

**CITY OF LAKEWOOD  
HISTORIC PRESERVATION COMMISSION  
STUDY SESSION MINUTES  
November 16, 2021**

**Commissioners Present:**

Jessica Pierce  
Heather Peterson  
Kelly Cvanciger  
Nicole Lane  
Rebecca Silva  
Poppie Gullett  
Jon Hostager

**Commissioners Absent:**

None

**Staff Present:**

Alexis Moore, Principal Planner  
Shannon Terrell, Associate Planner  
Caitlin Hasenbalg Long, Principal Planner

**Guests Present:**

None

**ITEM 1: CALL TO ORDER**

Chairperson Lane called the meeting to order at 7:01 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**

No guests were present at this meeting.

**ITEM 3: APPROVAL OF MEETING MINUTES – September 21, 2021**

Commissioner Gullett moved to approve the meeting minutes from September 21, 2021. The Commission approved the minutes unanimously.

**ITEM 4: COMMISSIONER INTRODUCTIONS AND ICEBREAKER**

The Commissioners introduced themselves to the new Commissioner Jon Hostager. The Commission talked about their years serving, affiliation with historic preservation, reason for serving on the commission and favorite Lakewood historical site or fact about Lakewood

history.

#### **ITEM 5: STAFF UPDATE**

##### **In-Person Meetings, Vaccination Status and Testing Requirements**

Ms. Moore informed the Commission that City Council will be holding future meetings in-person and allows other Boards and Commissions the opportunity for in-person meetings. Ms. Moore stated that Jefferson County Board of Health issued new guidelines for attending in-person meetings and that any persons serving on a board of commission are required to show proof of vaccination prior to meetings or provide proof of negative results by weekly COVID-19 testing. Staff will let the Commission know when those new guidelines take into effect.

##### **Zoning Updates for Historic Preservation and Adaptive Reuse – Caitlin Hasenbalg Long, Senior Sustainability Planner**

Ms. Long presented the Sustainable Development Program to the Commission and discussed new zoning updates that could benefit Historic Preservation in Lakewood. Ms. Long updated the Commission on the proposed changes to zoning and development requirements of the Enhanced Development Menu (EDM) regarding options to add incentives for historic landmarks and adaptive reuse. Ms. Long asked the Commission to provide insight to the proposed changes in the EDM that best align with goals and plans of Historic Preservation. The Commission discussed determining guidelines for the EDM process such as age limits for landmark designation and adaptive reuse requirements for maintaining exterior facades of historic landmarks to preserve historic character. The Commission offered to support Staff and future applicants.

#### **ITEM 6: COMMISSION UPDATES/GENERAL BUSINESS**

##### **Lakewood Historical Society Update**

Commissioner Pierce stated that the National Trust is offering a grant to the Lakewood Historical Society to support underserved communities in Lakewood. Commissioner Pierce stated it could be a collaborative project with the Commission and Heritage Lakewood Belmar Park. The Commission discussed the lack of bandwidth to support writing the grant but offered to provide a letter of support to the Historical Society.

##### **Outreach Letter Committee Update**

No new updates.

##### **HLBP Presentation Luncheon: November 9<sup>th</sup> 12:00pm – 2:00pm**

Commissioner Silva informed the Commission that she and Chairperson Lane presented at the Heritage Lakewood Belmar Park Luncheon on November 9<sup>th</sup>. The presentation discussed

the history of the architecture in Lakewood, including background on the Commission, case studies, and highlighting projects the Commission has been involved with, along with historic properties including the Hospice of Saint Johns, Davies Chuck Wagon, O’Kane Farm, and the Lasse House. The Commission discussed sharing the presentation with other partners in the community. Commissioner Pierce will ask the Lakewood’s Historical Society if they would be interested in a presentation. Ms. Terrell proposed recording the presentation and featuring it on the Historic Preservation website. Ms. Moore and Commissioner Pierce proposed launching the HLBP Presentation as an event for 2022 Historic Preservation Month.

## **ITEM 7: MORSE PARK NEXT STEPS**

### **Commissioner Research Effort Update**

Commissioner Peterson provided an overview of the Morse Park research she and Commissioner Cvanciger gathered from 154 properties in the Glen Creighton neighborhood. Commissioner Peterson stated eleven of the 154 properties in the Glen Creighton neighborhood have already been surveyed with a reconnaissance form and would like to survey the remaining 143 properties throughout 2022. Commissioner Peterson stated that they assessed the properties by construction date and highest level of integrity to determine the list of several high priority properties. This process resulted in eighteen high priority properties.

### **Next Steps**

Commissioners Peterson and Cvanciger will complete reconnaissance forms for the eighteen high priority properties in the Glen Creighton neighborhood. The Commission offered support with completing reconnaissance forms for the remaining properties in the neighborhood to help determine eligibility for state or national register. Commissioners Peterson and Cvanciger will provide a training on completing the reconnaissance forms at the next meeting.

### **Neighborhood Outreach Update – staff**

Ms. Terrell informed the Commission that the project website has been updated with information on historic integrity to continue educating the community with the Morse Park Next Steps project. The project website is available online at [www.lakewood.org/MorseParkNextSteps](http://www.lakewood.org/MorseParkNextSteps).

## **ITEM 8: 2022 WORK PROGRAM INTRODUCTION**

### **Overview of 2021 Focus Areas**

Ms. Moore stated the implementation table from the 2012 Historic Preservation Plan was used to help recognize accomplishments for the Commission and identify high priority work groups for 2021. Ms. Moore stated that the workgroups formed for Historic Preservation

Month, Property Owner Outreach Letter, and Morse Park Next Steps have helped the Commission accomplish important projects in 2021.

**New Principal Planner/Preservation Planner**

Ms. Moore stated the Planning Department has an open position for a Principal Planner/Preservation Planner. Applications will be open until November 30, 2021, with interviews conducted in December and onboard the fulfilled position by 2022. Ms. Moore stated the new planner will be introduced to the 2021 Work Program and accomplishments to determine where the Commission will progress for 2022. Ms. Moore discussed how the planner position will help the Commission determine priorities for intensive level surveys in Morse Park, update to the 2012 Historic Preservation Plan, and create a strategy for future surveying and documenting historically significant neighborhoods in Lakewood.

**ITEM 9: NEXT MEETING DATE AND TOPICS**

The next meeting is scheduled for March 1, 2022, at 6:30pm. Topics include updates on hiring a Preservation Planner and 2022 Work Program and grant priorities.

**ITEM 10: ADJOURN**

Chairperson Lane closed the meeting at 8:49 p.m.



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Nicole Lane, Chair