

# Landmarks Design Review Committee

## Meeting Procedure & Guidelines

*Updated June 9, 2020*

The Landmarks design review committee (Ldrc) reviews and approves more than 200 Landmark Alteration Certificate applications, demolition requests, and state historic preservation tax credit applications annually. While the meetings are intended to be informal and collaborative, the Landmarks Board and historic preservation program staff have established the following description and guidelines to ensure their efficient functioning.

### **Description:**

- The Landmarks design review committee (Ldrc) normally meets each Wednesday morning to administratively review Landmark Alteration Certificate (LAC) applications, demolition requests for non-designated demolitions of buildings constructed before 1940, and state historic preservation tax credit applications.
- Two Landmarks Board members and one historic preservation staff person constitute the Ldrc.
- Attending Ldrc members must unanimously agree to issue either an LAC or a demolition permit.
- The Ldrc cannot deny an application; if a single attending Ldrc member considers that a LAC proposal may have a “significant impact or potential detriment” to the landmarked site or historic district, the member can refer the LAC application to the Landmarks Board for review in a quasi-judicial public hearing. (9-11-14(3) B.R.C.)
- If a single attending Ldrc member considers there is “probable cause” to consider the building or structure proposed for demolition “may be eligible for designation as an individual landmark, the member can refer the demolition application to the Landmarks Board in a quasi-judicial public hearing (9-11-23(d)(2) B.R.C.).
- While Ldrc meetings are administrative in nature, the meetings are open to the public. The agendas are posted online at: <https://bouldercolorado.gov/boards-commissions/landmarks-design-review-committee-ldrc>, at least 24 hours in advance of the meeting. Because the Ldrc process is administrative, members of the public may observe the meeting, but no public input may be taken.

### **Meeting Procedure & Guidelines:**

- Reviews will not begin until staff and the two attending board members are present.
- Applicants (or designated representatives) are encouraged, though not required, to attend Ldrc meetings; the LAC design process is typically collaborative and iterative, while the demolition request process provides applicants the opportunity to share information about buildings or structures proposed for demolition.
- Members of the public wishing to observe an Ldrc meeting should arrive prior to the posted meeting time and wait in the Planning & Development Service Center Lobby. Staff will invite the applicant and any public observers into the Ldrc meeting room.

- Public observers should not enter the meeting room once a case review has begun as this can be distracting to the applicant and/or Ldrc members.
- Public observers should not sit at the Ldrc table, but in chairs located along the walls of the room.
- Because Ldrc meetings are administrative no public comment may be taken. We request that public observers not speak or ask questions during case review.
- Staff will introduce those in attendance, identify their roles, and briefly introduce the application.
- The applicant or representative will be invited to present the proposal.
- For LAC reviews, the Ldrc will assess the proposal, referring to the applicable design guidelines; a collaborative approach between the applicant and Ldrc is encouraged in achieving designs that are generally consistent with applicable design guidelines.
- For LAC reviews, revisions may be requested for review by the Ldrc at a subsequent meeting, or administratively by staff. Rarely should a proposal be reviewed by the Ldrc more than twice.
- For demolition requests, the staff will review available historic material on the building or structure, then give the applicant the opportunity to comment. Staff and the Ldrc will assess the building or structure's potential historic, architectural significance and evaluate its historic integrity, if any.
- Staff will take notes during the meeting, review the notes at the end of the meeting, and provide a copy to the applicant, with a description of next steps.
- If a Landmark Alteration Certificate is approved, it will not be issued at the meeting but will be emailed to the applicant, usually within 24 hours.

#### **Electronic Participation:**

To limit potential social spreading of COVID-19, Ldrc meeting will be held virtually via video conference until further notice:

- An applicant may agree to participate in the virtual Ldrc or postpone the meeting until in-person meetings have resumed by the city manager and the Ldrc can be held in person.
- Applicants, owners and observers will remain in the virtual waiting room until staff and the two attending board members are present and have performed technology checks.
- If at any point during the meeting the staff, board and applicant unanimously decide that it is not possible to hold the meeting by electronic participation due to technical issues, the meeting will be rescheduled when issues can be resolved or in-person meetings have resumed.
- Deadlines for applications that are delayed or postponed for any reason are waived.
- Members of the public may observe the meeting via internet-connected device using the meeting link posted on the website at least 24 hours in advance. Observers will be asked to turn off their camera and mute their microphone. No public input will be taken. Activities that disrupt, delay or otherwise interfere with the meeting are prohibited.