

# Policy for Public Comment to the Landmark Preservation Commission

- adopted by the Commission August 16, 2022

Anyone may submit written comments and/or speak in-person on any items that come before the Landmark Preservation Commission. Comments may be received via email to [landmark@denvergov.org](mailto: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 LPC 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 LPC meeting. These comments will be emailed to Commission members.
- Written comments received after 12 p.m. (noon) the day prior to the meeting will not be accepted. Interested parties should plan to attend the LPC meeting in person or virtually to read comments into the record.

## 2. Verbal Comments:

- **General Public Comment:** Each speaker gets a maximum of 2 minutes to speak on general preservation topics unrelated to specific projects on the meeting agenda. Commenters must provide their name and address for the record.
- **Public Hearing Comment:** 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 address and whether they are for or against the proposal, which will be recorded in the meeting record.
- **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.
- **Design Review Projects Comment:** 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 the Landmark staff and applicant presentation. Commenters must provide their name and address for the record.
- **Applicant Presentation:** Please see the [Policy for applicant presentations to the Landmark Preservation Commission](#).

*continued on next page*

## 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 LPC meeting website a week prior to each LPC meeting.

Please visit the [Landmark Preservation Commission meeting website](#) website for information on how to join the LPC meeting.

If you need a sign language interpreter or CART Services contact [SignLanguageServices@denvergov.org](mailto:SignLanguageServices@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](mailto:DisabilityAccess@denvergov.org).

### What information will I be asked to provide in order to speak?

First name, last name, and mailing address or business address.

### 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 each project one time per meeting agenda.

### 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 need additional clarification or when issues can be addressed directly by Landmark staff.