

**CITY OF LAKEWOOD
HISTORIC PRESERVATION COMMISSION
STUDY SESSION MINUTES
January 19, 2021**

Commissioners Present:

Jeanne Ramsay
Jessica Pierce
Heather Peterson
Kelly Cvanciger
Nicole Lane
Rebecca Silva
Calvin Jennings

Commissioners Absent:

None

Staff Present:

Alexis Moore, Principal Planner
Shannon Terrell, Associate Planner

ITEM 1: CALL TO ORDER

Chairperson Ramsay called the meeting to order at 6:31 p.m. The meeting was held virtually using Zoom and recorded. The recording of the meeting is available upon request from the Secretary to the Commission through the Planning Department.

ITEM 2: GUEST INTRODUCTIONS (IF ANY) AND PUBLIC COMMENTS RECEIVED BEFORE THE MEETING ON ANY ITEM NOT ON THE AGENDA

Senda Griswald, President of the Lakewood Historical Society, attended the meeting. The Commission and Staff introduced themselves to Ms. Griswald. Senda introduced herself and her role on the Lakewood Historical Society (LHS) and mentioned some of the projects they are working on for this year, including updating their historic registry and promoting events such as Cider Days and History Happy Hours. Ms. Griswald informed the Commission that the Lakewood Historical Society meets on the 4th Tuesday of the month starting at 12:30pm. For anyone interested in attending an upcoming meeting, please email Senda for the zoom link at sendameanote@gmail.com. The Commission is looking forward to a new partnership with the Lakewood Historical Society to grow outreach and education on Lakewood's historic resources.

ITEM 3: APPROVAL OF MEETING MINUTES – September 15, 2020

Commissioner Lane moved to approve the meeting minutes from September 15, 2020. Commissioner Peterson seconded the motion and the Commission approved the minutes unanimously.

ITEM 4: ELECTION OF 2021 OFFICERS

Commissioner Lane made a motion to nominate herself as Chair. The motion was seconded and passed by a unanimous vote. Commissioner Jennings abstained due to technical difficulties with Zoom. Commissioner Silva made a motion to nominate herself as Vice-Chair. The motion was seconded and passed by a unanimous vote. Commissioner Jennings abstained due to technical difficulties with Zoom. There was no nomination made for Secretary. The Commission will assign secretary duties to a Commissioner at the beginning of each upcoming meeting.

ITEM 5: STAFF UPDATE

2020 Recap

Ms. Moore provided a recap of projects completed in 2020. In 2020, Staff and the Historic Preservation Commission completed the Morse Park Survey Plan and the CDOT Pre-1920s Survey. Ms. Moore stated that Staff made updates to Lakewood's Historic Preservation website to make information more accessible to the public; as well as working with internal departments to gather implementation progress of the goals, policies, and actions items of the 2012 Historic Preservation Plan. The Commission worked on a draft letter to property owners for potential designation that has been discussed as potential project for the 2021 Work Program.

Savings Places Conference

Ms. Moore reminded the Commission of the upcoming 2021 Savings Places Conference and that Lakewood can provide funding to the Commissioners for CLG trainings in 2021.

Commission Vacancies

Ms. Moore informed the Commission that Chairperson Ramsay and Commissioner Jennings position terms will end in March. Commissioner Jennings can apply for a second term. Ms. Moore informed the Commission of staff challenges in the City Clerk's office that may delay the positions being filled. Staff will update the Commission on timeline for filling the vacant positions.

ITEM 6: COMMISSION UPDATES/GENERAL BUSINESS

Lakewood Historical Society

Chairperson Ramsay opened the conversation to Ms. Griswald. Ms. Griswald thanked Commissioner Pierce for attending the Lakewood Historical Society meeting to explain some of the duties and responsibilities of the Historic Preservation Commission. The Commission is excited to continue working with the Lakewood Historical Society on upcoming events and outreach.

ITEM 7: 2021 WORK PROGRAM DISCUSSION PART 2

Ms. Terrell gave an overview of the survey results and the high priority items the Commission identified in an online survey. Ms. Terrell stated that most of the high priority action items identified by the Commission relate to existing 2020 projects.

Staff used the online software Mentimeter to engage with the Commission virtually. The Commission ranked the 2020 projects by priority for the 2021 Work Program. The top three items the Commission identified for the 2021 Work Program were Preservation Month Event, Outreach to Property Owners Letter and the Morse Park Survey Plan Next Steps Implementation. The Commission created workgroups for the Preservation Month Event and the Outreach to Property Owners Letter to continue working on these items before the next meeting. Commissioners Pierce, Peterson, and Silva volunteered to work on the workgroup for Preservation Month Event and Chairperson Ramsay and Commissioner Lane volunteered on the workgroup for Outreach to Property Owners Letter. The Commission will form a workgroup for next steps implementation of the Morse Park Survey Plan at the next meeting.

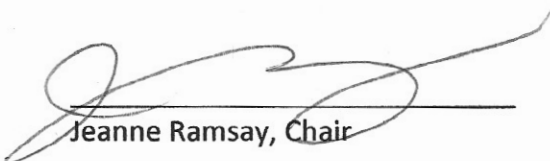
Ms. Terrell asked the Commission if they would like to work on any other projects not previously identified. The Commission discussed community outreach strategies, social media engagement, guidelines for designated structures, and applying for a CLG in January 2022. Commissioner Silva asked Staff about having a social media presence and strategy for developing a newsletter. Ms. Moore stated that the City has existing community engagement platforms, including social media and the Looking at Lakewood Newsletter, that the Commission can use to promote or expand outreach efforts. Commissioner Peterson informed the Commission CLG grants don't require a match and can help with design guidelines. Chairperson Ramsay stated that the Eiber neighborhood might be a good candidate for design guidelines. The Commission will work on the top three priority items for the next few months and expand on other projects throughout the year.

ITEM 8: NEXT MEETING DATE AND TOPICS

Ms. Moore provided a list of tentative study session dates for 2021. The next meeting is scheduled for March 16, 2021. The meeting will focus on workgroup updates for the preservation month event and developing a letter to property owners and setting up a workgroup for next steps implementation of the Morse Park Survey Plan.

ITEM 9: ADJOURN

Chairperson Ramsay closed the meeting at 8:01 p.m.


Jeanne Ramsay, Chair