

## HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.

### DEVELOPMENT REVIEW COMMITTEE

#### AUTHORIZATION BY THE BOARD

The Highlands Ranch Community Association Development Review Committee is a duly authorized committee designated by the Board of Directors to review site plans, preliminary plans and amendments to the Highlands Ranch Development Guide, as well as any other land planning related items requested by the Board of Directors of the HRCA.

#### I. HRCA DEVELOPMENT REVIEW COMMITTEE

##### A. Membership and Quorum Requirements

The Development Review Committee shall consist of nine regular members. A quorum for purposes of holding a meeting shall be a total of five regular members.

##### B. Eligibility

To be eligible for regular positions with the Highlands Ranch Community Association Development Review Committee, all applicants must be members in good standing of the HRCA.

##### C. Appointment

Members of the Development Review Committee shall be appointed by the Board of Directors. The term for members shall be one year. An appointment to complete the term of any member shall be for the remainder of the term.

##### D. Removal

The Board of Directors shall provide for removal from office of any member for non-performance of duty or misconduct. Six absences shall constitute grounds for removal. The Chair of the Development Review Committee shall report the fact of such absences to the Board of Directors which will make the determination.

##### E. Officers

At the second regular meeting in April, the Development Review Committee

## HRCA DEVELOPMENT REVIEW COMMITTEE BY-LAWS

Page 2 -Revised December 16, 1997

shall elect from its regular members a Chair, Vice-Chair and a Secretary. Other positions may be created by the Development Review Committee as needed. A majority vote is required to elect all officers. The term of the elected officers shall be for one year.

### F. Duties of Officers

#### 1. The Duties of the Chair shall be as follows:

- a. Preside at all meetings of the Committee. (See Appendix for additional instructions on conducting meetings.)
- b. Call special meetings of the Committee, as needed, in accordance with this Charter.
- c. Sign the documents of the committee (other than minutes), and present a monthly report at the regular meetings of the Board of Directors.
- d. See that all actions of the Committee are properly taken. The Chair follows up on all Committee recommendations made to the HRCA Board of Directors as required.
- e. Cancel regular meetings for cause, including but not limited to: absence of quorum, absence of an agenda, meeting date falls on a holiday, and hazardous weather conditions.

#### 2. The duties of the Vice-Chair shall be as follows:

In the case of absence or disability of the Chair, the Vice-Chair shall perform the functions of the office of the Chair.

#### 3. The duties of the Secretary shall be as follows:

The Secretary shall sign the minutes of the committee. In the case of absence or disability of the Chair and the Vice-Chair, the Secretary shall perform the functions of the chair. The Secretary shall keep the minutes of all Committee meetings and prepare resolutions of the Committee.

## HRCA DEVELOPMENT REVIEW COMMITTEE BY-LAWS

Page 3 -Revised December 16, 1997

### II. POWERS, DUTIES AND RESPONSIBILITIES

#### A. Development Review Committee

The Development Review Committee of the Highlands Ranch Community Association is the designated referral agency of the Association authorized by the HRCA Board of Directors to receive and review information, data and comments from residents of the Highlands Ranch community, and to make recommendations or provide comments to the Douglas County Planning Department after Board approval. The duties of the Development Review Committee include but are not limited to:

1. Review site plans, preliminary plans, and amendments to the Highlands Ranch Development Guide and make appropriate recommendations as to proposals requested to be reviewed by the Douglas County Planning Department. Due to the lengthy process of reviewing the above-mentioned documents, however, the Development Review Committee shall review no more than four (4) official referrals at any one monthly meeting and conclude its business no later than 10:00 p.m. At the discretion of the Chair, the limitations expressed in the previous sentence may be waived.

Should a referral be received from Douglas County Planning Department too late to be reviewed at the next meeting and still comply with their referral period, this Committee shall request an extension of time from Douglas County in which to review same.

If such extension of time is inappropriate for the particular review, the Committee will hold a special meeting for such presentation.

2. Review any other land planning item requested by the HRCA Board of Directors.
3. Receive, at public meetings, information, data and comments from residents of the Highlands Ranch community, make the committee's recommendation and include residents' comments and minority reports as the referral agency of the Association.
4. Respond within the 35-day referral period, with HRCA Board of Directors approval, as required by Colorado Revised Statutes (CRS 30-28-136) and Douglas County Zoning Resolution to the Douglas County Planning Department pursuant to I.D.3.h. of the Appendix

**HRCA DEVELOPMENT REVIEW COMMITTEE BY-LAWS**  
**Page 4 -Revised December 16, 1997**

attached hereto and made a part herein of this Charter, and provide a copy thereof to the HRCA Board of Directors.

**III. MEETINGS**

A. Regularly Scheduled Meetings

Each year, following appointment to the Development Review Committee, the members will establish the date of its regularly scheduled monthly meetings. Notices of such meetings will be published in a local newspaper and/or community notice boards at HRCA facilities. Regular meeting dates may be subject to change.

B. Representative at HRCA Board of Directors Meetings

The Chair of the Development Review Committee shall attend the monthly Board of Directors meetings. In the event the Chair is unable to attend, the Chair will appoint a representative of the Committee to attend.

C. Special Meetings and Study Sessions

Special meetings of the general public may be called only at the request of the Board of Directors.

Study sessions or workshops can be called at any time for educational purposes; however, no formal action or decisions can be made.

D. Committee Ethics

Committee members will show a certain level of common courtesy during meetings and public hearings. The Committee will be an unbiased sounding board and make decisions based on facts.

**IV. GENERAL RULES AND REGULATIONS**

A. Voting Procedures

Each member of the Committee, including the Chair, shall have one vote at regular meetings.

## HRCA DEVELOPMENT REVIEW COMMITTEE BY-LAWS

Page 5 -Revised December 16, 1997

A majority vote of the voting members present and voting is required for a motion to be adopted. In the event of a tie vote, the motion being voted upon shall fail.

### B. Conflict of Interest

1. The Development Review Committee recognizes that holding a position which represents the public interest is a public trust. In order to actively promote public confidence, the Committee member must be aware of a possible conflict of interest arising in the course of duty.
2. A conflict of interest is described as a situation where the person:
  - has a financial interest in the matter;
  - will be directly affected by the decision in the matter;
  - believes he has a conflict of interest as defined by an applicable law;
  - or will gain an advantage to relations, groups or associations to whom affiliated.
3. A Development Review Committee member experiencing a conflict of interest should declare that interest publicly, abstain from contributing comments during the discussion, refrain from voting on the matter, and step down from the dias from which the deliberations are to occur.
4. Additionally, the Development Review Committee member should not discuss the matter privately with other committee members voting on the issue.

### C. Amendments to this Charter

This Charter may be amended at any time by the HRCA Board of Directors.

- D. If any portion of the charter is in conflict with the governing documents of the HRCA or are deemed unenforceable by statute or regulation, then the HRCA governing document and/or the applicable statute or regulation will take precedence.

HRCA DEVELOPMENT REVIEW COMMITTEE BY-LAWS  
Page 6 -Revised December 16, 1997

Approved: DEVELOPMENT REVIEW COMMITTEE



---

Gordon E. Von Stroh, Chairman

Adopted: BOARD OF DIRECTORS



---

Allen Chapman, President

Adopted this 16th day of Dec., 1997.

**APPENDIX TO THE CHARTER  
OF THE HIGHLANDS RANCH COMMUNITY ASSOCIATION  
DEVELOPMENT REVIEW COMMITTEE**

- I. Conduct of Meetings (Additional Instructions for the Chair)
- A. Introductions - Prior to calling the first agenda item, the Chair shall introduce the committee members to the audience.
- B. Instructions to Speakers - The Chair shall instruct speakers in the audience to:
1. State their names, places of residence and whether they represent themselves or an organization.
  2. Address all questions and concerns to Committee members. (Dialogue between an applicant and those members of the public addressing the Committee is not permitted.)
  3. Avoid undue repetition of arguments in the interest of time and other agenda items.
- C. Conduct of Business
1. The Chair shall conduct the business as presented on the agenda unless a specific adjustment is made at the beginning of business.
  2. The Chair has the discretion of limiting the time allotted for input from applicant and public.
  3. The Chair shall cooperate to have the proceedings of the public meetings recorded, and retain the tapes thereof for a minimum of six months following said meetings.
- D. Order of Business
- Following is the order of business conducted by the Committee at its meetings:
1. Roll Call

## HRCA DEVELOPMENT REVIEW COMMITTEE BY-LAWS

Page 8 -Revised December 16, 1997

The Chair calls the meeting to order and a roll call is conducted of eligible voting members at the meeting. At this time, it will be announced whether or not there is a quorum present to conduct the meeting.

2. The Chair may allow "Personal Appearances" at each meeting by any citizen of Highlands Ranch desiring to speak on any matter not scheduled on the agenda; provided, however, that any such statement shall be within the purview of the Development Review Committee's charter, and shall be no more than ten minutes in duration.

3. Agenda

The following procedure will normally be observed in the consideration of agenda items.

- a. Introduction of the item by the Chair.

- b. Applicant Presentation

The applicant shall, when called to the podium by the Chair:

1. State name
2. Who he/she represents
3. Proceed with a brief description of the request
4. Answer questions from the Committee

- c. Public Comment

Those persons requesting to speak on the item before the Committee shall sign their names on the sign-up sheet, and will be called according to the order in which they signed up. The Chair may ask for questions from the audience at large when deemed proper.

- d. Final Comments

The Chair shall ask the applicant for any final comments.

- e. Closure of Meeting for Public Comment



## HRCA DEVELOPMENT REVIEW COMMITTEE BY-LAWS

Page 9 -Revised December 16, 1997

Upon closure of the meeting for public comment, the Chair shall ask the committee members if they have any final statements or comments.

f. Continuance

The Development Review Committee may decide to continue a discussion on a pending request provided the applicant agrees to such continuance or the matter may be continued within the 35-day referral period as set forth in II. A. 4.

g. Voting when Appropriate

After all discussion has taken place, the Chair can conduct a vote, if there is not a consensus vote. Findings of fact may be included with all unanimous votes. In the event of a dissenting vote(s), a minority report may be given.

All votes shall be recorded in the minutes of the meeting.

A Development Review Committee member may request any specific comment to be included in the record even if not a part of the motion.

h. Recommendations and Comments when Appropriate

The Development Review Committee shall transmit recommendations and/or comments to the Douglas County Planning Department, after Board approval, and shall transmit a copy thereof to the HRCA Board of Directors.

## II. Definitions

- A. Applicant: The proponent requesting a review of the site plan, preliminary plan, and amendments to the Highlands Ranch Development Guide.
- B. Community Declaration: The Community Declaration for the Highlands Ranch Community Association dated September 1, 1981, and recorded in Book 421 at page 924 of the Office of the Douglas County Clerk and Recorder on September 17, 1981.

## **HRCA DEVELOPMENT REVIEW COMMITTEE BY-LAWS**

**Page 10 -Revised December 16, 1997**

- C. Development Guide: The Planning Community District Development Guide for Highlands Ranch adopted by the Douglas County Board of Commissioners on September 17, 1979, as well as any subsequent changes approved by the Douglas County Board of Commissioners.
- D. HRCA: Highlands Ranch Community Association
- E. Resolution: A written statement containing recommendations or comments of the HRCA Development Review Committee.