



**DENVER**  
THE MILE HIGH CITY

**Community Planning and Development**

**Planning Services**

Plan Implementation

Landmark Preservation

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## **Policy for applicant presentations to the Landmark Preservation Commission (LPC) and the Lower Downtown Design Review Board (LDDRB)**

*Staff must be contacted at least a week prior to the meeting for special requests that do not adhere to these guidelines. Staff will consider these special requests on a case by case basis.*

**1. There is a maximum presentation time of 10 minutes *per application* (not per presenter).**

Please make sure your presentation to the LPC or LDDRB does not exceed this length. In order to maximize your use of time, focus on the relevant facts that the LPC or LDDRB will be able to use to help make their decision.

**Exception: Maximum presentation time of 15 minutes *per application* (not per presenter) for infill projects at Lower Downtown Design Review Board only.** (Includes discussion items; mass, scale and context reviews; and design detail reviews)

*Hint: Avoiding repeating information that's already been presented and make sure to discuss issues that are relevant to your particular case. For instance, for a design review project, the LPC or LDDRB will not consider economic data.<sup>1</sup> Instead, focus on how your project meets the Secretary of the Interior's Standards or one of the design guidelines adopted by the LPC or LDDRB. Contact us for information on our design guidelines.*

**2. You can bring in boards, models, and material samples.** A photograph of each board, model, and material you will be presenting is required to be submitted to staff at least a week before the meeting.

*Hint: Models, boards, and samples are a great addition to your presentation and help to convey visual ideas.*

**3. If assembly or setup of your materials is required, this must be done prior to the start of the meeting.**

*Hint: Carefully consider how long it will take to set up your materials and make sure that doing so will not disturb an ongoing meeting.*

**4. Do not bring your computer (laptop or otherwise), projectors, or audio/visual equipment to the meeting.** An exception for this can be made at LDDRB meetings which are located off of city premises where digital presentation setup is not available. In this case, the applicant must bring projector, laptop and screen (all required equipment including extension cords) by 7:00 a.m. date of meeting and set up all equipment prior to 7:30 a.m. or forfeit ability to present by powerpoint. Please let city staff know of your intent at least a week prior to meeting.

**5. For LPC meetings, any photographs or PowerPoint files must be supplied to staff one week prior to meeting.** Files can be e-mailed or delivered on a flash drive. Staff will load these items onto the city-owned laptop prior to the meeting (when available).

*Hint: These additional visual materials for your presentation are not required. If you would like to provide these additional materials, consider how many PowerPoint slides or photographs you can present in ten minutes. Staff reserves the right to not accept materials that would be obscene or defamatory or are larger than 200 KB per image or 5 MB for a PowerPoint file.*

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<sup>1</sup> There is a process whereby the LPC or LDDRB can consider economic data, but it is not part of a design review.