



Project Name & Address: Annual policy manual review and update

Legistar File ID # [45729](#)

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Date Prepared: January 23, 2017

Background Information

The Landmarks Commission revised the Policy Manual in 2015 and adopted the current version December 14, 2015. During the revisions in 2015, the Landmarks Commission discussed revisiting the Policy Manual annually to make necessary adjustments.

Staff recommends the following revisions to the Policy Manual:

1. Add the annual review of the Policy Manual to the General Policies of the Policy Manual as c).
2. Rename the document the "Landmarks Commission Policy and Procedure Manual".
3. Revise Rules of Procedure g) Records 2. and 4. to read "The Secretary shall provide the action reports of the Commission to other Commissions or staff persons as required by ordinance or as needed for the development review process "or for facilitation of the preservation program".

In addition to the above recommended revisions, staff requests that the Landmarks Commission provide additional revisions for discussion and inclusion at this time.

Recommendation

If the Landmarks Commission approves the revisions listed here and discussed during the meeting, staff recommends that the Landmarks Commission make a motion to accept the revisions and adopt the revised document.