



Meeting Date: February 11, 2026

TOWN OF MORAGA

STAFF REPORT

To: Honorable Mayor and Councilmembers

From: Denise Bazzano, Assistant Town Attorney

Subject: Consider Waiving the First Reading and Introducing 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.

RECOMMENDATION

Consider Waiving the First Reading and Introducing 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 ("Interview and Appointment Policy"). The Interview and 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.

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 Interview and

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 can serve a maximum of three consecutive terms unless the council determines that continued service of a member is in the best interest of the Town and any vacancy would be filled in accordance with the Town's Interview and Appointment Policy.

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

FISCAL IMPACT

There is no direct fiscal impact associated with this 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; or
2. Do not waive the first reading of the ordinance and provide alternative direction to staff.

NEXT STEPS

If the first reading of the ordinance is waived and changes to the ordinance introduced, staff will return to Council for the waiving of the 2nd ordinance reading and adoption of the updated ordinance. The updated ordinance will go into effect 30 days after adoption.

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 - Moraga Commission and Committee Interview and Appointment Policy.pdf](#)