

**TOWN OF CASTLE ROCK
DESIGN REVIEW BOARD
BYLAWS**

The Design Review Board of the Town of Castle Rock has been established by the Town Council to serve the Town Council. Castle Rock Municipal Code Section 17.42.090. The Design Review Board is empowered to promulgate its own internal rules and regulations not in conflict with the ordinances of the Town, and to provide a public forum for the further development and orderly growth of the Downtown region of Castle Rock as outlined in Castle Rock Municipal Code Section 17.42.100. Pursuant to the authority granted to the Design Review Board, the Design Review Board hereby adopts the following bylaws to govern its conduct and procedures.

Article 1 – Authorization

A. Purpose

The purpose of the Design Review Board is to review applications that require a site plan under Chapter 17.38 for compliance with this Chapter 17.52, including but not limited to setbacks (17.42.060), building height and crown (17.42.070), design standards (17.42.080), and variance requests. The Design Review Board is also to assist, advise and coordinate with the Town Council the implementation of the Downtown Master Plan, Historic Preservation Plan and other duties that maybe assigned by the Town Council.

B. Powers

The Design Review Board shall have the powers granted to it by Chapter 17.42 of the Town of Castle Rock's municipal code.

C. Duties

The Design Review Board shall communicate, coordinate and advise the Town Council of its activities and accomplishments, hold public meetings in conjunction therewith, promulgate its own internal rules and regulations not in conflict with the ordinances of the Town, and provide a public forum for the further development and orderly growth of the downtown region.

Article 2 – Organization

A. Officers

The officers of the Design Review Board shall be the Chair, and a Vice-Chair. In the absence of both the Chair and Vice-Chair, the members present at such meeting may designate a Chair pro-tem to preside over the meeting. The Chair and Vice-Chair shall be elected by majority vote from the Design Review Board at the first meeting held after

Board and Commission appointments by Town Council of each year. Terms for officers shall be for one year.

The Chair shall be the executive officer of the Board and shall preside over all meetings of the Board, call special meetings and workshop sessions of the Board as needed, sign documents of the Board, cancel regular meetings, and see that all actions of the Board are properly taken.

The Vice-Chair shall be empowered with the same duties and authorities as the Chair in the absence of the Chair.

B. Staff

The Planning Department, under the direction of the Planning Director, shall provide necessary technical and advisory support to the Board and, through the Town, shall retain needed outside consultants to assist the Board.

C. Membership

The Board shall consist of seven members, each of which shall be appointed by the Town Council pursuant to Chapter 17.42.090 of the Castle Rock Municipal Code.

D. Removals and Vacancies

Members shall serve at the pleasure of the Town Council and may be removed by the Town Council at any time for any reason. Vacancies which may occur shall be filled by the Town Council for the remainder of the unexpired term.

E. Personal Conduct

Each member of the Board shall exhibit the highest degree of professionalism and commitment to public service possible through the thorough and impartial examination of all matters before the Board. Members shall make every effort to avoid any appearance of conflict or impropriety in their dealings with the public and each other. Members shall avoid using their position on the Board in matters related to personal gain.

Members shall comply with the Code of Conduct, Castle Rock Municipal Code Chapter 2.05.

F. Application of Laws

The Board shall conform to all Castle Rock Municipal codes and regulations, as well as any Colorado statute, which may apply to members' conduct or activity, or the Board as a whole.

Article 3 – Procedure

A. Regular Meetings

Regular meetings shall be held on the second and fourth each month, excluding legal holidays. All regular meetings of the Design Review Board shall commence at 6:00 p.m. and continue until 9:30 p.m., unless sooner concluded. The meeting may be extended beyond 9:30 p.m. by a unanimous vote of the Design Review Board members present. Meetings are held in the Council Chambers at Town Hall, 100 N. Wilcox Street, Castle Rock, Colorado, unless otherwise designated. All meetings shall be open to the public. Any regular meeting of the Board may be cancelled by the Chair in the event there are no public hearing or discussion/action items for the meeting's agenda.

B. Special Meetings

Special meetings may be called by the Chair or two members of the Board. The Chair or two members calling the special meeting shall fix the place and time for the special meeting, and shall give the members 24 hours notice of the special meeting, as provided below in Article 3 (D).

C. Unusual Circumstances of Meetings

In the event of unusual circumstances at a meeting, such as a power outage or other natural or manmade interruptions, the Board has the prerogative to take a short recess to make a decision about how to proceed. If the interruption is longer than thirty minutes, or if circumstances make it impossible to conduct the meeting in a normal fashion, then the public hearing(s) will be continued to a later date.

D. Notice of Meetings

Notice to the members of each regular meeting shall be deemed given by these Bylaws. Notice to the public of regular or special meetings shall be given in compliance with the Colorado Open Meetings Law, C.R.S. Section 24-6-401, *et seq.*, as from time-to-time amended. Notice of special meetings shall be given to members at least 24 hours in advance by either (1) announcing the special meeting at a regular meeting; or (2) transmitting electronic mail or fax, in all cases directed to the member at his or her residence or place of business.

E. Quorum

A majority of the members of the Board shall constitute a quorum for the transaction of business at any meeting, provided that if less than a majority of the members are present at said meeting, a majority of the members who are present may adjourn the meeting to another time without further notice.

F. Manner of Acting

The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Board.

G. Minutes and Records

Minutes of all meetings of the Board shall be kept. The Planning Department shall maintain all of the records of the Board and shall transmit them timely to the Board for their review and approval.

H. Executive Sessions

The Board may go into executive session for any reason allowed under the Colorado Open Meetings Law, C.R.S. Section 24-6-401, *et seq.*, as from time-to-time amended. Executive sessions shall be called in the manner set forth in the Colorado Open Meetings Law.

I. Hearing Procedures

The Board shall follow the following procedure for all public hearings:

1. Call to order
2. State brief purpose of the hearing and identify the applicant. Ask for proof of public notice and read it into the minutes.
3. Ask for staff report.
4. Ask for applicant's comments including a description of any displayed graphic materials.
5. Open the Public Hearing and announce the following procedures for taking public comment:
 - a. Any person wishing to speak shall be given an opportunity to make their statements. Persons wishing to speak should place their name on the public hearing sign-up sheet. The order of public testimony will be taken from the sign-up sheet, unless a compelling reason is given to take a person's testimony at an earlier point.
 - b. Before speaking, please identify yourself for the record by stating your name, place of residence, your association with the action before the Board, and any financial or personal interest you may have in that action. If you do not live within the municipal limits of Castle Rock, please state so for the record. Provide your testimony. In the interest of time, please indicate that you agree with another's testimony rather than restating it.
 - c. If you have any material to support your testimony such as pictures, petitions and maps, please present them to the Chair so that they may become part of the record.
6. Allow the applicant an opportunity to present any rebuttal testimony or evidence in response to public comment, testimony, or questions.
7. The Board shall then be given an opportunity to ask questions of the applicants, staff, or any public presenting testimony.

8. Close the public hearing. Once the public hearing is closed, the Board may discuss the application for purposes of preparing a motion on the application.
9. Board motion and vote – the Board may act on the item being heard by giving approval, approval with conditions, denial, or continuation to a date certain.

J. Robert's Rules.

Any matter not addressed by these Bylaws shall be governed by Robert's Rules of Order.

Article 4 – Amendments

These Bylaws may be amended by an affirmative vote of four members of the Board during a regular or special meeting. There shall be at least a five day period between the initial proposal of an amendment and the final vote of the amendment.

Article 5 – Approvals

The above Bylaws for the Town of Castle Rock Design Review Board have been duly considered and reviewed, and are hereby adopted by the Board this 28th day of September, 2016.

ATTEST:



Stuart Butler
Vice Chair

DESIGN REVIEW BOARD:



Jason Bower
Chair