, and at each meeting shall submit such recommendations and information as may be considered proper concerning the business, affairs and policies of the Board.

SECTION 5. VICE CHAIR – The Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in the case of the resignation or death of the Chair, the Vice Chair shall perform the duties of the Chair until such time as the Board shall elect a new Chair. If Chair and Vice Chair are not present, the presiding officer shall be the senior member of the Board.

ARTICLE IV – MEETINGS

SECTION 1. REGULAR MEETINGS – Regular meetings of the Board shall be held once each month on the first Monday. Said meetings shall commence at 6:00 PM in the Town of Mendocino or its immediate environs. When the first Monday falls on a legal holiday, the regular meeting shall be held on the second Monday.

SECTION 2. SPECIAL MEETINGS – Any regular meeting may be adjourned and be reconvened at any specified time and place upon a majority vote of a quorum. Special meetings may be held upon seventy-two (72) hours notice to each member of the Board and to the media, public and applicants in accordance with the provisions of the Ralph M. Brown Act. At such special meetings no business shall be considered other than as designated in the call.

SECTION 3. QUORUMS – A majority of the membership of the Board shall constitute a quorum for the purpose of conducting routine business. It shall require a majority vote of the Board members to adopt or amend these regulations and bylaws.

SECTION 4. AMENDMENT OR REPEAL OF BYLAWS – A majority vote of the full Board membership shall be required to amend or repeal these regulations and bylaws.

SECTION 5. ORDER OF BUSINESS – At the regular meetings of the Board, the following shall be the order of business:

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) DETERMINATION OF LEGAL NOTICE
- 4) APPROVAL OF MINUTES
- 5) CORRESPONDENCE
- ~~6) REPORT FROM THE CHAIR~~
- ~~7)6) PUBLIC EXPRESSION~~
- ~~8)7) CONSENT CALENDAR~~
- ~~9)8) PUBLIC HEARING ITEMS~~
- ~~10)9) MATTERS FROM THE BOARD~~
- ~~11)10) REPORT FROM THE CHAIR~~
- 11) MATTERS FROM THE STAFF
- 12) ADJOURNMENT

SECTION 6. MANNER OF VOTING – The voting on formal resolutions and on such other matters as may be required by any member of the Board shall be by roll call, and the ayes and noes and members present and not voting shall be entered on the minutes of such meeting except the election of officers which may be by ballot.

SECTION 7. RULES OF ORDER – On all points of order or procedure not governed by these rules, the general rules of parliamentary practice as outlined in Robert’s Rules of Order, latest revised edition, shall govern.

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DRAFT – 12/01/2025