

## Landmark Preservation Commission Consent Agenda Policy - adopted by the Commission 7/17/12

### What is a consent agenda?

The consent agenda may contain more routine design review items that require LPC approval, but for which staff recommends approval without discussion. The LPC agenda lists consent items separately. Staff recommendations/briefs, and supporting material from applicant are included in the LPC packet. Staff will also display items proposed for consent approval on a PowerPoint slide at the beginning of the meeting.

### Staff will place items on consent agenda when the following criteria are met:

1. Projects with complete applications as determined by staff
2. Projects with staff recommendation for approval and no recommended conditions (can include items that previously were deferred/continued or denied by the LPC)
3. No known opposition to project and no public comments are anticipated – routine and non-controversial items (*Examples might be approval of meeting record, tax credit approvals, certain design review cases, etc.*)
4. Excludes design review for infill projects; excludes demolitions; excludes designations

### Landmark Preservation Commission:

1. Chair will introduce consent agenda and ask if any member of the public is present to speak on an item on the consent agenda.
2. Chair will ask if any Commission member wishes to remove an item from the consent agenda for separate consideration, and if so, the Chair will indicate that the item will be individually considered and indicate where item will be slated on the agenda. Any item on the consent agenda will be moved to the regular agenda upon request from any LPC member.
3. Motion for approval of consent agenda will be in one motion.
4. If LPC members have conflicts of interest, the LPC will vote on that item separately. City ethics policies apply.