



Landmarks Agenda Item

Meeting Date: July 2, 2016

Agenda Item: Landmarks Designation Nomination Form

Staff Contact (name, email, phone): Llana Dostie, Zoning Specialist

BACKGROUND

(Enter the who, what when, where, why)

At the last Landmarks Commission meeting, the Commission requested that staff develop an online Landmarks Nomination Form to facilitate the submission of landmark designation requests.

Staff has created a draft online nomination form and has provided an example of the proposed format and layout for the Commission's review. The draft form is intended to streamline the nomination process, improve accessibility for applicants, and ensure that all necessary information is collected in a consistent manner.

The Commission is asked to review the proposed form and provide any recommendations regarding the content, organization, required information, or overall functionality of the application. Staff will incorporate the Commission's feedback and make any necessary revisions prior to implementation.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Example of Landmarks Designation Nomination Application