

Policy for Public Comment to the Lower Downtown Design Review Commission

- adopted by the Commission August 16, 2022, amended December 5, 2024

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.
- **Comment window #3:** Written comments received after 12 p.m. (noon) the day prior to the meeting must be distributed by the Commenter to the Commission. Interested parties should plan to attend the LDDRC meeting in person or virtually to distribute comment and/or verbally read comments into the record.

2. Verbal Comments:

- **Public Comment:** All public comment will be heard at the beginning of the meeting for all general preservation related comments. Each speaker gets a maximum of 2 minutes to speak on general preservation topics. Commenters must provide their name for the record and may provide their address.
- **Consent Agenda Comment:** 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.
- **Public Hearing Agenda 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 whether they are for or against the proposal, which will be recorded in the meeting record. Speakers may also provide their address if they wish.
- **Design Review Agenda Comments:** 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 Landmark staff and applicant presentation. Commenters must provide their name for the record and may provide their address.
- **Applicant Presentation:** Please see the [Policy for applicant presentations to the LDDRC](#).

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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 DeafHHSerices@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 if you are in support of the project. You may provide a mailing address or business address if you like.

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 general preservation during the public comment period at the beginning of the meeting and Design Review agenda items after each item. All speakers be able to speak for 2 minutes during the public comment period and 2 minutes on each design review item.

Will everyone who sign up get to speak?

Yes. The Commission will accommodate members of the public who indicate they wish to provide comment. The Commission and Landmark staff 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 comment unless issues raised by speakers needs additional clarification or when issues can be addressed directly by Landmark staff.