

## What to Expect at a Landmark Preservation Commission Meeting

**THE LANDMARK PRESERVATION COMMISSION:** The Commission is comprised of nine citizen volunteers with expertise and interest in historic preservation. The Commission includes two representatives each from nominees submitted by the American Institute of Architects, the Colorado Historical Society, and the Denver Planning Board. In addition, one member is recommended by the American Society of Landscape Architects, and two members are appointed at-large. Commission members, appointed by the mayor, serve three year terms, and are not compensated.

**MEETING AGENDA:** Typically, the Commission considers items in the order listed on the agenda. However, the chair may shift the order of items during the meeting. Meeting agendas, including public hearing and design review submittals and staff reports, are posted on the web at [denvergov.org/preservation](http://denvergov.org/preservation).

**GENERAL PUBLIC COMMENT:** At the beginning of the Commission meeting, the chair invites the public to speak on general historic preservation topics not listed on the meeting agenda. The chair will ask interested speakers to raise their hands, and then invite them to the microphone. This public comment is limited to two minutes per speaker.

**CONSENT AGENDA:** Projects on the consent agenda are items landmark staff has determined meet the *Design Guidelines for Landmark Structures and Districts*. The Commission may approve these items in one group, or Commission members may request that an item be moved to the regular design review agenda. If an item is approved on the consent agenda, per the Commission's [consent agenda policy](#), the applicant may leave the meeting.

**PUBLIC HEARINGS:** Landmark designation applications and some demolition requests require a public hearing. These items are listed on the agenda as public hearings. Signs are posted on the property and registered neighborhood organizations (RNOs) are notified in advance. This process is designed to alert citizens of specific Commission decisions and to encourage citizen participation. The chair will announce each public hearing item, and provide the order for presentations and speakers. The typical order for a public hearing is:

**Staff Presentation:** Landmark staff will make a short presentation. The presentation will summarize the project and provide staff's analysis regarding the extent to which the project meets city ordinances, and the Commission's adopted policies and guidelines.

**Applicant Presentation:** After the staff presentation, the chair will ask the applicant to come forward to the Commission's table. The applicant will have up to 10 minutes to present the project. The Commission will ask questions following the presentation. After all questions are answered, the chair will ask the applicant to return to the audience.

**Public Comment for Public Hearings:** For items listed on the agenda as public hearings, speakers are required to sign up on public comment cards prior to the chair announcing the public hearing. The chair will call each speaker to the microphone. Each individual who signs up may speak for three minutes.

**DESIGN REVIEW PROJECTS:** These proposals require individual design review consideration. The Commission encourages public comment. The chair will announce each design review item, and provide the order for presentation and speakers.

The typical order for a design review project is:

**Staff Presentation:** Landmark staff will make a short presentation. The presentation will summarize the project and provide staff's analysis regarding the extent to which the project meets city ordinances, and the Commission's adopted policies and guidelines.

**Applicant Presentation:** After the staff presentation, the chair will ask the applicant to come forward to the Commission's table. The applicant will have up to 10 minutes to present the project. The Commission will ask questions following the presentation. After all questions are answered, the chair will ask the applicant to return to the audience.

**Public Comment for Design Review Projects:** No sign up cards are provided to speak on design review and business items. At the appropriate time, the chair will query the audience for public comments. Anyone wishing to speak should raise their hand. The chair will ask them to come forward to the microphone and provide their name and address, and then provide comments within two minutes.

**LANDMARK PRESERVATION COMMISSION DECISIONS:** The Commission will close the public comment period, deliberate on the item, and take formal action. This action can include: approval as submitted, approval with conditions, or denial. The Commission may also request a continuance to a subsequent meeting, with the applicant's agreement, in order to request additional information needed to undertake its review.

**OTHER ITEMS:** The Commission considers business and discussion items at the end of the agenda. Anyone wishing to speak on these items is welcome to provide comments within two minutes.