Bylaws of the Downtown Arapahoe Square Design Advisory Board

City and County of Denver
Adopted August 16, 2016

I. Election of Officers

Section 1 The Board shall elect a Chairperson and Vice-chairperson
- Election occurs at the first regular meeting in September of each calendar year
- The Chair and Vice-chair shall hold office for one year, or until their successors are selected. Both officers may serve any number of terms

Section 2 The Chairperson shall preside at all meetings and shall be responsible for the conduct of such meetings in accordance with Roberts' Rules of Order.

Section 3 The Vice-chairperson shall perform the duties of the Chairperson in the event of the Chairperson’s absence.

Section 4 Should the office of Chairperson or Vice-chairperson become vacant, the Board shall elect a successor from its membership at the next regular meeting to fill the unexpired term of said office.

II. Meeting Schedule and Notification

Section 1 Regular meetings of the Board shall be held twice monthly, if needed, at a time and location selected by the Board. Special meetings may be held as needed, subject to the concurrence of a majority of Board members.

Section 2 City staff shall provide a draft meeting agenda to the applicable City Council District office, the offices of at-large City Councilmembers and all Registered Neighborhood Organizations within 200 feet of the Arapahoe Square design review area at least 14 calendar days prior to a Board meeting at which development applications may be considered; provided, however, that emergency meetings of the Board may be called by the Chairperson upon two days’ notice.

Section 3 The Board, at its discretion, may review proposals and provide findings and recommendations electronically.

Section 4 The Chairperson may cancel for cause, including absence of a quorum, lack of business to conduct or other unforeseeable circumstances. Notice of such cancellation shall be given to the members at least 24 hours in advance of the time of the meeting, if possible.
Meeting Procedure

Section 1  All meetings held by the Board shall be open to the public.

Section 2  No official business of the Board shall be conducted unless a quorum of not less than 4 voting members is present. The concurring vote of a majority is necessary to constitute an official action of the Board.

Section 3  The majority of Board members present at any meeting may elect a Chairperson pro-tem to preside in the absence of the Chairperson and Vice-Chairperson.

Section 4  Any Board member having a financial interest in an application before the Board shall not participate in consideration of such measure as a Board member, but may participate as an applicant.

Section 5  The Board shall follow a standard procedure when reviewing each application for development in the design review area, as summarized below:

- Chairperson opens the hearing
- City staff presents the application and provides a recommendation based on the adopted design standards and guidelines
- Applicant presents the content of their proposal (optional)
- Public testimony
- Board questions for staff, applicant or members of the public
- Chairperson closes the hearing
- Board deliberation and decision

See Attachment A “Procedures for Board Hearings” for additional details.

Section 6  The Board shall base their findings and recommendations on the consistency of the proposed application with the adopted Arapahoe Square Design Standards and Guidelines and all comments regarding the application.

Section 7  City staff shall keep minutes of all meetings. Such minutes will become part of the public record.

IV. Amendments

Section 1  These by-laws may be amended (consistent with the terms of the ordinance creating the Board) at any regular Board meeting, provided that written notice of such amendments shall have been given to all Board members, at least five days prior to such meeting.