



**COUNTY OF MENDOCINO**  
**DEPARTMENT OF PLANNING AND BUILDING SERVICES**

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**MEMORANDUM**

**Date:** April 2, 2018

**To:** Mendocino Historical Review Board  
**From:** Planning and Building Services

**Subject: Establishment, Power, Duties and Responsibilities of Historical Review Board**

The Mendocino Town Zoning Code Section 20.760.020 *Establishment, Power, Duties and Responsibilities of Historical Review Board* reads:

“There is hereby established a Historical Review Board, hereinafter called "Review Board," whose function is to preserve the architecture and character of the Historic District, whose duties are to review all applications for development as described in Sections 20.760.030 and 20.760.035, within the Historical District and whose responsibility is to protect the landmark status of buildings, ensuring development is compatible with surrounding development.

Said Review Board shall consist of five (5) members who shall be electors and residents within the Historic District and, to the extent possible, represent a cross section of the community. In making its appointment(s), the Board of Supervisors may consider the applicant's length of residency within the Historic District as an important element in the selection process.

All Review Board members shall be appointed by the Board of Supervisors to serve a term of three (3) years. No members of the Review Board shall serve more than two (2) full consecutive terms without a break in service, excluding a partial term of less than eighteen (18) months. "Break in service" as used in this section shall mean a period of not less than three (3) years after the time a person has served on the Review Board.

Review Board members must retain their eligibility under the terms of this section throughout their term of office.”

Mendocino County Board of Supervisor's adopted regulations state:

- Membership shall consist of five persons who are electors, meaning registered voters within the Mendocino Historical Preservation District, *and* residents within the Historic District, which is inclusive of Zone A and B.
- Service is limited to two consecutive terms of three years.