

**CITY OF LAKEWOOD
HISTORIC PRESERVATION COMMISSION
STUDY SESSION MINUTES
March 16, 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 Lane 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

No guests were present.

ITEM 3: APPROVAL OF MEETING MINUTES – January 19, 2021

Commissioner Jennings moved to approve the meeting minutes from January 19, 2021. Commissioner Peterson seconded the motion and the Commission approved the minutes unanimously.

ITEM 4: STAFF UPDATE

Commission Vacancies

Ms. Moore thanked Commissioners Ramsay and Jennings for their time spent on the Commission. Ms. Moore stated that the City received one application for the two vacancies and the open position will remain posted until filled. The applicant, Poppie Gullett, will be approved by City Council on Monday, March 22nd and will be at the next meeting in May. Ms. Moore is hopeful that the other position will be filled by then.

Preservation program consulting support

Ms. Moore stated that the City will be hiring Commissioner Ramsey, after her term expires, as a consultant on a limited basis to help support Lakewood's preservation program and Commission in light of ongoing staffing shortages and the City's hiring freeze, which continues to leave the Preservation Planner position vacant. Commissioner Ramsay will help Staff with future meetings, push work program items forward, and continue to be a resource to Staff.

Response letters to development proposals

Ms. Moore stated there have been a few recent development cases for properties that are not designated but that have historical significance. Staff provides a response for the City, but Ms. Moore asked the Commission if they would also be interested in submitting a response letter to these proposals to build awareness for Lakewood's preservation program and to offer support and guidance if the applicant is interested in preservation efforts, or at a minimum, photo documenting the historic resource. The Commission agreed that responding to development proposals will help maintain awareness of the Commission's role in the City's preservation program. Staff will work with Commissioner Ramsay to coordinate letter responses to development proposals moving forward.

ITEM 5: COMMISSION UPDATES/GENERAL BUSINESS

Lakewood Historical Society

Commissioner Pierce was unable to attend the last Lakewood Historical Society's meeting but plans to attend the next meeting and will continue to update the Commission.

Other

Commissioner Cvanciger mentioned that the Jefferson County Historical Commission is accepting articles for the Historically JeffCo Magazine. Commissioner Cvancigar stated that anyone can write an article and encouraged the Commission to consider writing an article featuring a Lakewood property or historical element. The theme for articles is diversity or diverse population and the deadline for submission is May 1st. More information is available online at <https://www.jeffco.us/4270/Happenings>.

ITEM 6: 2021 WORK PROGRAM COMMITTEE UPDATES

Preservation Month

Ms. Terrell stated that the Preservation Month Workgroup decided to do a scavenger hunt for Preservation Month. The Scavenger Hunt will feature architectural styles and elements found at the Heritage Center in Belmar Park. Participants can participate either virtually or in-person and may print the scavenger hunt form from our website or pick up a copy at the Heritage Center. The scavenger hunt will be advertised in the April Looking at Lakewood

newspaper and will be featured on Lakewood's Historic Preservation website in May. Ms. Terrell stated that more details will be shared with the Commission as Staff and the workgroup work out more details. Commissioner Silva added that one goal of the scavenger hunt is to educate people on how to identify architectural elements at the Heritage Center and use that information to find similar elements in their Lakewood neighborhoods. The Commission would like to see this as an annual event featuring other areas in Lakewood.

Ms. Moore added that the Lakewood Historical Society is also working on a scavenger hunt for Cider Days. Commissioner Pierce plans to attend the next LHS meeting and will share the promotion at that meeting.

Outreach to Property Owners Letter

Chairperson Lane and Commissioner Ramsay have no new updates. Commissioner Ramsay as consultant will help move this work program item forward and will provide updates at the next meeting.

Morse Park Survey Next Steps Implementation

Ms. Moore stated that the Morse Park Survey Next Steps Implementation was the third priority identified by the Commission at the last meeting. Ms. Moore added that this workgroup would focus on moving forward recommendations from the Survey Plan as new funding and grant opportunities become available. Ms. Moore asked the Commission if anyone would want to volunteer for this workgroup. Commissioners Cvanciger and Peterson volunteered. Commissioner Ramsay offered support as Consultant. Commissioner Cvancigar mentioned potential opportunities to engage with the neighborhood and find funding opportunities that may be available to further some of these recommendations. The workgroup will work on this item internally with Staff and update the Commission at the next meeting.

Any other work program discussion

Ms. Terrell shared the priority ranking for the 2021 Work Program. The Commission decided to focus on existing workgroup items and revisit the priority list at the next meeting.

ITEM 8: NEXT MEETING DATE AND TOPICS

The next meeting is scheduled for May 18, 2021. Topics include new commissioner introductions, 2021 work program committee updates, and development proposal letters.

ITEM 9: ADJOURN

Chairperson Lane closed the meeting at 7:20 p.m.



Nicole Lane, Chair