

Policy for Public Comment to the Lower Downtown Design Review Commission

- adopted by the Commission August 4, 2022

Anyone may submit written comments and/or speak in-person on any items that come before the Lower Downtown Design Review Commission. Comments may be received via email to landmark@denvergov.org or submitted to Landmark Preservation, Community Planning and Development, 201 West Colfax Avenue, Dept. 205, Denver, CO 80202 or via hard copy to the Records Counter located on the 2nd floor of the Webb Building, 201 West Colfax Avenue, Denver, CO 80202.

1. Written Comments:

- **Comment window #1:** All comments submitted by 5 p.m. 11 calendar days prior to the LDDRC meeting are included in the online materials distributed to Commission members.
- **Comment window #2:** Additional comments may be submitted until 12 p.m. (noon) the day prior to the LDDRC meeting. These comments will be emailed to Commission members.
- Written comments received after 12 p.m. (noon) the day prior to the meeting will not be accepted. Interested parties should plan to attend the LDDRC meeting in person or virtually to read comments into the record.

2. Verbal Comments:

- **Public Hearing Comments:** Each speaker gets a maximum of **3 minutes** to speak on each item on the public hearing agenda. Speakers may not cede their time to another speaker. The public comment period follows the Landmark staff and applicant presentation. Commenters must provide their name and address and whether they are for or against the proposal, which will be recorded in the meeting record.
- **Consent Agenda Comments:** There is **no public comment** period for items on the consent agenda. These are routine design review items that are recommended for approval without discussion from the Commission. The Chair will ask if any members of the public would like to speak on items on the consent agenda. If there are members of the public who would like to provide comment on Consent Agenda items, the Chair will ask if any Commissioners desire to move any items from the Consent Agenda to the Design Review Agenda.
- **Design Review Projects Comment:** Each speaker gets a maximum of **2 minutes** to speak on each item on the design review agenda. Speakers may not cede their time to another speaker. The public comment period follows the Landmark staff and applicant presentation. Commenters must provide their name and address for the record.
- **Applicant Presentation:** Please see the [Policy for applicant presentations to the Lower Downtown Design Review Commission](#).

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FAQ's

How do I sign up to speak at the meeting?

Members of the public may participate virtually or may attend the meeting in person. Meeting links and call-in information are posted on the LDDRC meeting website a week prior to each LDDRC meeting.

Please visit the [Lower Downtown Design Review Commission meeting](#) website for information on how to join the LDDRC meeting.

If you need a sign language interpreter or CART Services contact SignLanguageServices@denvergov.org at least three business days ahead of the meeting. For other public accommodation request/concerns related to a disability, contact DisabilityAccess@denvergov.org.

What information will I be asked to provide in order to speak?

First name, last name, and mailing address or business address.

How is speaker order determined?

The speaker order is decided on a first-come, first-served basis, based on online hand raises and in-person hand raises.

How many times may I speak about each project?

Members of the public may speak about each project one time per meeting agenda.

Will everyone who sign up get to speak?

Yes. The Commission will accommodate all members of the public who indicate they wish to provide comment. The Commission and Landmark staff will try to troubleshoot technology issues with members of the public during the public comment period, but if you are concerned about technology limitations, we encourage you to attend the meeting in-person.

Will I get a response back from the Commission?

The Commission does not typically respond directly to public comments or questions raised during the public comment period unless issues raised can be addressed directly by Landmark staff.