

## Lower Downtown Design Review Commission – 2023 Filing Deadlines & Meeting Dates

Filing Deadline @ noon	Meeting Date @ 8:30 AM	Overflow Meeting Date @ 8:30 AM
December 13 <sup>th</sup> , 2022	January 5 <sup>th</sup>	January 12 <sup>th</sup>
January 10 <sup>th</sup>	February 2 <sup>nd</sup>	February 9 <sup>th</sup>
February 7 <sup>th</sup>	March 2 <sup>nd</sup>	March 9 <sup>th</sup>
March 14 <sup>th</sup>	April 6 <sup>th</sup>	April 13 <sup>th</sup>
April 11 <sup>th</sup>	May 4 <sup>th</sup>	May 11 <sup>th</sup>
May 9 <sup>th</sup>	June 1 <sup>st</sup>	June 8 <sup>th</sup>
June 20 <sup>th</sup>	July 13 <sup>th</sup> * (moved due to Independence Day holiday)	July 20 <sup>th</sup> * (moved due to Independence Day holiday)
July 11 <sup>th</sup>	August 3 <sup>rd</sup>	August 10 <sup>th</sup>
August 15 <sup>th</sup>	September 7 <sup>th</sup>	September 14 <sup>th</sup>
September 12 <sup>th</sup>	October 5 <sup>th</sup>	October 12 <sup>th</sup>
October 10 <sup>th</sup>	November 2 <sup>nd</sup>	November 9 <sup>th</sup>
November 14 <sup>th</sup>	December 7 <sup>th</sup>	December 14 <sup>th</sup>

The Lower Downtown Design Review Commission meets the first (1<sup>st</sup>) Thursday of each month. Design review applications and other applications for Commission consideration are due at noon three weeks and two days (23 days) prior to the first Thursday meeting. If the Commission receives more than two (2) application for infill construction or more than five (5) total design or demolition review applications by the filing deadline, the Commission will hold an overflow meeting on the second (2<sup>nd</sup>) Thursday of each month. The Lower Downtown Design Review Commission sets meeting agendas on a first-come, first-serve basis and has a maximum number of items per agenda. Agendas are tentatively set on the Thursday following the filing deadline. If more than four (4) application for infill construction or more than ten (10) total design review or demolition applications are received by the filing deadline, additional items will be placed on the next month's meeting agenda. Changes to the maximum number of agenda items may be made by the Chairperson in consultation with Landmark Preservation staff.

**NOTE:** The above Commission filing deadlines are for **one hard copy or digital copy of the application AND** required submittal materials for initial staff review. Some projects require pre-application review/meetings as a prerequisite to filing applications for Commission agendas. If city staff determines that your application is complete, your project manager will provide you with additional comments and will apprise you of the deadline to provide the final submission for distribution to the Commission. **The above dates may change depending on City & Federal Holidays. Please make sure you confirm the appropriate deadline with staff.**