

City of Lakewood  
**DESIGN REVIEW COMMISSION**  
Appointment Application

**NOTE TO APPLICANT:** Before completing this application for consideration by the City Council Screening Committee, please review the attached qualifications and duties for membership on the Lakewood Design Review Commission.

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

**EDUCATION**

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

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

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

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

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\_\_\_\_\_

Do you have any training, experience, education, or skill that would enhance your ability to serve on this Board? If yes, please explain. (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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Tell us what interests you about serving on the Design Review Commission.

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Describe your professional experience with architecture and /or urban design.

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What is the purpose of design guidelines and what benefit do they bring to the city?

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What do you think are the biggest building and site design challenges we are facing as a community?

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This is a new Commission for the City of Lakewood. Do you have any experience working on other Design Review or similar Commissions? If so, please elaborate.

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This is a volunteer position that requires Commissioner time for case review and monthly meetings, as needed. Are you willing to commit your time to this position?

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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 Design Review Commission in accordance with City of Lakewood Municipal Code 2.58.010.

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

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**Race** \_\_\_\_\_ **(optional)\***

**Age** \_\_\_\_\_ **(optional)\***

**\*\* The City of Lakewood requests certain demographic information solely for statistical purposes. Responses to these questions are strictly voluntary. The demographic information will be removed from the application before the application is distributed to the screening committee and will not be considered by the individuals who make recommendations or decisions on membership of any boards and commissions.**

## DESIGN REVIEW COMMISSION INFORMATION SHEET

### Authority:

Lakewood Municipal Code - 02.58.010  
Lakewood Municipal Code -17.1.7.5  
Ordinance O-2019-21

### Number of Members:

Five members total, three urban design professionals appointed by the Lakewood City Council, a design review planner appointed by the Planning Director and a caseplanner.

### Term:

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

### Qualifications:

Each member must have a demonstrated interest in, competence with, or knowledge of, urban design.

At least three members must be professionals in an urban design-related discipline such as:

- Architecture
- Design
- Urban Planning

The remaining two members shall be city staff and shall be selected, as much as possible, from related disciplines.

### Duties:

The Design Review Commission participates in the creation of design guidelines for new development in the Lakewood area and has the authority to review design review applications within designated areas of the city. The recommendations made by the Design Review Commission are based on the criteria in adopted design guidelines.

The Design Review Commission is responsible for drafting by-laws, operating policies, and other rules of procedure, and attending yearly educational sessions, as well as other duties to call upon and receive expert opinions with respect to the broad spectrum of building matters, particularly as it relates to proposed amendments to the Building Code.

### Public Meeting:

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

### Staff Contact:

Roger Wadnal, Comprehensive Planning Manager – 303-987-7519  
Laura Pemberton, Secretary to the Commission – 303-987-7515