



WESTMINSTER

Historic Landmark Board Meeting Agenda January 25, 2023 7 p.m.

**City of Westminster
4800 West 92nd Avenue – Westminster, CO 80031
Lower Level – Parks, Recreation, Libraries – Conference Room B**

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1) ROLL CALL

2) CONSIDERATION OF MINUTES OF PRECEDING MEETING – October 26, 2022 (minutes attached, motion requested)

3) NEW BUSINESS

- a) Introduction of New Members – Historic Landmark Board
 - i) Shirley Garcia
 - ii) Kathy Pascoe
 - iii) Kristy Gotham – alternate
- b) Election of Vice Chair
- c) Overview of 2023 Goals for the Historic Landmark Board (see attached)
- d) 2023 Historic Tours
 - i) Format
 - ii) Locations

4) CONSIDERATION OF OLD BUSINESS

- a) Historic Landmark Designation of Harris Park and Union Schools

5) OTHER BUSINESS

- a) Conferences, education, other updates
- b) Meeting schedule for 2023
 - January 25, 2023, 7:00 PM
 - April 26, 2023, 7:00 PM
 - July 26, 2023, 7:00 PM
 - October 25, 2023, 7:00 PM

6) ADJOURNMENT



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Historic Landmark Board - Virtual Meeting Minutes October 26, 2022

The regular meeting of the Historic Landmark Board was called to order at 7:00 p.m. by Mary Oswell, Board Chair. The meeting was held virtually via GoToWebinar.

1. ROLL CALL

Board members present at roll call: Mary Oswell, Alana Mace, Kaaren Hardy, Keith Teeter, Linda Graybeal, Sarah Lorek. Gargi Duttgupta and Tennille Wood were excused.

Also present were Councillor Lindsey Emmons, Council liaison to the Historic Landmark Board and Staff Liaison Kate Cooke, Cultural Affairs Coordinator.

2. CONSIDERATION OF THE MINUTES

Mary Oswell presented the July 27, 2022 meeting minutes to the Board members and asked for any questions or discussion. There were no questions or discussion. Mary asked for a motion. Kaaren Hardy moved to approve the minutes as presented. Alana Mace offered the second. The motion was passed unanimously.

3. NEW BUSINESS

- Union High School, 3455 W 72nd Avenue – National and State Landmark Designations and Harris Park School, 7200 Lowell Boulevard – National and State Landmark Designations

Mary presented a draft letter that she and Kaaren Hardy worked on for presentation to Westminster Public Schools to start the process of designating these two properties as City of Westminster historic landmarks. Mary noted that the City's Ordinance does not provide clear direction as to this process. Kaaren suggested that the information from the National and State applications be used to develop the applications and resolutions for the City's designation process. Linda Graybeal noted that both the National and State designations are very stringent and most likely provide more than enough information to meet the City's criteria. Mary said that she would work on this with Kate. Kaaren said that it would be good goal to have these two properties designated by City Council in time for the national Historic Preservation Month which is in May. Kaaren noted that it might be nice to commemorate the City's other designated landmarks during May.

- Colorado Certified Local Government 2022 Annual Report - List SHPO – Approved Educational/Training attended by Board Members in 2022.

Kaaren noted that she attended the virtual day of the Colorado “Saving Places” conference. Kate noted that she attended the virtual CLG training on August 18, 2022.

- Other New Business

Mary noted that she attended an event hosted by the Friends of Broomfield’s History. She noted that the format may be a good option for next year’s tours – the event was self-guided and participants drove themselves to a number of historical sites which were open and had a docent available to provide information about the site.

Mary also noted that she and a representative from the Friends of Broomfield History talked about how useful it would be to bring all the various historical groups together and share ideas. Kaaren and Linda noted that they have attended events of this nature in the past with Jefferson County. Kaaren suggested that the Board reach out to the CLG coordinator at History Colorado to see if they are planning any events of this nature. History Colorado events usually include presentations related to sales tax credits and presentations from professionals such as the State Historical Architect. Kaaren noted that there may be funding through the CLG to help sponsor smaller events. Kaaren also noted that this is very similar to Doors Open Denver. The Board may want to reach out to that organization for information as well. Kaaren also suggested that the Board reach out to Historic Boulder regarding their holiday home tours and cemetery tours.

4. CONSIDERATION OF OLD BUSINESS

- a) Summer Tour Summary

Kate provided the Board with a summary of the summer tours. In general, the tours were well attended except for the tour in July. This was most likely due to summer travel and other events that take place in July. When planning for 2023, the Board may want to schedule the tours in months other than July. Overall, attendees were very pleased with the tours. They especially enjoyed being able to go in the historic buildings and learning more about their community. Overwhelmingly, the survey respondents would like to see more tours. They offered suggestions including: behind the scenes tours, tours of city buildings and facilities, tours of Standley Lake, historic home tours, walking tours, round table discussions with lunch, and tours held in the evening. Kate suggested that the Board discuss ideas for the 2023 tours at their January meeting so that they can select dates, topics, and divide the work among the members of the Board.

5. OTHER BUSINESS

- a) Conferences, Education, Other Updates

Mary noted that the Colorado Preservation Inc.'s Saving Places conference should be coming up in early 2023. Sarah Lorek noted that the dates are February 8 – 10 in Boulder and August 25 – 26 in La Junta. Mary noted that Board members should let staff know if they would like to attend. There have been scholarships in the past.

- b) Mary noted that the meeting schedule was provided in the agenda packet and asked that Board members have these dates in their calendars.

The next meeting of the Board will be January 25, 2023 at 7:00 PM. This meeting will be virtual unless otherwise noted.

- c) Other Updates:

- Kate provided the Board with a tour of updates to the Historic Preservation webpage on the City's website. There is now a document that provides the selection criteria and key preservation attributes for each designated landmark. The page also pulls together Westminster's history documents on the Historic Preservation page. The brochures from the summer history tours are also provided on this page.
- Kaaren Hardy noted that this will be her last meeting. She is retiring from the Board after being a member since the inception of the Historic Landmark Board. Mary and the other Board members thanked her for her service and asked that she remain active in the community.
- Kate noted that Tennille Wood will also be leaving the Historic Landmark Board due to family considerations.
- Linda noted that the Westminster Historical Society will host a Victorian Christmas celebration at the Bowles House on Saturday December 3, 10am – 12pm. The Friends of the Library will partner with the Historical Society and share a story and the museum will be decorated for Christmas.
- Alana Mace offered compliments to Linda, Mary and staff on the tours. She said that the tours were very interesting and informative.

6. ADJOURNMENT

There being no additional business for the Board, Chair Mary Oswell declared the meeting adjourned at 7:49 p.m.

THE WESTMINSTER HISTORIC LANDMARK BOARD

Mary Oswell, Board Chair



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City of Westminster Historic Landmark Board 2022- 2023 Goals

The City of Westminster Historic Landmark Board met on June 7, 2022 to receive an annual onboarding and training session and also to set goals for the coming year. The Board discussed achievement of their past goals and identified the following goals for the 2022-2023 timeframe:

1. Increase Opportunities for the Presentation of Historical Assets to the Westminster Community
 - a. Continue to offer history tours as a way to educate the community about historical assets and to increase community connection with historical assets.
 - b. Use a variety of formats to present information about historical assets e.g., digital (website, QR Codes, etc.), print, and physical signage.
2. Organize Historic Landmark Information to Enhance Utilization of Historic Assets
 - a. Clearly distinguish between City designated historic landmarks, State designated historic landmarks, and Nationally designated landmarks.
 - b. Continue to consistently implement the historic marker program to enhance community connection to historic assets.
 - c. Identify opportunities to enhance awareness and use of historical assets.
3. Identify Historical Landmark Opportunities
4. Develop Partnerships to Protect and Enhance Historic Landmarks