



Meeting Date: February 25, 2026

TOWN OF MORAGA

STAFF REPORT

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**To: Honorable Mayor and Councilmembers**

**From: Denise Bazzano, Assistant Town Attorney**

**Subject: Adoption of Ordinance Amending Chapter 2.12, “Planning Commission” and Chapter 2.16, “Parks and Recreation Commission” to Revise Terms of Office and Reappointment Processes to be Consistent with the Town’s Interview and Appointment Policy.**

### **RECOMMENDATION**

Waive the second reading and adopt an ordinance amending Chapter 2.12, “Planning Commission” and Chapter 2.16, “Parks and Recreation Commission” to Revise Terms of Office and Reappointment Processes to be Consistent with the Town’s Interview and Appointment Policy.

### **BACKGROUND**

The Town of Moraga has several Boards, Committees and Commissions that serve the Town in a variety of capacities. From time to time, members of these bodies may vacate their seat which results in an unscheduled vacancy or their term may come to an end and they do not seek re-appointment. On November 12, 2025, the Town Council adopted by minute order, an Interview and Appointment Policy for Town Boards, Committees, and Commission (“Appointment Policy”). The Appointment Policy provides, among other things, a specific process for the recruitment, interview of candidates and selection of candidates to fill vacant Board, Committee and Commission seats.

On February 17, 2026, the Town Council considered the proposed ordinance and after deliberations, introduced the ordinance. There were some questions from the Council regarding terms of committee and commission members during the discussion but ultimately, the ordinance was introduced as proposed by staff.

### **DISCUSSION**

The proposed ordinance would revise sections 2.12.030, “Term of Office” and 2.12.040, “Removal or Vacancy” within Chapter 2.12, “Planning Commission”; and sections 2.16.030,

“Term of Office” and 2.16.040, “Removal or Vacancy” within Chapter 2.16, “Park and Recreation Commission” to make changes to be consistent with the Appointment Policy. Those changes would specify that the term of office of each member is two years and that each member serves two-year terms based upon the date and year of appointment and will serve until the member’s term ends or until a successor is appointed and qualified. The current term for a Planning Commission member and a Parks and Recreation Commission member is two years so the actual term length remains the same. The changes would also provide that members may be appointed to a maximum of three consecutive terms unless the council determines that continued service of a member is in the best interest of the Town.

The proposed Ordinance also removes references to start dates of terms, which are no longer relevant.

Staff is now recommending that the proposed ordinance be adopted by the Town Council. If the Council adopts the ordinance, its provisions will go into effect thirty days after adoption.

### **FISCAL IMPACT**

There is no direct fiscal impact associated with this agenda item.

### **CEQA COMPLIANCE**

The proposed ordinance is not subject to review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA Guidelines (Title 14 California Code of Regulations §§ 15000, et seq.), because it constitutes an organizational or administrative activity that will not result in direct or indirect physical changes in the environment.

### **ALTERNATIVES**

1. Provide alternate direction to staff to amend the proposed ordinance, which would require re-introduction, or
2. Do not adopt the ordinance.

### **NEXT STEPS**

If Town Council adopts the ordinance, the ordinance will take effect in 30 days, on March 27, 2026.

### **ATTACHMENTS**

[Attachment A - Ordinance Amending Chapters 2.12 and 2.16 to Revise Terms of Office.pdf](#)

[Attachment B - Redlines to Chapters 2.12 and 2.16.pdf](#)

[Attachment C - Interview and Appointment Policy.pdf](#)