

**BYLAWS
THE CITY OF DELRAY BEACH
SITE PLAN REVIEW AND APPEARANCE BOARD**

Article I: General.

The Site Plan Review and Appearance Board (hereinafter referred to as “the Board”) shall be governed by the City’s Rules of Procedure adopted by the Delray Beach City Commission on March 25, 2021, Procedures for Quasi-Judicial Hearings adopted by the Delray Beach City Commission on March 17, 2017, the Land Development Regulations, the Code of Ordinances, and the Bylaws adopted herein.

Article II: Officers.

1. The Board shall elect a Chairperson, Vice Chairperson, and 2nd Vice Chairperson annually in the month of September, or as soon thereafter as possible, by a majority vote of its members present and voting at the time of election.
2. The Chairperson, or in the absence of the Chairperson, the Vice Chairperson, shall preside at all proceedings of the Board and shall rule on all points of order and procedure. If both the Chairperson and the Vice-Chairperson are absent at a particular hearing, the 2nd Vice Chairperson shall preside at the proceeding of the Board and shall rule on all points of order and procedure.

Article III: City Staff Assigned to Board

1. The Board Clerk, appointed by the City Manager, shall administer oaths, record proceedings of the Board, keep minutes of proceedings and place on the next meeting agenda for approval by the Board, call roll, record votes of the Board and carry out related duties related to assisting with preparation, posting, and distribution of agenda and materials to Board members and preparation of Board Orders for signature. The Board Clerk’s designee shall assume the aforementioned duties in the absence of the Board Clerk.
2. The Staff Liaison, appointed by the City Manager, is responsible for creating, preparing, and distributing the agenda to the Board and will make every effort to deliver a complete agenda to the Board no later than 5:00 P.M. at least 5 business days prior to the regular meeting.

Article IV: Meetings, Hearings, Quorum, Order of Business, Conflicts

1. **Schedule.** Unless approved by the City Manager or the City Manager’s Designee and otherwise advertised, regular meetings of the Board will commence at 5:01 p.m. on the second and fourth Wednesday of each month. All meetings of the Board shall end by 11:00 p.m. unless extended beyond 11:00 p.m. by a majority of the Board to conclude an item that began prior to 11:00 p.m. If the meeting is adjourned, any unfinished business shall be considered at the next regular meeting or at a time and place set by the Board.
2. **Workshops and Special Meetings.** Board Members will be required to attend an Annual Training Workshop. Otherwise, Workshops or Special Meetings may only be scheduled at the discretion of the Commission, City Manager, or the City Manager’s Designee.
3. **Quorum.** A quorum is required to conduct a meeting. A quorum shall consist of four members. If no quorum exists within thirty (30) minutes after the designated meeting time or if a quorum is lost, the meeting shall be adjourned. The names of the members present and the time of adjournment shall be recorded in the minutes by the Board Clerk.
4. **Motions and Voting.** All findings and orders of the Board require a vote of a majority of its members present and voting. Votes taken on quasi-judicial and legislative items shall be by roll call and shall be recorded by the Board Clerk. The Chair shall call for the vote and announce the results, which will be recorded by the Board Clerk. Every member who is present must vote, unless abstaining pursuant to a conflict as defined in the Conflicts section below.

5. **Public Hearings.** All hearings shall be open to the public. The Board Clerk shall administer oaths to all persons testifying before the Board.
6. **Agenda.** The Staff Liaison shall prepare the Agenda. Items will be addressed individually in the order presented on the Agenda, unless reordered upon approval by a majority of the Board. An item may be added to a subsequent agenda if a majority of the Board so directs, either by consensus or by vote of the Board.
7. **Conflicts.** No Board Member shall vote on a matter if the Board Member has a voting conflict pursuant to Sections 112.3143 or 286.011, Florida Statutes.
8. **Compliance with Code of Ethics.** Board Member shall comply with the rules as described in Sections 2-441 to 2-448 of the Palm Beach County Code of Ethics and the State of Florida Code of Ethics, codified in Part III of Chapter 112 of the Florida Statutes.

Article V. Absences, Removal from Office.

Board Members may be suspended or removed from the Board in accordance with the procedures for removal set forth in Sec. 32.15 and 32.17 of the City's Code of Ordinances.

Article VI. Parliamentary Procedure

Except to the extent that City's Rules of Procedure or Procedures for Quasi-Judicial Hearings indicate otherwise, Robert's Rules of Order shall be the final authority concerning questions of parliamentary procedures.

Article VII. Hearing Procedures

Quasi-Judicial Hearings shall be governed by the "City of Delray Beach Procedures for Quasi-Judicial Hearings" as adopted by the City Commission on March 17, 2017, or as subsequently amended by the Commission.

Article VIII. Adoption, Amendments, Required Review, Effective Date

These general rules or subsequent amendments:

1. Shall be adopted by the Board by a majority vote of members present and voting at the time of adoptions.
2. May be amended by the Board by a majority of members present and voting at the time of adoption of the amendment, however, said amendment will require approval of the City Commission.
3. Shall be reviewed by the Board every two years.
4. Shall become effective upon approval by the City Commission.
5. Were adopted by the Board on this ____ day of _____, 2021.

Chairperson, Site Plan Review and Appearance Board

6. Were approved by the City Commission and become effective on this ____ day of _____ 2021.

ATTEST:

CITY OF DELRAY BEACH

Katerri Johnson, City Clerk

Shelly Petrolia, Mayor

Approved as to form and Legal Sufficiency:

Lynn Gelin, City Attorney