

ADMINISTRATIVE REGULATION 2024-04
MAYOR YEMI MOBOLADE

DATE: June 14, 2024

TOPIC: **Development Review Enterprise Advisory Committee**

LEGAL AUTHORITY: **City Charter §§ 3-10(b) and 4-10**
 City Code §§ 1.2.307, 1.2.314, and 14.7.101 et seq.
 City Ordinance No. 23-07

1.0 Purpose and Scope: This Administrative Regulation continues the Development Review Enterprise (DRE) Community Advisory Committee (CAC) as the DRE Advisory Committee (DREAC) and sets forth the DREAC’s authority, function, liaison, and appointment of members.

2.0 Terms Defined

- 2.1. “DREAC”** – City of Colorado Springs Development Review Enterprise Advisory Committee
- 2.2. “DRE”** – City of Colorado Springs Development Review Enterprise, a home rule municipal enterprise
- 2.3. “CAC”** Customer Advisory Committee
- 2.4. “FCS”** – Fire Construction Services branch of the Development Review Enterprise
- 2.5. “FBA”** – City of Colorado Springs Fire Board of Appeals
- 2.6. “Planning”** – Planning branch of the Development Review Enterprise
- 2.7. “PlanCOS”** – City of Colorado Springs Comprehensive Plan

3.0 Procedures

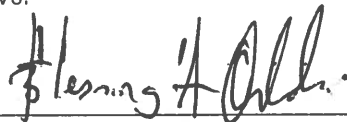
- 3.1. In General:** Pursuant to City Charter § 3-10(b), the Mayor shall perform all executive and administrative functions of the City, including the promulgation of administrative guidelines in accord with City Code § 1.2.314. Appointment of administrative committees is an executive and administrative function in accord with City Code § 1.2.307.
- 3.2. Establishment of CAC:** City Council created the DRE and CAC with the passage of Ordinance No. 00-201 on January 9, 2001, creating City Code §§ 14.7.101 et seq., prior to the change to Council-Mayor form of government in November of 2010. Pursuant to Ordinance No. 23-07, City Council clarified that after the

change in government, the CAC was no longer a legislative committee overseen by Council, but instead an administrative and executive function of the Mayor. Said ordinance states that the Mayor has the authority to appoint and confer with the CAC without the oversight of City Council.

The Mayor's intent is to continue the administrative advisory mission, structure, and membership of the CAC, which will henceforth be known as the Development Review Enterprise Advisory Committee (DREAC), as an administrative committee pursuant to this Administrative Regulation. The DREAC is hereby established and continued pursuant to City Code § 1.2.307 and Ordinance No. 23-07, and its authority, function, and membership are set forth in Exhibit A, attached hereto and incorporated herein.

4.0 Miscellaneous

- 4.1. This Administrative Regulation and Exhibit A shall be effective as of June ____, 2024, and shall remain in effect until amended or rescinded.
- 4.2. This Administrative Regulation shall be filed with the City Attorney and made available for public inspection on the City's website.
- 4.3. This Administrative Regulation does not limit, restrict, or replace the Mayor's ability to exercise any authority granted by City Charter §§ 3-10(b) or 4-10 or to utilize the City's human resources policies and procedures or other applicable policies, procedures, rules, regulations and laws.



Blessing A. Mobolade, Mayor

APPROVED AS TO FORM:



Office of the City Attorney

Exhibit A

CITY OF COLORADO SPRINGS DEVELOPMENT REVIEW ENTERPRISE CUSTOMER ADVISORY COMMITTEE

PURPOSE

There is hereby continued and created a City of Colorado Springs Development Review Enterprise ("DRE") Advisory Committee ("DREAC"). The purpose of the DREAC shall be to advise the Mayor, Fire Department, and Planning + Neighborhood Services Department on matters related to business operations, service delivery, and fee structure for the DRE. The DREAC does not have legislative or quasi-judicial authority.

MEMBERSHIP AND RULES

1. Members: The Mayor shall appoint nine (9) voting members to DREAC to serve staggered terms, who shall each have a background in architecture, commercial and residential construction, civil or design engineering, general contracting, development policy, a closely related field, and/or general knowledge and experience. Membership of DREAC should reflect the geographic diversity and construction trends of the City. To the greatest extent possible, the membership of DREAC shall be composed of:
 - a. Three (3) members from one or more of the following fields: architecture, general contracting, building trades, signage, urban design, and engineering;
 - b. Three (3) members nominated by the Colorado Springs Home Builders Association ("CSHBA");
 - c. One (1) member of the City Planning Commission;
 - d. One (1) member of the Fire Board of Appeals; and
 - e. One (1) at-large member of the public.
2. Terms of Appointment:
 - a. Each member of the initial DREAC shall serve at least one (1) term and those initial terms shall be two (2) and three (3) years. Five (5) members shall serve an initial term of three (3) years and four (4) members shall serve an initial term of two (2) years.
 - b. The regular term of any DREAC member following the initial term shall be three (3) years.
 - c. No person shall be appointed to DREAC for more than two (2) consecutive terms.
 - d. Any person who has served for one-half (1/2) or more of a term to which some other person was appointed shall have completed one term towards the maximum number of consecutive terms. Any person who is appointed for less than one-half (1/2) of an unexpired term may be appointed for the maximum number of consecutive terms. Notwithstanding any other provision of this part, if the Mayor has failed to appoint a member prior to the expiration of a term, the incumbent member may continue to serve for up to ninety (90) days past the expiration of their term or until the Mayor appoints a new member, whichever period is shorter.
3. Alternates: The Mayor may appoint two (2) alternate members to DREAC to gain experience by observing the committee. Alternates shall not represent more than one (1) additional representative of any one membership group as noted in Section 1 above and be appointed for a definite term of no more than three years. Alternates may:

- a. Substitute in the absence of a regular member when necessary to achieve a quorum;
 - b. Vote in any matter in which the alternate is needed to achieve a quorum; and
 - c. Participate in the discussion of the committee even when not necessary for a quorum.
4. Quorum: A quorum of voting members shall be required for the taking of action or voting, where said quorum shall be a simple majority of five (5) members.
 5. Compensation: Members of DREAC shall be volunteers and shall serve without compensation.
 6. Selection and At Will: The Mayor may select whoever he or she desires and deems a suitable candidate for DREAC. Each member of DREAC shall serve at the pleasure of the Mayor and may be dismissed with or without cause.
 7. Chair/Vice Chair: During the first meeting of the year, DREAC shall choose from its membership a Chair and Vice Chair who will serve a term of one (1) year. There is no term limit to the number of consecutive terms the Chair or Vice Chair may serve.
 8. Majority Vote: DREAC shall make advisory recommendations to the Mayor and/or representatives of the Fire Department and Planning + Neighborhood Services Department based on a majority vote.

MEETINGS

1. City Liaisons: The DRE-Planning and DRE-Fire Construction Services managers and staff shall coordinate and support the DREAC. Staff liaisons are not voting members of the DREAC.
2. DREAC will meet on a regular basis, with no less than four (4) regular meetings per year. The number, time, and location of meetings will be determined by the DRE-Planning and DRE-Fire Construction Services managers in consultation with the Chair and Vice Chair of DREAC.
3. The Fire Department and Planning + Neighborhood Services Department, in consultation with the Chair and Vice Chair of DREAC, will create agendas for DREAC meetings. Subject matter topics for DREAC meetings may include, but are not limited to: the business and/or service functions of the DRE as established pursuant to City Code § 14.7.101 et seq.; the specific fee structure for the enterprise, including the appropriate distribution of fees among construction types and the amount of fees and revenue that should be collected to adequately support the DRE; and customer input into the policy and/or process modifications that should be explored by the DRE.

RESPONSIBILITIES

1. DREAC serves as an advisory committee to the Mayor and/or representatives of the Fire Department and Planning + Neighborhood Services Department. DREAC will provide input and make recommendations to the annual workplan(s) of the DRE.
2. In its advisory role, DREAC will consider issues related to residential and commercial construction trends; provide input related to the aspects of development review overseen by the DRE to ensure compliance with all applicable City Codes and regulations; and assess fee collect structures that support the financial self-sufficiency of DRE.
3. DREAC's recommendations should align with the priorities established in the City's Comprehensive Plan ("PlanCOS") and Strategic Plan.