

# LANDMARK PRESERVATION

## REGISTERED NEIGHBORHOOD ORGANIZATION PROCESS

### INTRODUCTION

When it is used...



Infill construction



Accessory dwelling unit (ADU)



Rooftop Addition

### DESIGN REVIEW



#### PRE-APPLICATION:

Applicant submits pre-application form and meets with staff

#### REFERRAL TO REGISTERED NEIGHBORHOOD ORGANIZATION (RNO):

Applicant may be referred to a qualified RNO to meet and provide input

MEET  
within 3  
WEEKS

#### INFILL CONSTRUCTION



##### PART 1 — MASS, FORM AND CONTEXT:

- Submit application to Landmark Preservation
- Include information on RNO meeting
- RNO or individual citizens can send additional comments to Commission prior to its meeting

#### ADU & ROOFTOP ADDITION

##### PROJECT SUBMITTAL:

- Submit application to Landmark Preservation
- Include information on RNO meeting
- RNO or individual citizens can send additional comments to Commission prior to its meeting

DUE  
4 WEEKS  
prior to  
LPC  
Meeting



#### LANDMARK PRESERVATION COMMISSION REVIEW:

- Staff report and application materials added to website 1 week prior to Commission meeting
- At meeting: Applicant presents project. RNO and public can provide comments
- LPC reviews project per design guidelines and policies, and makes decision

Infill Construction

APPROVED

DENIED

#### INFILL CONSTRUCTION



##### PART 2 — DESIGN DETAILS:

- Submit application to Landmark Preservation
- Include information on prior RNO meeting from Part I review above
- RNO or individual citizens can send additional comments to Commission prior to its meeting

DUE  
4 WEEKS  
prior to  
LPC  
Meeting

ADU & Rooftop Addition



#### LANDMARK PRESERVATION COMMISSION REVIEW:

- Staff report and application materials added to website 1 week prior to Commission meeting
- At meeting: Applicant presents project. RNO and public can provide comments
- LPC reviews project per design guidelines and policies, and makes decision\*

**PROJECT APPROVAL**

\* Note: LPC decision could be approval (with or without conditions), or denial; in unusual circumstances the LPC may continue the case.

# LANDMARK PRESERVATION — — — — — ↘

## REGISTERED NEIGHBORHOOD ORGANIZATION PROCESS



### APPLICANTS:

- If your project is one of the project types listed on the other side of this handout, you may be required to meet with a RNO that is pre-qualified to participate in the design review process.
- At your pre-application meeting, landmark preservation staff will connect you with the primary qualified Registered Neighborhood Organization (RNO) for your project.
- Meet with this qualified RNO within 3 weeks of the referral, and prior to formally submitting the project design to Landmark preservation.
- Send the design concepts to the RNO a few days ahead of the meeting.
- If you have difficulty setting up a meeting with an RNO within 3 weeks, please contact Landmark preservation for assistance. In this case, a RNO meeting may not be required.
- Present your proposed project design and solicit input at the RNO meeting.
- In unusual cases where there are overlapping RNO boundaries, a second qualified RNO may also be notified of the project. Landmark preservation staff will provide the second RNO with contact information for both the applicant and the primary qualified RNO for the project.
- Include information on the RNO meeting in the project submittal to Landmark Preservation. Include information on time/date of meeting(s), input received, and any response or design changes made to address this input.

### REGISTERED NEIGHBORHOOD ORGANIZATIONS:

- If an RNO wants to provide early input on a project's design, meet with the applicant within 3 weeks of notification.
- Focus your review on how the project fits with the character-defining features of your historic district, and the *Design Guidelines for Denver Landmark Structures & Districts*.
- Communicate concerns to the applicant at the RNO meeting to encourage constructive dialogue and possible changes in a project's design.
- Summarize the meeting results within a few days of the applicant meeting, and send written comments to Landmark Preservation. Comments on projects sent 11 days prior to a Commission meeting will be included in the Commission's meeting packet, along with the project submittal and staff report (mailed out to Commissioners and posted on website).
- In your comments, include information on the date/time of the meeting, number of people in attendance, a summary of areas of agreement and disagreement, and any suggested revisions to make the project more compatible with the district.
- RNOs and individuals are welcome to provide comments on projects scheduled for Commission action, either in writing in advance of the Commission meeting or verbally in person at the meeting.

### TIPS FOR SUCCESS:

- ⇒ Applicants and RNOs are encouraged to collaborate in good faith to identify and address community concerns on a project early in the design development and review process.
- ⇒ Civil dialogue is important. Even so, it may not always be possible for an applicant and an RNO to reach agreement.
- ⇒ If agreement cannot be reached, articulate any unresolved issues to the Commission. Remember that the Landmark Preservation Commission's job is to resolve issues and make design review decisions.

Adopted by the Denver Landmark Preservation Commission, 1/19/16