

Policy for Applicant Presentations to the Lower Downtown Design Review Commission

- adopted by the Commission August 4, 2022

Applicants must contact Landmark staff at least a week prior to the meeting for special requests that do not adhere to these guidelines. Landmark staff will consider these special requests on a case-by-case basis.

Design Review Projects Agenda:

1. All applicants, property owners, and their representatives have a total of 10 minutes to present per design review item. Please make sure your presentation does not exceed this length. Following the applicant presentation, the LDDRC may ask additional follow up questions.
Exception: There is a maximum presentation time of 15 minutes per design review agenda item for new infill construction within the Lower Downtown Historic District.
2. Any photographs, PowerPoint, or presentations files must be provided to Landmark staff **one week** prior to the Commission meeting. Files can be e-mailed or delivered on a flash drive. Landmark staff will load these items onto the city-owned device prior to the meeting and Landmark staff will run the presentation on behalf of the applicant. The applicant may not bring new or additional information to a Commission meeting or share their screen during the Commission meeting.
3. For in-person meetings, models, and material samples may be presented. Photographs of physical materials must also be provided to Landmark staff. If assembly or setup of materials is required, this must be done prior to the start of the meeting.
4. For in-person meetings, do not bring computers (laptop or otherwise), projectors, or audio/visual equipment to the meeting. For virtual meetings, screen sharing is prohibited.
5. When the Commission begins deliberation, the meeting will be closed to further testimony from the applicants, persons having legal interest in the subject property, and their representatives unless specifically requested by the Commission.

Public Hearing Agenda:

1. All applicants, property owners, and their representatives have a total of 10 minutes to present per public hearing item. Please make sure your presentation does not exceed this length. Following the applicant presentation, the LDDRC may ask additional follow up questions.

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4. For in-person meetings, do not bring computers (laptop or otherwise), projectors, or audio/visual equipment to the meeting. For virtual meetings, screen sharing is prohibited.
5. When the public hearing is closed and the Commission begins deliberation, the meeting will be closed to further testimony from the applicants, persons having legal interest in the subject property, and their representatives unless specifically requested by the Commission.