

# Memorandum



CITY OF DALLAS

DATE April 13, 2018

TO Honorable Mayor and Members of the City Council

SUBJECT **Review of the Landmark Commission's Historic Designation Initiation and Appeal Process**

On Wednesday, April 4, during consideration of several property owner appeals to the Landmark Commission's initiation of the historic designation process, City Council directed staff to review the initiation and appeal process and provide recommendations for improvement. The report is to be presented to the Mobility Solutions, Infrastructure, and Sustainability and Quality of Life, Arts, and Culture committees within six months.

City Council identified several issues for the Landmark Commission to consider during the review process including, but not limited to, the number of Commissioners required to place an initiation on the Commission's agenda, the notification period for the Commission hearing, and the overall appeal process. Attached is the proposed schedule including the appointment of a Landmark Commission Ad-Hoc Committee, number of committee meetings, and public input opportunities.

If you have any questions, please contact David Cossum, Director of Sustainable Development and Construction, at 214-671-9293.

A handwritten signature in black ink, appearing to read 'T. C. Broadnax'.

T. C. Broadnax  
City Manager

[Attachment]

c: Larry Casto, City Attorney  
Craig D. Kinton, City Auditor  
Billierae Johnson, City Secretary (Interim)  
Daniel F. Solis, Administrative Judge  
Kimberly Bizzor Tolbert, Chief of Staff to the City Manager  
Majed A. Al-Ghafry, Assistant City Manager  
Jo M. (Jody) Puckett, Assistant City Manager (Interim)

Jon Fortune, Assistant City Manager  
Joey Zapata, Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Nadia Chandler Hardy, Chief of Community Services  
Raquel Favela, Chief of Economic Development & Neighborhood Services  
Theresa O'Donnell, Chief of Resilience  
Directors and Assistant Directors

Review of Historic Designation Initiation and Appeal Process

Month	April					May				June				July				August				September					October					
The week of	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	23	30	7	14	21	28	
Date Authorized/Assigned (April 4, 2018)																																
<b>Staff Research (30 days)</b>	→																															
* Other cities' types of action																																
* Other cities' initiation process																																
<b>Landmark Commission briefing - May 7</b>						★																										
* Chair appoints Ad-Hoc Committee							→																									
<b>First committee meeting</b>								★																								
* Input gathered from owners of recently initiated properties									→																							
* Overview of existing process																																
* Other cities' process																																
<b>2nd committee meeting</b>										★																						
* Review of existing process and best practices from first meeting											→																					
* Discuss LMC initiation process																																
<b>3rd committee meeting</b>												★																				
* Discuss/finalize LMC initiation process													→																			
<b>4th committee meeting</b>														★																		
* Discuss property owner appeal process															→																	
<b>5th committee meeting</b>																★																
* Discuss/finalize property owner appeal process changes																	→															
<b>6th committee meeting</b>																		★														
* Finalize all recommendations																																
<b>Landmark Commission meeting - Aug 6</b>																			★													
* Present recommendations and solicit feedback from LMC and public																				→												
<b>Landmark Commission meeting - Sept 4</b>																																
* Present recommendation and LMC will vote.																																
<b>CC committee meeting(s) MSIS &amp; QLACC</b>																																

★ Refers to a meeting

\* Landmark Commission Ad Hoc Committee meetings will be open to public with an opportunity to speak at each meeting.