

# ADVISORY DISCUSSION PROCEDURES

For the

## GRAND RAPIDS HISTORIC PRESERVATION COMMISSION

### INTRODUCTION

Advisory Discussions are offered by the Historic Preservation Commission (hereafter to be known as HPC) to assist future applicants in working through complicated new construction projects and to create a smoother review and permitting process. An Advisory Discussion is not required but is highly recommended; noting that more than one Discussion can be held. Anything stated or presented during an Advisory Discussions is not binding on the requester/representative, city staff, or the HPC.

### DEFINITIONS

**Advisory Discussion** – This is an informal discussion a future applicant can request to have with the HPC. The goal is to give feedback and direction to a potential future applicant about a complicated new construction project. Anything stated or presented during an Advisory Discussion is not binding on the requester/representative, HPC or city staff.

**New Construction** – For this document the term “New Construction” shall reference the act of constructing or erecting a new building, substantial object or feature.

### REQUIRE NOTIFICATION

Advisory Discussions require no special form of public notification. This item is placed at the very end of a regularly scheduled meeting agenda.

### TIME FRAMES

No formal application form is utilized with Advisory Discussion requests as this is an informal discussion with no actual decision being sought or given. However, a submittal of information for Advisory Discussions within the filing deadline is required.

#### Submittal Requirements

Submit a written request for an Advisory Discussion complete with description of project and attachments, to delegated City Staff, by the filing deadline noted on the regular HPC meeting schedule. No fee exists for this type of request.

Only **ONE (1) Advisory Discussion will be held per HPC meeting** as these discussions can be time consuming. The slot for Advisory Discussions on any given meeting agenda is filled on a first come first serve basis. As such it behooves those interested in an Advisory Discussion to speak with Staff early on to ascertain their best course of action as meeting agendas can fill-up before the filing deadline is reached. Delegated Staff and

the HPC Chair reserve the right to expand the number of Advisory Discussions for any given meeting or to add a meeting if needed.

### Attachments

All Advisory Discussion submittals must include sufficient information for the HPC to give feedback. Drawings, images, product information, site plans, are all typical items submitted for Advisory Discussions (contact staff for suggestions). The HPC can only have a discussion on or give feedback for items that are given to them, and only for items provided by the filing deadline. Items or information submitted after the filing deadline or brought to the meeting (lest material samples included in the timely submittal) will not be part of the discussion. Minor additional information that is actually supplemental to the provided information might be considered but will be done so at the discretion of the HPC.

### **AGENDA**

The Advisory Discussion will be placed at the very end of a meeting agenda for a regularly scheduled HPC meeting. If an agenda is full (as noted above only one advisory discussion is permitted per meeting) the request will be placed on the next available HPC meeting agenda. On the agenda it will be listed under section entitled "Discussion" and shall reference the project property, a brief description of request, and the noted 45 minute time limit allotted to discussions.

### **MEETING**

The Historic Preservation Specialist shall open the discussion with a summary of the project and shall then turn the podium over to the project representatives. The representative(s) shall have 10 minutes to add anything they feel is pertinent to the discussion or that they want the HPC to give special attention to.

Although not required the HPC will typically, at this time, allow for public comment as such comments can be beneficial to both the HPC and the representative as well as the discussion as a whole.

The HPC will conduct an informal discussion with the representative(s) that shall not exceed 45 minutes in length. Should additional time be needed or desired the HPC Chair may elect to extend the 45 minutes or recommend the representative seek a second advisory discussion at the next available HPC meeting.

Near the end of the discussion the Historic Preservation Specialist shall give a brief recap of the main points of the discussion to provide the representative and HPC an opportunity to clarify any points, and as a reminder that these discussions are non-binding on the HPC, city staff, and the representative(s).

**ADOPTION**

This document entitled “Advisory Discussion Procedures for the Grand Rapids Historic Preservation Commission” was adopted by the Grand Rapids Historic Preservation Commission on December 7, 2016.

December 7, 2016

Name	Date
Secretary	
Grand Rapids Historic Preservation Commission	

Adopted: 12-07-16