



## WESTMINSTER

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

#### **In-Person**

City of Westminster  
4800 West 92<sup>nd</sup> Avenue – Westminster, CO 80031  
Parks, Recreation and Libraries Conference Room B

#### **Virtual**

Microsoft Teams meeting  
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#### **1) ROLL CALL**

#### **2) MINUTES OF PRECEDING MEETING**

- a) **July 26, 2023 – General Board Meeting**  
Minutes attached; motion requested.

#### **3) NEW BUSINESS**

- a) Maintenance of Historic Landmarks
  - i) Painting of Marion Barn
  - ii) Painting of Semper Farm Buildings
  - iii) Painting of the Savery Savory Mushroom Tower
- b) Tour of Historic Landmarks – November 18, 2023
- c) Committee – 2024 Historic Landmark/History Tours

#### **4) OLD BUSINESS**

- a) Historic Landmark Survey completed in 2016. This Historic Landmark Survey specifically looked at the prevalence and of California-style ranch homes in Westminster. These are large documents, and both can be viewed at this [link](#). Please email Kate Cooke if you have any questions or issues accessing the link.

#### **5) OTHER BUSINESS**

- a) Conferences, education, other updates
- b) 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 7:00 PM  
April 24, 2024 7:00 PM  
July 24, 2024 7:00 PM  
October 24, 2024 7:00 PM

**6) ADJOURNMENT**



## WESTMINSTER

### **Historic Landmark Board – Hybrid Meeting Minutes July 26, 2023**

The meeting of the Historic Landmark Board was called to order at 7:00 p.m. by Mary Oswell, Board Chair. The meeting was held in a hybrid format via Teams.

#### **1. ROLL CALL**

Board members present at roll call: Mary Oswell, Chair, Gargi Duttgupta, Kristy Gotham, Linda Graybeal, Alana Mace (Vice Chair), Kathy Pascoe, and Keith Teeter. Excused: Shirley Garcia.

Also present were Councillor Lindsey Emmons, Council liaison to the Historic Landmark Board, Staff Liaison Kate Cooke, Cultural Affairs Coordinator, and presenter Dave Frankel City of Westminster City Attorney.

#### **2. CONSIDERATION OF THE MINUTES**

Mary Oswell presented the May 31, 2023 meeting minutes to the Board members and asked for any questions or discussion. There were no questions or discussion. Mary asked for a motion. Linda Graybeal moved to approve the minutes as presented. Gargi Duttgupta offered the second. The motion passed unanimously.

#### **3. NEW BUSINESS**

##### **a. Presentation – City Attorney Dave Frankel**

City Attorney, Dave Frankel, provided the Board Members with an overview of where the Historic Landmark Board fits within the review process for redevelopment of designated historic landmarks.

Using the Shoenberg Farm potential redevelopment as an example, Mr. Frankel walked through the current status of the Shoenberg Farm. Currently, the development team is undertaking their due diligence associated with the Purchase and Sale Agreement with the City. If the development team and the City (through City Council action) decide to move forward, the development team will then have to submit an application for a Official Development Plan (ODP). Since State Historic Preservation funds have been used on the site and the History Colorado has an easement on the property to protect certain historic elements, the development team will need to meet these requirements as part of their ODP. Per Chapter 13 of the Westminster Municipal Code for Historic Preservation, the requirement to submit an application for a Certificate of Historical Appropriateness takes place when the property owner files for a building permit.

Mary noted that much of the information about the Shoenberg Farm redevelopment potential is on the City's website as provided at the July 17, 2023

City Council meeting. Mr. Frankel noted that it is OK for the Historic Landmark Board to see/read this information. It becomes a violation of the State Sunshine Laws if two or more Board members discuss this matter outside of a publicly-noticed Board meeting.

Mary noted that she wants to ensure that the Historic Landmark Board meets the requirements of the State Sunshine Laws. Mr. Frankel noted that as long as Board members ensure that they are not discussing the proposal outside of a publicly-noticed meeting they are meeting the requirements of the Law.

Mary asked if it is OK to form a subcommittee for the development of the annual history tours. Mr. Frankel informed the Board that this was fine since this was doing the work of the Board as identified in their work program and meeting minutes. The Subcommittee members, in this capacity, were not making or sharing information about possible business that would come before the Board in a public hearing.

Mary asked Kate to gather the ordinances for each City landmarked property in Westminster.

Mary also asked Kate to research the status of the markers and to get this project completed by the end of the year.

Kate offered to create a table that lists the landmark, date of landmark, signage, maintenance needs, historic use, current use, funding sources available for the property, and ownership.

#### **4. CONSIDERATION OF OLD BUSINESS**

##### **a. History Tours**

Kate Cooke, Cultural Affairs Coordinator, noted that all four tours have sold out and that attendees have been enjoying the tours and continue to ask that the program continue.

The dates and topics are:

June 10, 2023

Water – The Liquid Gold of the West

Learn about the role of water in Westminster's growth as a community. This tour will include presentations and field visits to the Church Ranch, Standley Lake and local ditches.

July 8, 2023

Farms, Fruits and Pollinators

Explore the history of farming and fruit production in Westminster. This tour will include onsite visits of the Marion-Wilkins-Ward Barn and Windmill, Metzger Farm, a Westminster-based beekeeping business, and the Bowles House.

August 12, 2023

Wagon Trains, Trains, and Roads

Learn how transportation routes have shaped the fabric of our community. The tour will include a presentation about the Denver Kite Route and US 36 and

onsite tours of local landmarks along this influential transportation route including the Semper Farm and Broomfield Depot Museum.

September 9, 2023

Westminster University

Take in sweeping views and tour the grounds of Westminster University, the cemetery located on the site, and other historic landmarks along the eastern edge of Westminster.

**b. Historic Landmark Designation of Harris Park and Union Schools**

Mary and Kate will continue to work with Dr. Duffy regarding next steps.

**5. OTHER BUSINESS**

**a. Conferences, Education, Other Updates**

There was no information provided on these topics.

**b. Meeting Schedule for 2023**

October 25, 2023, 7:00 PM, PRL Conference Room B/Hybrid

**6. ADJOURNMENT**

There being no additional business for the Board, Chair Mary Oswell declared the meeting adjourned at 8:22 p.m.

THE WESTMINSTER HISTORIC LANDMARK BOARD

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Mary Oswell, Board Chair