

LANDMARK PRESERVATION COMMISSION BYLAWS

Adopted July 20, 2010; Amended December 15, 2020, November 19, 2024, and December 2, 2025

I

Election of Officers

Section 1. The Commission shall hold an election of officers at the first regular meeting in April 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 Deadlines

Section 1. Complete design review and other applications, not including applications for designation, for Commission consideration are due by a Filing Deadline which shall be no later than noon (12:00 PM) on the Tuesday six weeks prior to the meeting date.

Section 2. Filing deadlines will be adopted annually in November or December for the following calendar year and will be made available to the public. The Commission may vote to change the deadlines at any time during the year to accommodate occurrences such as Holidays and City closures.

Section 3. There shall be no limit on the number of consent agenda items for Regular Meetings. No more than eight design and/or demolition review applications may be placed on the agenda for Regular Meetings. If one or more public hearings are scheduled for a Regular Meeting, then no more than six design and/or demolition review applications may be placed on the agenda, unless otherwise approved by the Chairperson in consultation with Landmark staff. Any additional complete applications received by the deadline for a Regular Meeting will be placed on a subsequent agenda.

Section 4. The Commission staff tentatively sets meeting agendas on the Thursday 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 Regular Meeting agenda at staff's discretion, balancing the goal of timely processing of applications with staff capacity.

Section 5. In the case that an application before the Commission is denied, but the Commission perceives that limited restudy could result in design guideline compliance, the Commission may direct Commission staff to allow the submittal of a responsive new application for the same scope of work by 12:00 PM on the Tuesday four weeks prior to the next meeting date.

Section 6. Filing deadlines do not apply to applications submitted in response to a Notice of Violation or any other enforcement action, unless submitted concurrent with an application for designation, due to the complexity of the completeness review. These applications will be scheduled for the next available agenda once it has been determined that all information necessary for Commission staff and Commission review have been provided.

III

Meetings of the Commission

Section 1. Regular meetings of the Commission shall be held on the first and third Tuesday of each month, at 1:00 P.M. (“Regular Meetings”). 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 not less than five (5) days’ notice has been given; provided, however, that emergency meetings of the Commission may be called by the Chairperson upon two days’ written notice.

Section 3. The Chairperson, absent objection by the majority of the members, 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 not less than five (5) voting members is present in-person. The concurring vote of at least five (5) members is necessary to constitute an official act of the Commission.

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 start of the meeting on a first-come, first-served basis. Requests 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 requests submitted less than 2 hours before the start of the meeting in extraordinary situations. 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 p.m. 11 calendars days prior to the LPC 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 comment may also be distributed to the Commission members at the meeting.

Section 3. All public comment will be heard at the beginning of the meeting. 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 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

Designation Fees

Section 1. The Landmark Commission may reduce designation fees (Section 30-4(4)). A request for such relief must be made in writing at the time of preliminary investigation (Section 30-4(2)). Relief may be granted if the criteria set forth below are met to the satisfaction of the Landmark Preservation Commission.

Section 2. To obtain a reduction of the designation fee, an applicant for designation of an individual structure must demonstrate all of the following:

- a) Written consent by the owner(s) supporting Landmark designation;
- b) Inclusion in a City or Colorado Historical Society sponsored or approved architectural survey and a finding that the property is eligible to be a Denver Landmark or listed in the National Register; and,
- c) A well-prepared, well-documented application.

Section 3. To obtain a reduction of the designation fee, an application for designation of a historic district must demonstrate all of the following:

- a) Size of the proposed district, primarily the number of structures;
- b) Number of property owners;
- c) Proportion of property owners consenting to designation; and,
- d) A well-prepared, well-documented application.

Section 4. If all of the criteria are demonstrated to the satisfaction of the Commission, the Commission may reduce the designation fee up to a maximum of 50 percent of the required fee as set forth in Section 30-4(4).

Section 5. The applicant must pay the fee set by the Commission prior to the public hearing for designation.

VIII

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.