

**City of Lakewood**  
**HISTORIC PRESERVATION COMMISSION**  
Appointment Application

**NOTE TO APPLICANT:** Before completing this application for consideration by the City Council Screening Committee, please review the attached Historic Preservation Commission duties.

After completing this application, please return it to: City of Lakewood, City Clerk's Office, 480 S. Allison Parkway, Lakewood, CO 80226. Fax (303) 987-7088. Email: [cco@lakewood.org](mailto:cco@lakewood.org)

DATE: \_\_\_\_\_ Ward: \_\_\_\_\_

**BACKGROUND INFORMATION**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred phone number for contacting you: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_ How Long: \_\_\_\_\_

Business Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Number of Years Lived in Metro Area: \_\_\_\_\_ in Lakewood: \_\_\_\_\_

Are you currently a registered voter in Lakewood? \_\_\_\_\_ Yes \_\_\_\_\_ No

The duties of the Historic Preservation Commission could involve a considerable amount of time. Are you prepared to commit 4 to 6 hours per month to the Historic Preservation Commission?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Will you resign if your schedule prevents you from actively participating on the commission?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**EDUCATION**

High School: \_\_\_\_\_ Location: \_\_\_\_\_

College: \_\_\_\_\_ Location: \_\_\_\_\_

Degree: \_\_\_\_\_

Other Education: \_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL EXPERIENCE**

The City's Historic Preservation Ordinance requires that members have training, experience or knowledge in preservation. Please indicate if you have professional experience in any of the following professions:

- Architecture
- Landscape Architecture
- Architectural History
- History
- American Studies
- American Civilization
- Cultural Geography
- Cultural Anthropology
- Urban Planning

Please provide a summary of your professional experience.

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**ADDITIONAL EXPERIENCE**

Please describe other relevant training, experience, education or skills that would enhance your ability to serve on this Commission. (If you wish, you may attach your resume.)

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**CIVIC ACTIVITIES**

Please list all civic/professional/sports organizations and activities that you have participated in the last five years.

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Do you presently serve on a City of Lakewood Board or Commission?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list and sign the attached form relating to serving on more than one Board/ Commission.

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Please state briefly why you are interested in serving on the Historic Preservation Commission.

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**CONFLICT OF INTEREST**

Conflict of interest is defined as the participation in any activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether it is direct or indirect.

In accordance with this definition, do you have any legal or equitable interest in any business, however organized, which could be construed as a conflict of interest? If yes, please explain:

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I hereby certify that the facts within the foregoing application are true and correct to the best of my knowledge and that I am a resident of the City of Lakewood.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**THANK YOU FOR APPLYING AND SHOWING AN INTEREST IN  
THE CITY OF LAKEWOOD**

You may serve a maximum of two consecutive terms as a member on the Historic Preservation Commission in accordance with City of Lakewood Municipal Code 17.11.2.3. This does not apply to or include any person appointed to serve a partial term.

Due to the number of applications received by the Screening Committee, there is a possibility that not all applicants will be requested to interview. However, be assured that your application will be kept on file and your qualifications will be screened and considered as other vacancies may arise.

The City of Lakewood does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. For disabled persons needing reasonable accommodation to attend or participate in a city service program, call 303-987-7050 or our TDD # 303-987-7057 as far in advance as possible.

Lakewood Municipal Code Chapter 2.01.020, restricting service on more than one board or commission simultaneously, states that in the event a person serving on one Board or Commission is appointed to serve on another Board or Commission, he/she will be required to resign from the Board or Commission upon which he is presently serving, unless the term which the person is presently serving expires in 90 days or less.

If your term expires in 90 days or less, please note which Board/Commission you are presently serving on. Otherwise, you must sign this document.

If the Mayor/City Council appoint me to the \_\_\_\_\_ Board/Commission,

I will resign from my present position on the \_\_\_\_\_ Board/Commission.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## HISTORIC PRESERVATION COMMISSION INFORMATION SHEET

### **Authority:**

Lakewood Municipal Code 17.11.2  
Ordinance O-2012-24  
Ordinance O-2016-7  
Resolution 2013-42

### **Number of Members:**

Seven members appointed by the Lakewood City Council (two of which must be Lakewood residents) (three of which must be professionals in a preservation-related discipline).

### **Term:**

Four years. Terms expire on March 31<sup>st</sup>.

### **Requirements:**

- Each member must have a demonstrated interest in, competence with, or knowledge of, historic preservation.
- At least three members must be professionals in a preservation-related discipline such as:
  - Architecture
  - Landscape Architecture
  - History
  - American Studies
  - American Civilization
  - Cultural Geography
  - Cultural Anthropology
  - Urban Planning
- The remaining members shall be composed of professional and lay members and shall be selected, as much as possible, from related disciplines such as building trades, real estate, geography, law, or reside within a designated historic district.
- At least two members shall be Lakewood residents.

### **Duties:**

The Historic Preservation Commission conducts public hearings on applications for landmark designation and makes recommendations to the City Council. The Historic Preservation Commission also conducts alteration certificate review and applications for the relocation of designated structures. The recommendations made by the Historic Preservation Commission are based on the criteria outlined in Title 17, Article 11 of the Lakewood Municipal Code.

The Historic Preservation Commission is responsible for drafting by-laws, operating policies and other rules of procedure, preparing an annual report to City Council and attending yearly educational sessions, as well as other duties as identified in the Lakewood Municipal Code 17.11.2.5.

**Public Meetings:**

The Historic Preservation Commission meetings are held when the commission has an item for consideration, with a minimum of four meetings per year.

**Staff Contact:**

Holly Boehm, Principal Planner – 303-987-7507

Grace Holton, Secretary to the Commission – 303-987-7515