

The Ranch Project Review Process

a. Introduction

These rules of procedure have been adopted by The Ranch Events Complex Project Review Committee and are designed and intended to inform The Ranch and County facilities staff, design professionals, development professionals, public agency planning departments, building officials, and other interested persons about the processes of the Project Review Committee.

The official title of the facility is The Ranch, Larimer County Fairgrounds and Events Complex and shall be referred to as The Ranch.

The official title of this group shall be The Ranch, Larimer County Fairgrounds and Events Complex Project Review Committee and shall be referred to as the PRC.

b. Function of the PRC

The function of the PRC is to provide an organized professional forum dedicated to reviewing and approving every proposal to develop, construct, modify, change property use, demolish, or maintain the horizontal and vertical built environment at The Ranch so the identity and quality of the build environment at The Ranch is preserved and enhanced.

c. PRC Membership, Leadership and Administration

PRC members are appointed by the Larimer County Director of Community Planning, Infrastructure & Resources (CPIR) with the Director of The Ranch and at least one (non-voting) representative assigned from the City of Loveland Development Services Center being standing appointments. The Loveland Development Services Director shall assign a senior planner(s) or higher qualified person to be its representative(s).

The Director of CPIR will appoint between five (5) and seven (7) members to serve as the PRC including the City of Loveland (non-voting) representative and the Director of The Ranch. The Director of CPIR will determine which members are County staff or non-County subject-matter expert professionals and the length of appointed terms and engagements. No less than three members of the PRC shall be design professionals with expertise in architecture, civil engineering, landscape architecture or public facilities construction and operations. Any member may be removed at any time with or without cause by the Director of CPIR except for the appointee representing the City of Loveland. The Director of CPIR may appoint additional member(s) at the request of the PRC Chair on an ad hoc basis if additional subject matter expertise for a particular project is warranted or if an appointed member is not available and a substitute is deemed necessary for the PRC to perform its function.

The PRC will conduct periodic and special meetings at The Ranch or via electronic means. Meetings shall be scheduled no less frequently than once a month. The Director of the Ranch will serve as the PRC Chair and will organize administrative support needed by the PRC by designating a non-voting recording secretary. The recording secretary shall keep the minutes of all PRC meetings in an appropriate and designated file, prepare and distribute PRC meeting

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agendas and supporting documentation, be the custodian of the PRC's records, inform the PRC of correspondence relating to business of the PRC, and attend to such correspondence, findings and decisions as may be required. The agenda and materials for the items to be considered at the meeting shall be distributed to all PRC members no less than five (5) working days prior to the scheduled meeting.

The meetings may be recorded for the convenience of the recording secretary. Any such recordings shall be retained for at least sixty (60) days after the meeting.

The PRC shall elect a Vice Chair at the first meeting called in any calendar year. The Vice Chair shall assume the duties and responsibilities of the Chair in the event the Chair is absent or unable to perform these duties.

Appointees shall be able to resign from the PRC with fourteen (14) working days written notice to the Director of CPIR.

d. Design Guidelines and Imagery

The foundational document for the PRC function is The Ranch, Larimer County Fairgrounds and Events Complex, Design Guidelines and Imagery document prepared by Populous, Inc. dated September 24, 2020, and adopted revisions if any.

e. Project Review Committee (PRC) Procedures

All meetings of the PRC shall require a quorum to be present and in session before official and formal action may be taken on any matter. A quorum is defined for the purposes of these rules of procedure as any four (4) members. The Vice Chair shall preside in the absence of the Chair. Where both the Chair and Vice Chair are absent, those members present shall select a member as Chair Pro Tem through a majority vote to preside over that meeting.

Voting at meeting shall be by voice vote, roll call or other means as necessary for members to clearly indicate their vote. Actions shall be by majority vote. All actions on agenda items shall be documented by the recording secretary and reviewed by the Chair. Action taken on each item will be provided in writing to the applicant on that item within five (5) calendar days of the meeting. If the action is an approval, a letter documenting the approval and any conditions shall be provided to the applicant in a format suitable for submission to the appropriate planning and/or building department as part of their entitlement and/or permit application.

Any member shall recuse themselves from discussion and voting on any matter before the PRC in which the member feels there is a personal interest or conflict of interest. Such conflict shall be stated for the record, but the specific nature of the conflict may or may not be noted.

The agenda for all meetings shall include (at a minimum) a call to order, a listing of the items to be considered during the meeting and a call for adjournment. The order of business for all meetings shall follow the agenda except that the Chair may under special circumstances rearrange the order of business unless otherwise directed by a majority of the members present and in session. The minutes of each meeting shall note the members present and the

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representatives for the applicant present for each item.

Reconsideration of any decision of the PRC may be held when an interested party documents, to the satisfaction of the Chair, that previous information evaluated was in error or subsequent clarifying material has been brought forward. The PRC will not consider any material that may result in significant modification to a pending issue unless that material has been submitted to the Chair through the recording secretary at least six (6) working days prior to the PRC's meeting when that issue is to be considered.

The following procedure will be observed for consideration of agenda items:

1. Introduction of the item by the Chair
2. Applicant presentation
3. PRC comments and questions
4. Applicant's response
5. Final PRC comments
6. Question called and vote by the PRC (if action is to be taken)

The Chair may declare a continuance of the PRC's agenda if the lateness of the hour would be detrimental to the fair consideration of any item. An applicant may request a vote be tabled on their item if additional information or modifications to the project proposal will be provided to the PRC at a later date.