

PLANNING DIVISION STAFF REPORT

August 6, 2018

PREPARED FOR THE LANDMARKS COMMISSION



Project Name & Address: Policy manual revision
Legistar File ID # [52391](#)
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Date Prepared: July 25, 2018

Background Information

The Landmarks Commission adopted the current Policy Manual in January 2018. Due to staffing changes in the Planning Division, the policy manual needs to be revised to address the administrative approval authority. In addition, the policy manual has been revised to include a section on plaques.

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.