

LOWER DOWNTOWN DESIGN REVIEW COMMISSION BY-LAWS
Adopted July 7, 2011; Amended January 7, 2021

I

Election of Officers

Section 1. The Commission shall hold an election of officers at the first regular meeting in May of each calendar year.

Section 2. The Commission shall elect a Chairperson and a Vice-Chairperson who shall hold office for one year or until their successors are selected and qualified. Both officers may serve any number of terms.

Section 3. The Chairperson shall preside at all meetings and shall be responsible for the conduct of such meetings in accordance with Roberts' Rules of Order.

Section 4. The Vice-Chairperson shall perform the duties of the Chairperson in the event of the Chairperson's absence. In the event the Chairperson and Vice Chairperson are both absent, the remaining members shall vote for a Chairperson Pro-Tem, who shall chair only that meeting, and only so long as the Chairperson and Vice-Chairperson remain absent.

Section 5. Should the office of Chairperson or Vice-Chairperson become vacant, the Commission shall elect a successor from its membership at the next meeting to fill the unexpired term of said office.

II

Meetings of the Commission

Section 1. Regular meetings of the Commission shall be held on the first Thursday of each month, at 8:30am (Regularly Scheduled Meeting). The Commission may hold a second meeting on the second Thursday of the month at 8:30am if more than two design review applications for infill construction, or more than five design and/or demolition review applications are received by the filing deadline for the Regularly Scheduled Meeting. Complete applications received on or prior to the filing deadline will be scheduled for meetings on a first-come first-served basis. No more than five applications may be placed on a single meeting agenda, except there shall be no limit on consent agenda items. Additional items may be added to an agenda at the discretion of the Chair in consultation with Landmark staff. If either more than four applications for infill construction or more than ten applications for review other than infill construction (together, "Overflow Applications") are received by the deadline for a Regularly Scheduled Meeting, then Overflow Applications will be placed on a subsequent meeting agenda. Special meetings may be held as needed, subject to concurrence of a majority of Commission members.

Section 2. The Commission shall act officially only at meetings of which notice has been given in accordance with D.R.M.C. Chapter 30. The Commission's meeting agenda shall be posted not less than five days prior to the scheduled meeting; provided, however, that emergency meetings of the Commission may be called by the Chairperson upon two days' written notice and posted agenda.

Section 3. The Chairperson, absent objection by any member, may cancel meetings (except those held for the purpose of conducting a public hearing) for cause, including absence of a quorum, lack of business to conduct or other unforeseeable circumstances. Notice of such cancellation shall be given to the members at least 24 hours in advance of the time of the meeting, if possible.

Section 4. On any matter not quasi-judicial in nature, proxy voting may be done by any member who is unable to attend a meeting, providing the matter to be voted upon is specific and the proxy vote is either in the affirmative or negative and presented to the Chairperson prior to the meeting.

Section 5. No official business of the Commission shall be conducted unless a quorum (as defined by Chapter 30, section 46 (f)) is present. During a period of emergency declared by the State, Mayor, or City officials, or when extenuating circumstances exist as determined by the city leadership working with the Chairperson, Commissioners may be provided alternative methods of participating in the meeting either by telephone, electronically, or by other means of communication (“alternative methods of participation”). Votes of the Commission members who are participating via alternative methods of participation will be counted as part of the Commission action. However, if a member has been dropped from the meeting at the time of vote due to electronic problems no vote will be counted for that member unless the member is able to promptly rejoin the meeting on his/her own or after a brief recess the member is successfully re-connected to the meeting.

III

Public Hearings

Section 1. First opportunity to be heard shall be afforded to any and all persons having a legal interest in the subject property, or to anyone submitting a proposal; then others shall be heard.

Section 2. Individual presentations shall be limited to three minutes, but the majority of the members present may extend or shorten this time.

VI

Committees and Subcommittees

Section 1. The Chairperson is empowered to appoint working committees and subcommittees as may be necessary to carry out the work of the Commission. Such appointments shall be subject to approval by the Commission as a whole.

Section 2. A committee shall be an ad hoc committee of Commission members only, appointed to perform specified tasks.

Section 3. A subcommittee shall be an ad hoc committee consisting of persons who may or may not be Commission members. Subcommittees shall be appointed to perform specified tasks.

V

Amendments

Section 1. These bylaws may be amended (consistent with the terms of the ordinance creating the Commission) at any regular Commission meeting, provided that written notice of such amendments shall be given at least five days prior to such meeting.