



WESTMINSTER

**Historic Landmark Board Meeting Agenda
January 26, 2022
7 p.m.**

****Virtual Meeting**
Registration URL**

<https://attendee.gotowebinar.com/rt/2246256496548553743>

**Webinar ID
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- 1) ROLL CALL
- 2) CONSIDERATION OF MINUTES OF PRECEDING MEETING – October 27, 2021
(minutes attached, motion requested)
- 3) NEW BUSINESS
 - a) Landmark Housekeeping
 - i) Numbering by date
 - ii) Background information (i.e. applications)
 - b) Summer Tour Update
- 4) CONSIDERATION OF OLD BUSINESS
- 5) OTHER BUSINESS
 - a) Conferences, education, other updates
 - b) Meeting schedule for remainder of 2022
(additional dates may be added if necessary).
 - i) April 27, July 27, October 26 (7 p.m. all dates)
- 6) ADJOURNMENT

Historic Landmark Board Virtual Meeting Minutes October 27, 2021

The regular meeting of the Historic Landmark Board was called to order at 7:02 p.m. by Mary Oswell, Board Chair.

1. ROLL CALL

Board members present at roll call: Gargi Duttgupta, Linda Graybeal, Kaaren Hardy, Sarah Lorek, Mary Oswell, Tennille Wood, Anna Leske Young, and Alana Mace.

Also present were Staff Liaison Rich Neumann (Cultural Affairs Administrator) and Councillor Lindsey Emmons (Council Liaison to the Historic Landmark Board).

2. CONSIDERATION OF THE MINUTES

Kaaren Hardy made a motion to approve the minutes of the July 28, 2021 meeting, as presented. The motion was seconded by Gargi Duttgupta. The minutes were unanimously approved.

3. NEW BUSINESS:

Summer 2022 Bus Tours Partnership

- 0) Staff Liaison Rich Neumann again confirmed support from the Westminster Historical Society for a collaborative summer bus tour series highlighting Westminster's designated historic landmarks. Dates have been tentatively selected to coincide with Second Saturdays in the Historic Westminster Arts District; those dates are: June 11, July 9, August 13, and September 10.
- 1) The board had robust discussions around the content and structure of the tours, including duration of tours, themes for each tour, refreshments, local business participation, and logistics such as parking, point of origin, and bathroom access. The group also discussed potential impacts from COVID and potential fall-back plans, including virtual or self-guided options.
- 2) For next steps, a landmark board working group comprised of Linda Graybeal and Tennille Wood will consolidate board feedback into a rough framework to be further refined by working with the Historical Society. Supplemental materials (e.g. maps, brochures) will be developed by Sarah Lorek. Linda agreed to facilitate meetings with the Historical Society. The ultimate goal is to plan, script and produce four unique bus tours.

4. CONSIDERATION OF OLD BUSINESS

General Housekeeping Issues

Managing landmark information:

- Mary Oswell presented a need to update the city website regarding landmarks; several places listed are not, in fact, designated landmarks. Rich and Mary agreed to meet in person to work on identifying needed revisions.
- The board discussed the value of numbering the designated landmarks in chronological order (i.e. by the date designated by city council).
- Mary Oswell requested the creation of new binders for board members containing background information on all designated landmarks (e.g. when they were designated, criteria for designation, historical significance, noteworthy features, etc.). Mary and Alana Mace agreed to compile the information for these binders (with support from Rich). This information will also be used to improve the information listed on the city website. Per Tennille Wood's recommendation, the information will follow a standard template for consistency.

Term Limits:

- Linda Graybeal asked about term limits; Rich reported that all board members are allowed to serve four two-year terms on any one board. The terms of two current board members will expire in 2024: Gargi Duttgupta and Linda Graybeal. Kaaren Hardy requested her expiration date; Rich said he will reach out to the City Clerk for that information.
- Council Liaison Lindsey Emmons thanked the board for their service and complimented everyone on their hard work and productive discussion.

OTHER BUSINESS

- Meeting Schedule for 2022:
January 26, April 27, July 27, October 26, usual time of 7:00 p.m. Rich will send calendar invitations for each meeting.

5. **ADJOURNMENT**

Mary Oswell declared the meeting adjourned at 8:03 p.m.

THE WESTMINSTER HISTORIC LANDMARK BOARD

Mary Oswell, Board Chair