

## **Attachment A: Procedures for Board Meetings**

### **Attachment to the Bylaws of the Downtown Design Advisory Board**

#### **City and County of Denver**

#### **Adopted September 17, 2019**

### **I. Initial Procedures**

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- Chairperson welcomes Board members and any members of the public
- Chairperson makes statement on the role and authority of the board (*not necessary if no public present*)
- Chairperson requests motion for approval of previous meeting minutes
- Chairperson lists development applications for consideration

### **II. Open Meeting on Individual Development Application**

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- Chairperson (or City Staff) announces subject of meeting
- Chairperson (or City Staff) reviews meeting process
- Chairperson declares meeting open

### **III. Applicant Presentation**

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- Applicant Presentation at Site Design and Massing Review Meeting – 10-15 min.
  - Description of project and project goals
  - Presentation of relevant context material, massing analysis, conceptual site plan, three-dimensional massing renderings, street sections and expression of enclosure ratio, and floorplate sizes (where applicable)
  - Applicant statement on conformance with design goals for the area, intent statements, and design standards and guidelines as described in the Site Design and Massing Submittal and Compliance Checklist
- Applicant Presentation at Design Review Meetings\* – 10-15 min.
  - Description of project and project goals
  - Confirmation of site design and massing elements
  - Presentation of detailed site plans, floorplans, façade design, building sections, and three-dimensional architectural renderings
  - Applicant statement on conformance with design goals for the area, intent statements, and design standards and guidelines as described in the Design Review Submittal and Compliance Checklist

\*Most listed presentation items are not necessary at follow-up design review meetings to allow additional time for presentation of design revisions since the previous meeting.

#### **IV. Staff Presentation**

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- Staff Presentation at Site Design and Massing Review Meeting – 15 min.
  - Contents of applicant Site Design and Massing Review submittal
  - Conformance with design standards and guidelines relevant to Site Design and Massing Review
  - Staff recommendation on concerns/issues with Site Design and Massing Review submittal for board discussion
- Staff Presentation at Design Review Meeting – 15 min.
  - Contents of applicant Design Review submittal
  - Conformance with design standards and guidelines relevant to Design Review
  - Staff recommendation on concerns/issues for board discussion and recommendation of approval, approval with conditions or denial of Design Review submittal

#### **V. Public Testimony**

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- Chairperson asks members of the public if they would like to speak regarding the development application for Board consideration (up to 15 min.)
  - Speakers shall state their name and address
  - Speakers should indicate whether they support, oppose or are neutral regarding the development application
  - Speakers shall be limited to 3 minutes each

#### **VI. Board Questions**

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- Chairperson asks if Board members have questions for
  - City staff
  - Applicant
  - Members of the public who spoke during public testimony

#### **VII. Board Deliberation and Recommendation**

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- Board Deliberation and Recommendation at Site Design and Massing Review Meeting
  - Conformance with design standards and guidelines relevant to Site Design and Massing Review
  - Discussion of City staff recommendation
  - Board direction for applicant - A Board member may make a motion to recommend that the Site Design and Massing Review submittal:
    - Proceed to design review with recommended revisions
    - Return to a Site Design and Massing Review meeting with recommended revisions (generally only when recommended revisions would fundamentally change the project's site design and massing characteristics)
  - A Board vote shall be taken and recorded in minutes

- Board Deliberation and Recommendation at Design Review Meetings
  - Conformance with design standards and guidelines relevant to Design Review
  - Discussion of City staff recommendation
  - Board direction for applicant or City staff - A Board member may make a motion to recommend that the Design Review submittal:
    - Be approved
    - Be approved with conditions
    - Return to follow-up Design Review meeting after making recommended revisions
    - Be denied
  - A Board vote shall be taken and recorded in minutes

#### **VIV. General Information Items and Other Business**

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- Chairperson, Board members, or staff present general information on subjects relevant to the Board, downtown development, and/or design efforts within the city. (10-15 min. limit)
- Board discusses and provides feedback as necessary.