

Landmark Preservation Commission Public Comment Policy

- adopted by the Commission June 2, 2015; updated March 1, 2016

Anyone may submit written comments and/or speak in person on any items that come before the Landmark Preservation Commission (LPC). These may include, but are not limited to: design review items, policies, public hearings on demolition or designation applications, and public hearings on proposed design guidelines. The LPC agendas and related application materials are available at denvergov.org/preservation. This information is also available at the Records Counter, 2nd Floor, 201 W. Colfax at least five calendar days prior to any LPC meeting.

Written Comments:

Written comments are considered to be:

1. Comments received via email to landmark@denvergov.org or to the email address of the case manager.
2. Written comments received via hard copy mailed to the Denver Landmark Preservation Commission: Landmark Preservation, Community Planning & Development, City and County of Denver, 201 W. Colfax Ave., Dept. 205, Denver, CO 80202.
3. Written comments addressed to Denver Landmark Preservation Commission which are submitted via hard copy and stamped received at the Records Counter, Webb Building, 201 W. Colfax, 2nd Floor.

Written Comments received by 5 p.m. at least 11 calendar days prior to LPC meeting:

Landmark preservation staff will mail written comments to LPC members. The written comments will be attached to the staff report and design review application, and will be posted on the LPC web page.

Written Comments received less than 11 calendar days prior to LPC meeting:

1. Written comments received by 12 p.m. (noon) on the day prior to a LPC meeting will be emailed to LPC members. Landmark preservation staff will also make hard copies of these comments and distribute hard copies to LPC at the meeting.
2. Written comments received after 12 p.m. (noon) day prior to a LPC meeting will not be distributed to LPC members. Interested parties should plan on attending the LPC meeting to speak in person and/or to distribute written comments at the LPC meeting.

Verbal Comments:

The public is welcome to speak on any item scheduled on the LPC agenda. The public may speak and/or provide written comments to the LPC for the record. Items that are public hearings will be explicitly denoted as public hearings on LPC agendas. Public Hearings will be conducted per the LPC Bylaws. If an item is not clearly listed on a LPC agenda as a public hearing, then assume the item falls under Scenario B below.

Scenario A: For Items Posted as Public Hearings:

1. First opportunity to be heard shall be a 10 minute period afforded to any and all persons submitting a proposal and their representatives. This includes time for the applicant & applicant 's representatives to speak.
2. Second opportunity to be heard shall be a 10 minute period afforded to any and all persons having a legal interest in the subject property, including their representatives, provided that those having a legal interest in the subject property did not submit the proposal and speak per 1. above.

Note: For proposed historic district designation public hearings, any owner of property that may be included in the historic designation, other than the owner(s) submitting a proposal, shall speak in accordance with 3. below.

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3. Others wishing to speak shall be heard during the public comment period. Individual presentations shall be limited to 3 minutes, but the majority of the Commission members present may extend or shorten this time. Speakers may not give their time to other speakers.

Note: Any and all persons submitting a proposal or having a legal interest in the subject property, or their representatives, shall speak under 1. and 2. above.

4. A speaker may answer questions from Commission members outside of the time limits delineated in 1. - 3. above.
5. All persons wishing to speak shall register on public comment cards and provide such cards to the Chairperson or Landmark staff prior to the Chairperson opening the public hearing.
6. The Chairperson shall determine the order of speakers.

Scenario B: For Design Review Items and All Other Items:

1. The public is not required to sign up on public comment cards. The Chair of the LPC will announce each item on the agenda, and allow the public to provide public comment after the staff report and applicant presentation.
2. The LPC allows 2 minutes for each individual to speak. Members of the public cannot give their time to other speakers. However, those with similar viewpoints are encouraged to coordinate their presentations to avoid redundancy between speakers and to ensure that all valid points are conveyed to the LPC.
Note: Any person can read a letter(s) written by someone else into the record provided this occurs within the speaker's allotted 2 minutes.
3. For design review items, the public is strongly encouraged to provide comments that focus on a projects' consistency with Denver's *Design Guidelines for Denver Landmark Structures & Districts* and the character-defining features of the district or designated landmark property.
4. The order of speakers is determined by the LPC chair.