

Members of the Lower Downtown Design Review Commission

Duties

- Commissioners shall attend monthly Lower Downtown Design Review Commission meetings on the first Thursday of each month, and the occasional special meeting, to hear and decide requests for:
 - alterations, additions, signage, site work, zone lot amendments, and new construction within the Lower Downtown Historic District
 - demolition within the Lower Downtown Historic DistrictThese applications are submitted by residents and property owners, as well as architects, preservationists, and design professionals acting on their behalf.
- Commissioners may be required to attend a second “spillover” meeting on the second Thursday of the month. This only takes place during months in which staff receive more than the maximum number of applications allowed per meeting agenda.
- Commissioners act in a quasi-judicial manner and base their decisions on the Landmark ordinance (Chapter 30 of the Denver Revised Municipal Code), the *Design Guidelines for Lower Downtown Historic District*, the *Design Guidelines for Denver Landmark Structures and Districts* and other design guidelines, as well as the rules and regulations of the Lower Downtown Design Review Commission. Commissioners also periodically review and adopt revisions to the design guidelines and other rules and regulations.
- Commissioners are occasionally asked to attend a full- or half-day Commission retreat that focuses on Commission operations, processes, and planning.
- Commissioners are occasionally called upon by Landmark Preservation staff to attend workshops or give presentations to the community about their areas of expertise, or to promote historic preservation in Denver in other ways.
- Commissioners are volunteers who are nominated by the local City Council representative, the Denver chapter of the American Institute of Architects, Historic Denver, History Colorado, the National Trust for Historic Preservation, or Registered Neighborhood Organizations which represent the historic district. Commissioners are appointed by the Mayor to three-year terms.
- While Commissioners are not paid for their time, the city may reimburse for parking expenses and provides an identification badge for expedited entry into the Webb Municipal Building. On occasion, Landmark staff may be able to offer Commissioners scholarships for their attendance at the statewide preservation conference hosted by Colorado Preservation, Inc.

Qualifications

- Commissioners must have a demonstrated interest in historic preservation, architecture, history, or related field. We especially seek candidates who are actively engaged with Denver’s diverse communities, are familiar with Denver’s history or historic development patterns, or are design professionals.
- Commissioners should be able to make fair and impartial decisions that are based on the Landmark ordinance, *Design Guidelines for Lower Downtown Historic District*, *Design Guidelines for Denver Landmark Structures and Districts*, as well as interpretation of facts that are established during the Commission meeting.
- Deliberation takes place during the meeting and in a public setting. Commissioners should be kind and considerate in their comments, should not be easily intimidated, and should actively participate in the discussion of each case. Commissioners should be inquisitive and not afraid to

ask questions until they are satisfied that all relevant information has been reported, and the facts of the case are clear.

- Commissioners must have some familiarity with basic architectural design concepts, such as being able to read building elevations and site plans, and understand the goal of the Commission to preserve the historic, architectural, geographic, and cultural significance of individual landmarks and properties located within historic districts.

Responsibilities

- Commissioners are expected to attend most regularly scheduled meetings. We understand that work or familial duties are important, but we request that Commissioners commit to attending at least 10 of the 12 regularly scheduled Commission meetings. This is important because each meeting must have a quorum of Commissioners present. Meetings are generally scheduled on the 1st Thursday of each month and begin at 8:30am, with some exceptions voted on by Commissioners prior to the beginning of each calendar year. Meetings generally last about one to two hours but may occasionally be longer due to the number or complexity of cases.
- Members are expected to become familiar with the *Design Guidelines for Lower Downtown Historic District*, and *Design Guidelines for Landmark Structures and Districts*, as well as the district's streetscape design guidelines. In addition, members are expected to meet the city's Code of Ethics, follow the Landmark ordinance (Chapter 30 of the Denver Revised Municipal Code), and follow the requirements set forth in the Lower Downtown Design Review Commission's bylaws and other rules and regulations. (Commissioners are given an introduction to these documents prior to their first LDDRC meeting.)
- It is the responsibility of Commissioners to disclose financial interests, close business ties, close personal ties, or any other relationship with an applicant that would affect, or would appear to affect, the Commissioner's ability to make an unbiased decision. This disclosure must be announced by the Commissioner during the Commission meeting when the Chair announces the project. In addition, Commissioners may not discuss projects with applicants, members of the public, or other Commissioners prior to the Commission meeting, though they may ask clarifying questions of Landmark staff.
- In addition to the annual or biennial Commissioner retreat, a good faith effort is expected of Commissioners to attend at least one workshop, conference or training session pertaining to historic preservation or related fields each year. Besides the educational benefit, attendance helps the city retain its status as a "Certified Local Government" with the State Historic Preservation Office.

More Information

For further information about the Lower Downtown Design Review Commission, or how to place your name in consideration for appointment to the Commission when a vacancy occurs, contact the Jennifer Cappeto at Denver Landmark Preservation at jennifer.cappeto@denvergov.org or 720-865-2917.