

## Public Comment Procedure

Central Business District Landmarks Commission (CBD CMM)  
New Orleans Landmarks Commission (NO CMM)  
Central Business District Architectural Review Committee (CBD ARC)  
New Orleans Architectural Review Committee (NO ARC)

### In Person Comments:

Members of the public are encouraged to attend HDLC public hearings and make their comments regarding applications. Please follow this procedure when making public comment in person at a public hearing.

- Fill out a green Public Speaker Card and return it to the staff. The card shall include your name and the agenda item you wish to speak on.
- Each speaker is given two (2) minutes to speak. \*
- When your name is called, state your name and address for the record.
- Public comment shall be limited to the architectural merits of the proposal.
  - HDLC does not have jurisdiction over use, height, parking, noise, trash, etc.

### Written Comments:

Members of the public are encouraged to submit written comments in the event they are not able to attend the meeting. Please follow the following procedure when submitting written public comments to the HDLC. Public comment submitted after the deadline will not be distributed to the Committee members or Commissioners but will be included in the public record.

- Written comment may be submitted via email or US mail. Emailed public comment may be sent to the Plan Reviewer assigned to the application or to the HDLC Office Assistant.
- Written comment must be received by the HDLC staff by 4:00 PM the day before the meeting.

\*For ARC meetings there is a time limit of ten (10) minutes total of public comment per application, five (5) minutes for each side. For Commission meetings, proponents shall speak first for a total of ten (10) minutes. Opponents may then speak for a total of sixteen (16) minutes. Proponents are then allowed a total period of six (6) minutes for rebuttal.

