



**Town of Castle Rock
DESIGN REVIEW BOARD
BYLAWS
January 2022**

The Design Review Board of the Town of Castle Rock has been established by the Town Council to serve the Town Council, set forth in Chapter 17.42.100 of the Town of Castle Rock Municipal Code and perform additional duties as outlined in Town of Castle Rock Municipal Code Sections 17.38.030 and 19.04.053.

Main provisions for all Town of Castle Rock Boards and Commissions are outlined in the Town of Castle Rock Municipal Code Section 2.14.

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 that do not conflict with the main provisions outlined in the Town of Castle Rock Municipal Code, Section 2.14.

Article I - 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.

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 may be assigned by the Town Council.

Article 2 - Staff

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

Article 3 - Regular Meetings

Regular meetings shall be held on the second and fourth Wednesday of 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. Any regular meeting of the Board may be canceled per Town of Castle Rock Town Code Section 2.14 in the event there are no public hearing or discussion/action items for the meeting's agenda.

Article 4 - Minutes

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.

Article 5 - Hearing Procedures

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

The Board shall follow the procedure for all public hearings:

1. Call to Order and Roll Call.
2. State brief purpose of the hearing.
3. Identify the applicant
4. Ask for proof of public notice and read it into the minutes.
5. Staff report.
6. Applicant's comments and presentation.
7. 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.
8. Applicant rebuttal or evidence in response.
9. The Board asks questions of the applicants, staff, or any public presenting testimony.
10. Close the public hearing.
11. The Board discusses the application for purposes of preparing a motion on the application.
12. The Board motions recommending approval, approval with conditions, denial, or continuation to a date certain.
13. Other Business
14. Adjourn

Article 6 - Amendments

These Bylaws may be amended per Chapter 2.14 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 7 - 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 Design Review Board this 22ND day of JUNE, 2022.

ATTEST:

DESIGN REVIEW BOARD



Secretary/Vice-Chair



Chair