



WESTMINSTER

Historic Landmark Board Meeting Agenda July 24, 2024 7 p.m.

In-Person

City of Westminster
4800 West 92nd Avenue – Westminster, CO 80031
Parks, Recreation and Libraries Lower Level
Multi-Purpose Room/Colorado River Conference Room

Virtual

Join on your computer, mobile app or room device

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Meeting ID: 230 063 443 407

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1) ROLL CALL

2) MINUTES OF PRECEDING MEETINGS

- a) April 24, 2024 – General Board Meeting
Minutes attached; motion requested.
- b) May 22, 2024 – Board Meeting – No Quorum – Minutes not taken - no action taken by the Board members in attendance. Discussion of grant applications and process. Technology/connectivity problems with hybrid meeting option.

3) NEW BUSINESS

a) Grant Applications: Historic Landmark Survey and Projects

The Historic Landmark Board continues to meet regarding upcoming grant application cycles. Currently the Board is preparing materials and information for two grant opportunities:

- Competitive Survey Plan Grant
- Historical Resources/Context Survey Grant

b) 2024-2025 Annual Goals and Work Program

Per the requirements of the City Council, the Historic Landmark Board must identify their 2024-2025 goals and provide these to the City Clerk by the end of July.

4) OLD BUSINESS

a) 2024 Westminster History Tours

June 8, 2024

10:00 AM – 1:00 PM

Meet – Westminster History Center, 7200 Lowell Blvd

Topic: Prehistoric Footsteps

Tour Lead: Linda Graybeal

Beginning with the dinosaurs, we will learn about Westminster's early development. We'll learn about how Westminster was part of the Great Inland Sea and explore historic landmarks and areas that have physically shaped Westminster. The presentation will include information about the Cherokee/Overland Trail and its influence on the development of Westminster.

July 20, 2024

10:00 AM – 1:00 PM

Meet – Westminster History Center, 7200 Lowell Blvd

Topic: Founding Families

Tour Leads: Mary Oswell and Linda Graybeal

Explore the early history of the founding families of Westminster including the Bowles, the DeSpains, the Sempers, and the Churches. We'll walk the areas of the Old Wagon Road, Semper Farm, Mandalay School, Church Ranch Barn, and the Bowles House.

August 10, 2024

10:00 AM – 1:00 PM

Meet – Westminster History Center, 7200 Lowell Blvd

Topic: Historic Streets and Parks

Tour Leads: Alana Mace and David Benson

Explore the vibrant neighborhood of Historic Westminster including Fred Valente Humanitarian Park and the Vicky Bunsen Sculpture Garden. We will visit landmarks in this vibrant neighborhood including the Westminster Grange, Rodeo Market building, the Penguin Building, and other historic sites in this area. We will also get the inside scoop on why there are two names for the streets in this area.

September 21, 2024

10:00 AM – 1:00 PM

Meet – Westminster History Center, 7200 Lowell Blvd

Topic: Cultural Connections

Tour Leads: Keith Teeter and Kristy Gotham

Learn how different cultures have shaped Westminster through the built environment and regional connections. We will tour the Hmong Community Garden, Torii Square Park, Fireman's Park, the Westminster Presbyterian Church, other local places of worship, and local landmarks in this area.

5) OTHER BUSINESS

a) Conferences, education, other updates

[State Historical Fund Grants](#) (History Colorado) – due October 1, 2024 for General and Mini Grants. Non-competitive grants are accepted on a rolling basis year-round.

Education/Training Opportunities

All education and training opportunities listed below meet the CLG requirement for at least one historic preservation commission member to attend a SHPO-approved training each year. Please keep note for your Annual Reports!

Ensuring Historic Properties in an Increasingly Challenging Marketplace – What You Need to Know (National Trust for Historic Preservation)

July 16 at 1:00 pm online - [Registration Link](#)

Challenges associated with insuring both commercial and residential historic properties has become increasingly more difficult—with fewer and fewer companies willing to insure historic properties and soaring premiums, historic property owners are often at a disadvantage. Join the National Trust’s Government Relations and Policy team as we host a webinar with key leaders from the insurance, non-profit, and state historic preservation regulatory sectors about what you need to know about the state of the insurance industry today, what is driving up costs, and what you may be able to do about it.

CLG Discussion: Sugar Beet History of Colorado (History Colorado)

July 24 at 12:00 noon online - [Registration Link](#)

Sugar beet production was [the most important agricultural activity in Colorado](#) throughout the twentieth century. The people brought together by sugar beet production and places associated with the lives of those people endure in our communities today. Join us to discuss approaches to historic resources associated

with sugar beet production, including agricultural, industrial, and residential properties, as well as recreational and commercial ties.

NAPC FORUM 2024 Conference (National Alliance of Preservation Commissions)

July 31-August 4 in West Palm Beach, Florida - [Registration Link](#)

NAPC FORUM is a national conference focused on issues facing local historic preservation boards and commissions.

CLG Discussion: Latino/a/x, Hispanic, and Chicano Histories in Colorado (History Colorado)

August 21 at 12:00 noon online - [Registration Link](#)

How is your local government recognizing the histories of its Latino/a/x, Hispanic, and Chicano communities? Join us to discuss successes and challenges at local and state levels, best practices for outreach and engagement, and how this dovetails with other work of our local preservation programs.

Saving Places On The Road Conference (Colorado Preservation Inc)

September 7-8 in Steamboat Springs - [Registration Link](#)

Expect a rare, behind-the-scenes look at the culture and heritage of Northwest Colorado while learning from the inspiring individuals making a difference in the region.

PastForward Conference (National Trust for Historic Preservation)

October 28-30 in New Orleans - [Registration Link](#)

PastForward is the annual conference of the National Trust for Historic Preservation. This year's conference will celebrate the 75th anniversary of the National Trust.

b) Other Updates – Historic Landmark Board Members

c) Meeting Schedule for 2024

The Historic Landmark meets a minimum of four times a year. Additional meetings can be scheduled at the Board's discretion.

January 24, 2024, PRL Conference Room B/Hybrid

April 24, 2024, PRL Conference Room B/Hybrid – Annual Goals

July 24, 2024, PRL Colorado River Room (Multi-Purpose Room) Lower Level/Hybrid

October 23, 2024, PRL Colorado River Room (Multi-Purpose Room) Lower Level/Hybrid – Elect Officers

6) ADJOURNMENT



WESTMINSTER

Historic Landmark Board – Hybrid Meeting Minutes April 24, 2024

The meeting of the Historic Landmark Board was called to order at 7:03 p.m. by Alana Mace, Board Chair. The meeting was held in a hybrid format via Teams.

1. ROLL CALL

Board members present at roll call: Alana Mace, Chair, Kristy Gotham, Linda Graybeal, Keith Teeter (Vice Chair) and new members: David Benson and Ashley Burns. Excused: Kathy Pascoe.

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

Before the start of agenda items, introductions were undertaken.

2. CONSIDERATION OF THE MINUTES

Alana Macel presented the April 24, 2024 meeting minutes to the Board members and asked for any questions or discussion. Linda Graybeal noted that an amendment to the minutes – specifically that the last paragraph under the September 21, 2024 tour should be deleted as it was not related to that tour. Kate noted that this change will be made to the minutes. There were no further questions or discussion. Alana asked for a motion to adopt the revised minutes. Mary Oswell moved. Keith Teeter offered the second. The motion passed unanimously.

3. NEW BUSINESS

a. Historic Landmark Survey and Project(s) – Update and Action

The Historic Landmark Board had several work sessions since the Board meeting on January 24th. Pursuant to this work, Alana created a one-page summary of next steps in the grant application process. She has also created a google doc and is asking for help from Board members to assist in the writing of the grant applications for the Competitive Survey Plan Grant and the Historic Resources/Context Survey Grant. This document is included in this meeting minute packet.

Alana noted that this information can be leveraged to use as educational information for the community, and it also sets up the work program for the Historic Landmark Board for the coming years.

After discussing the grant application elements, Alana asked for a motion to move forward with applications to be completed this summer for the Competitive Survey Plan Grant and the Historical Resources/Context Survey Grant. Mary

Oswell made this motion. Linda provided a second. The motion was passed unanimously.

Alana then asked for a motion that the Historic Landmark Board complete these applications by the end of Summer. Keith Teeter made this motion. Kristy Gotham provided a second. The motion passed unanimously.

The Board members then asked that an additional meeting be scheduled for May 22, 2024 to further discuss the grant applications and take action on the applications. Kate will set up this meeting to adhere to legal noticing requirements.

b. 2024 Goals

The Board briefly discussed their 2024 – 2025 goals. The grant applications and associated work will comprise new work elements. The board discussed continuing the historic tours.

4. CONSIDERATION OF OLD BUSINESS

a. 2024 History Tours

Kate provided a summary of the tours that are scheduled for 2024. The tours are advertised in the Activity Guide and on the City's website.

June 8, 2024

10:00 AM – 1:00 PM

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Topic: Prehistoric Footsteps

Beginning with the dinosaurs, we will learn about Westminster's early development. We'll learn about how Westminster was part of the Great Inland Sea and explore historic landmarks and areas that have physically shaped Westminster. The presentation will include information about the Cherokee/Overland Trail and its influence on the development of Westminster.

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Alana asked for volunteers to help scope and organize the tours. Linda volunteered for the June tour, Mary volunteered for the July tour and Linda offered to help. Alana and David volunteered for the August tour. Kristy and Keith volunteered for the September tour.

The group agreed to meet informally on June 5th to work on the tour outlines.

b. Other Historic Landmark Board Activities

- The Westminster Historical Society will have its annual History Tea with the Legendary Ladies on October 5th.
- The annual tour of the historic landmarks on October 12. The tour will meet at 10:00 am at the Westminster History Center. The tour will include viewing and stops at the 18 designated landmarks. Brunch/lunch will be provided at the mid-point in the tour. The tour should be complete by 1p.

c. Meeting Schedule for 2024

Kate noted that the Board is required to meet a minimum of four times per year. Additional meetings can be scheduled per the request of the Board to address the work of the Board.

The meeting schedule for 2024 is as follows – please note new meeting room:

January 24, 2024, PRL Conference Room B/Hybrid

April 24, 2024, PRL Conference Room B/Hybrid

July 24, 2024, PRL Colorado River Room (Multi-Purpose Room) Lower Level/Hybrid

October 23, 2024, PRL Colorado River Room (Multi-Purpose Room) Lower Level/Hybrid

5. OTHER BUSINESS

a. Conferences, Education, Other Updates

Kate reviewed the list of CLG trainings provided by Lindsey Flewelling, History Colorado, CLG Coordinator. She encouraged members to attend as their schedules permit and to let her know so that hours can be documented.

6. ADJOURNMENT

There being no additional business for the Board, Chair Alana Mace I declared the meeting adjourned at 7:52 p.m.

THE WESTMINSTER HISTORIC LANDMARK BOARD

Alana Mace, Board Chair

Scope of work outline for 2024 grant applications

A. Historic Resources/Historic Context Survey - Competitive Survey Plan Grant

Goals:

- a. Use the survey to guide the preservation planning and education of the Westminster Historic Landmark Board and City of Westminster.
- b. Help the Historic Landmark Board develop goals for themselves for continued preservation and community education for 2025 - 2027.
- c. Pinpoint possible landmarks that the Westminster Historic Landmark Board could submit for the "Heritage for All" program through History Colorado.
 - i. (<https://www.historycolorado.org/colorado-heritage-all#:~:text=The%20goal%20of%20this%20project,by%20the%20end%20of%202026.>)
- d. Help the City of Westminster's Public Art Program identify possible locations that might serve as space for Community Enhancement Fund and possibly partner to create a plan to mark those spaces thoughtfully and with our Historic resources in mind.

Mini Grant To Do:

1. Develop guidance for the survey team.
2. Select the survey companies we would like to request estimates from.
3. Request estimates the survey by submitting a scope of work to local survey companies for a bid.
4. Prepare to submit the Mini Grant Letter of Intent for Fall 2024 Grant Round - Deadline TBD but will be soon! <https://www.historycolorado.org/competitive-grants>
Letter of Intent Page:
<https://docs.google.com/forms/d/e/1FAIpQLSedINi4JFXuEIZKZUFz9pkVUfBbPpUZejYnfKF7jclBWQp5g/closedform>

B. California Ranch Selective Intensive Reconnaissance Survey - Noncomp. Survey Plan Grant

Goals:

- e. Use the survey to guide an approach to preservation planning and education of the residents of this area and possibly pursue a historic landmark within these houses.
- f. Develop a plan of action to follow up on Recommendations 2, 3 and 4 from the 2015 survey.
- g. Use the survey to build educational and community building infrastructure around survey identified areas to help residents connect, understand, and maintain their properties.

Survey Plan Grant To Do:

1. Develop guidance for the survey team.
 - a. Review recommendations from previous 2015 survey
 - b. Create an action plan for the Historic Landmark Board for both the Survey and "Outreach, Protection, Recognition, and Interpretation."
2. Select the survey companies we would like to request estimates from.
3. Request estimates the survey by submitting a scope of work to local survey companies for a bid.

Westminster Historic Landmark Board (WHLB) 2024 Grant Application Plan

The WHLB plans to apply for two grants in 2024/early 2025 to fund surveys that the Board will use to guide our own work in 2025/2026 as well as use to assist in forming partnerships within the city of Westminster and with City of Westminster's Government with the hope of providing contextual information to the City for its own planning purposes. (See a list of goals for each on page 2.)

1. Historic Resources/Historic Context Survey - Competitive Survey Plan Grant

a. Grant Details: The Mini grant through History Colorado

- i. We will be requesting around \$45,000
- ii. Cash Match: \$11,250 (25% cash match of the project total required for Nonprofit/Governmental entity owners or if BIPOC Projects* - no cash match for projects at properties owned by Nonprofit/Governmental entities.)

1. The WHLB is not currently planning for this survey scope to fit under BIOPC.

- iii. Grant Information Webpage - <https://www.historycolorado.org/competitive-grants>

b. Project Types for the Mini Grant that we are looking at:

- i. Projects that promote the preservation of resources associated with underrepresented communities. 2. Surveys to identify cultural resources in order to complete or update local cultural resource inventories Development of historic contexts for evaluation of resources identified during the survey process

c. Grant Round Deadlines

August 1st	Grant Round Opens
September 10th	Draft Applications Due
September 19th	Last Day to Submit a Letter of Intent
October 1st	Final Application Due by 12:00pm MST

2. California Ranch and Expanded Selective Intensive Reconnaissance - Non Com. Survey Grant

a. Grant Details: Survey Plan Grant through History Colorado.

- i. We will be requesting the maximum amount of \$15,000.
- ii. Cash Match: \$1,500 (10% for all applicants)
- iii. Grant Information Webpage - <https://www.historycolorado.org/survey-plan-grants>

b. Project Types for the survey plan grant:

- i. Create a comprehensive document to help Westminster assess the current state of their survey documentation and make informed decisions regarding future architectural survey projects.

c. Grant Round Deadlines

Draft application due TBD - December 2024 or early 2025
(Alana Mace created an account to access the application.)