

Bylaws of the Downtown Design Advisory Board

City and County of Denver

DRAFT reviewed and adopted at December 12, 2023 Meeting.

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 Chairperson and Vice-chairperson shall hold office for one year, or until their successors are selected. Both officers may serve any number of terms but no more than three consecutive terms.
- Section 2 The Chairperson shall preside at all meetings and shall be responsible for the conduct of such meetings in accordance with these bylaws and Attachment A: Procedures for Board Meetings (“Attachment A”).
- Section 3 The Vice-chairperson shall perform the duties of the Chairperson in the event of the Chairperson’s absence. In the event the Chairperson and Vice-chairperson are both absent, a majority of the Board members present may elect a Chairperson Pro-Tem, who shall chair only that meeting, and only so long as the Chairperson and Vice-chairperson remain absent.
- 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 Downtown Design Advisory Board (DDAB or 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 any area covered by the adopted Design Standards and Guidelines 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 City staff shall electronically distribute applicant submittal packages and accompanying staff reports to the Board 7 days prior to a Board meeting.
- Section 4 No later than 24 hours prior to a Board meeting, Board members shall inform the Chairperson and staff of any significant design elements/issues that they feel were not addressed in the staff report to allow the Chairperson and staff to prepare for discussion of those items at the Board meeting.

Section 5 The Board, at its discretion, may review proposals and provide findings and recommendations electronically.

Section 6 The Chairperson may cancel a Board meeting 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.

III. 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 5 voting members is present. A concurring vote of a majority of the members present and voting is necessary to constitute an official action of the Board.

Section 3 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 4 The Board shall follow a standard procedure when reviewing each application for development in the design review area, as summarized below:

- Chairperson opens the Meeting
- Disclosures / Ex Parte of Board Members
- Urban Design City Staff introduces the Application
- Applicant presents their proposal
- City Staff presents the application, conformance with adopted design standards and guidelines *and staff recommendations*.
- Chairperson / Board Staff Liaison announces opportunity for public testimony
- Board asks questions of Staff, Applicant or members of the public
- Applicant is excused from table discussion
- Board deliberates and provides recommendations

See [Attachment A](#) "Procedures for Board Meetings" for additional details.

Section 5 The Board shall base their findings and recommendations on the consistency of the proposed application with the adopted Design Standards and Guidelines.

Section 6 City staff shall keep final minutes of all meetings. Such minutes will become part of the public record.

Section 7 The parliamentary rules contained in Robert's Rules of Order, latest revision, shall govern in all cases to which they are applicable, except as modified by these bylaws and Attachment A.

IV. Amendments

Section 1 These by-laws may be amended 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.