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Heritage Preservation Commission Policy #17-005

APPLICANT PRESENTATIONS TO THE HERITAGE PRESERVATION COMMISSION

Effective: January 25, 2018

I. Purpose

This policy summarizes the portion of Heritage Preservation Commission (HPC) meetings in which applicants are allotted time to present their applications to the Commission. By adopting policies and procedures, equitable to all, the Heritage Preservations Commission aspires to conduct efficient and effective meetings. The Heritage Preservation Commission has the authority to set policies and procedures as per Legislative Code Sec. 73.03.

The Heritage Preservation Commission endeavors to treat all with dignity and respect, regardless of their race, religion, gender, ethnicity, age, or ability.

II. Statement of Policy

Applicant Testimony

- Applicants are given an opportunity to present their application at the scheduled Heritage Preservation Commission meeting.
- Prior to speaking, applicants must sign in with their name and address and shall introduce themselves to the Commissioners.
- Applicants have 15 minutes to address the Commission with the basics of their application.
- The Commission Chair may increase the allotted time beyond 15 minutes.
- Once applicants return to the audience any remaining time shall be forfeit.
- The presentation shall focus solely on the application before the Commission and shall not include general statements about other topics.
- The presentation should not include questions to the Commission. Applicants should meet with staff in advance of meetings to have any questions answered.
- Applicants may use visual aids during their testimony. Visual aids that will utilize any city equipment such as PowerPoint or projector must be submitted to HP staff by 5:00 pm the Wednesday prior to the scheduled meeting.
- PowerPoint presentations must be within the applicants 15-minute time limit.
- Applicants may bring project partners such as architects, engineers or contractors to address the Commission during their allotted 15 minute time.
- Commissioners may direct questions to speakers after their allotted 15 minutes.
- Applicants may not subsequently address the Commissioners from the floor once their time limit has elapsed unless called upon by the Commission Chair.

Public testimony to the Commission is addressed under policy #17-004, adopted 11/2/2017