

LOWER DOWNTOWN DESIGN REVIEW COMMISSION BY-LAWS
Adopted July 7, 2011; Amended January 7, 2021 and December 5, 2024

I

Election of Officers

Section 1. The Commission shall hold an election of officers at the first regular meeting in May of each calendar year.

Section 2. The Commission shall elect a Chairperson and a Vice-Chairperson who shall hold office for one year or until their successors are selected and qualified. Both officers may serve any number of terms.

Section 3. The Chairperson shall preside at all meetings and shall be responsible for the conduct of such meetings in accordance with Roberts' Rules of Order.

Section 4. The Vice-Chairperson shall perform the duties of the Chairperson in the event of the Chairperson's absence. In the event the Chairperson and Vice Chairperson are both absent, the remaining members shall vote for a Chairperson Pro-Tem, who shall chair only that meeting, and only so long as the Chairperson and Vice-Chairperson remain absent.

Section 5. Should the office of Chairperson or Vice-Chairperson become vacant, the Commission shall elect a successor from its membership at the next meeting to fill the unexpired term of said office.

II

Filing Deadline

Section 1. To be considered for scheduling on any agenda, design review applications and other applications for Commission consideration are due no later than (12:00 p.m.) four (4) weeks prior to the first Thursday meeting. The four (4) weeks prior to the first Thursday meeting, unless otherwise approved by the Commission.

Section 2. At the discretion of the Chair, in consultation with Commission staff, filing deadlines may be adjusted to accommodate Holidays and City closures.

Section 3. Complete applications received on or prior to the filing deadline will be scheduled for meetings on a first-come first-served basis, or as otherwise approved pursuant to Section 1. No more than five applications may be placed on a single meeting agenda, except there shall be no limit on consent agenda items. Additional items may be added to an agenda at the discretion of the Chair in consultation with Landmark staff.

Section 4. The Commission staff tentatively sets meeting agendas on the Tuesday following the filing deadline. If more than three (3) complete applications are received by a single staff person by the filing deadline, all applications in excess of three (3) will be assigned to a different staff person if possible or otherwise will be placed on the next month's meeting agenda at staff's discretion, balancing the goal of timely processing of applications with staff capacity.

III

Meetings of the Commission

Section 1. Regular meetings of the Commission shall be held on the first Thursday of each month, at 8:30am (Regularly Scheduled Meeting). Special meetings may be held as needed, subject to concurrence of a majority of Commission members. Absent the objection of any commissioner, the Chair, in consultation with Commission staff, may postpone a Regular meeting to accommodate Holidays and City closures.

Section 2. The Commission shall act officially only at meetings of which notice has been given in accordance with D.R.M.C. Chapter 30. The Commission's meeting agenda shall be posted not less than five (5) days' prior to the scheduled meeting; provided, however, that emergency meetings of the Commission may be called by the Chairperson upon two days' written notice and posted agenda.

Section 3. The Chairperson, absent objection by any member, may cancel meetings (except those held for the purpose of conducting a public hearing) for cause, including absence of a quorum, lack of business to conduct or other unforeseeable circumstances. Notice of such cancellation shall be given to the members at least 24 hours in advance of the time of the meeting, if possible.

Section 4. The Chairperson shall have the agenda prepared for each regular meeting. This agenda shall constitute written notice as specified in Section 2 above.

Section 5. The minutes of Commission meetings shall be prepared and shall be made available to each member as promptly as possible after the meeting.

Section 6. No official business of the Commission shall be conducted unless a quorum of no less than five (5) voting members is present in-person. The concurring vote of the Commission is defined by Chapter 30, section 46 (f).

Section 7. Up to two (2) Commission members may participate in each meeting by electronic means, including any public hearing. Under no circumstances may Commission members participate while driving a vehicle. If joining with a video conferencing device, cameras shall remain on during the meeting. Notification of electronic participation for any reason must be submitted by the Commission member to Commission staff no later than two (2) hours before the starts of the meeting on a first-come, first-served basis. Request submitted less than two (2) hours before the start of the meeting will not be accepted and the member may not participate electronically. The Chair shall have the discretion to approve or deny request submitted less than 2 hours before the start of the meeting in extraordinary situation. If a member who is participating electronically has been dropped from the meeting at the time of vote due to electronic problems, no vote will be counted unless the member is able to rejoin the meeting on their own, or after a brief recess the member is successfully re-connected to the meeting.

IV

Public Comment

Section 1. Anyone may submit written comments and/or speak in-person on any items that come before the Commission.

Section 2. Written comments submitted by 5:00 p.m., 11 calendars days prior to the LDDRC meeting are included in noticing materials distributed to Commission members. Additional written comments may be submitted until noon (12:00 p.m.) the day prior to the Regular meeting and the

comments will be distributed to Commissioners via email. Written Comments may also be distributed to the Commission members at the meeting.

Section 3. General public comment will be heard at the beginning of the meeting. General public comment should pertain to historic preservation in general. Each speaker will get a maximum of two (2) minutes. Speakers may not cede their time to another speaker. Commenters must provide their name for the record, and may provide their address.

Section 4. Public comment on each design reviewed agenda item will be held following the presentation of the design review item. Each speaker will get a maximum of two (2) minutes. Speakers may not cede their time to another speaker. Commenters must provide their name for the record and may provide their address.

V

Public Hearings

Section 1. First opportunity to be heard shall be one 10-minute period afforded to all persons submitting a proposal, and their representatives. This includes time for the applicant and applicant representatives to speak.

Section 2. Second opportunity to be heard shall be one 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 in accordance with Section 1. Exception: For proposed historic district designation public hearings, any owner of property that may be included in the historic designation, other than owner(s) submitting a proposal, shall speak in accordance with Section 3 below.

Section 3. Then others shall be heard. Individual presentations shall be limited to three (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.

Section 4. The Chairperson shall determine the order of speakers.

Section 5. Exceptions to time limits above: A speaker may answer questions from Commission members outside of the time limits delineated in Sections 1 and 2 above.

VI

Committees and Subcommittees

Section 1. The Chairperson is empowered to appoint working committees and subcommittees as may be necessary to carry out the work of the Commission. Such appointments shall be subject to approval by the Commission as a whole.

Section 2. A committee shall be an ad hoc committee of Commission members only, appointed to perform specified tasks.

Section 3. A subcommittee shall be an ad hoc committee consisting of persons who may or may not be Commission members. Subcommittees shall be appointed to perform specified tasks.

VII

Amendments

Section 1. These bylaws may be amended (consistent with the terms of the ordinance creating the Commission) at any regular Commission meeting, provided that written notice of such amendments shall be given at least five days prior to such meeting.