



WESTMINSTER

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

**\*\*Virtual Meeting\*\***

**Register and Attend at this link:**

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<https://youtu.be/G3EIKw5zcYA>

**1) ROLL CALL**

**2) CONSIDERATION OF MINUTES OF PRECEDING MEETING – July 27, 2022**  
(minutes attached, motion requested)

**3) NEW BUSINESS**

- a) Union High School Outreach – Historic Designation
- b) Colorado Certified Local Government 2022 Annual Report, Due 11-1-2022
  - i) List the **SHPO-approved** educational/training sessions attended by Commission/Board Members in Federal Fiscal Year 2022.

**4) CONSIDERATION OF OLD BUSINESS**

- a) Summer Tour Summary (Attached separately)

**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**



WESTMINSTER

## **Historic Landmark Board - Virtual Meeting Minutes July 27, 2022**

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, Kaaren Hardy, Sarah Lorek, Alana Mace, Mary Oswell, Keith Teeter, Tennille Wood.

Also present were Staff Liaison Rich Neumann (Cultural Affairs Administrator) and Kate Cooke (Cultural Affairs Coordinator). Councillor Lindsey Emmons had emailed the Board members that she was unable to attend the meeting due to several evening meetings related to the City's search for a City Manager.

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

Mary Oswell presented the April 27, 2022 meeting minutes to the Board members and asked for any questions or discussion. Kaaren Hardy noted that she will need some additional time to work on the Union High School letter. Mary asked for a motion. Kaaren Hardy moved to approve the minutes as presented. Tennille Wood offered the second. The motion was passed unanimously.

### **3. NEW BUSINESS**

#### **a) Dedication of Vicky Bunsen Sculpture Garden and Fred Valente Humanitarian Park – August 13, 2022**

Kate Cooke noted that the dedication ceremony will take place at 1:30 PM on August 13, 2022. The ceremony will be held in conjunction with the Around the World Street Fair. She invited the Board members and a guest to attend. Lunch vouchers will be provided to those who RSVP.

#### **b) 2022 - 2023 Goals and Work Plan**

Mary presented the 2022-2023 Historic Landmark Board Goals which were developed and discussed by the Board members at their annual onboarding meeting and provided for discussion via email. Mary noted that much of the work identified is currently underway.

The City designation of State and Nationally landmarked sites continues to be a goal of the Historic Landmark Board. Mary noted that one of the criteria for designating a site as a City landmark is the prior designation of a site as a State

and/or National landmark. Currently, there are four sites in the City of Westminster that have met this criterion:

- Union High School, 3455 W 72<sup>nd</sup> Avenue – National and State Landmark Designations
- Gregory House, 8140 Lowell Boulevard – National and State Landmark Designations
- Harris Park School, 7200 Lowell Boulevard – National and State Landmark Designations
- Metzger Farm Open Space, 12080 Lowell Boulevard – National and State Landmark Designations.

Obtaining City Historic Landmark designation of these properties has been identified as a goal for the 2022-2023 work period.

**c) Union High School Outreach – Historic Designation**

Mary noted that the Board has discussed the designation of the Union School a number of times over the past several meetings and that this should be the focus of the Board for the remainder of 2022. She stated that the Board should start by reaching out to Union High School with a letter noting that the school has attained both State and National landmark designations and that the City would like to designate their site as well. Kaaren and Gargi both noted that the communication with the school should include the City's completed designation form as well as any information about the State and National designations. Both Kaaren and Gargi noted that the letter should provide a clear set of steps including the need to go before the Westminster City Council for formal designation. Mary would like this to happen by the next Historic Landmark Board meeting in October. Mary, Kaaren and Kate will work together on a letter and background information related to the landmark designations.

Once the Board has successfully completed this outreach, they should contact the other three properties regarding City Historic Landmark designation.

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

**a) Summer Tour Update**

Kate provided the Board with an update on the summer tours. She noted that the tours have had excellent attendance. Attendees have been completing surveys at the conclusion of the tours. The next tour will be held on August 13<sup>th</sup> in conjunction with the Around the World Street Fair. The tour will start and end at the MAC and provide a tour of historic home along Lowell Boulevard, Church Ranch, and the Westminster History Center. Attendees will have the option to attend the dedication ceremony for the Fred Valente Humanitarian Park and the Vicky Bunsen Sculpture Park.

Gargi asked if the surveys were gathering information as to ways to make the tours better and ideas for future content to keep the tours fresh. Kate said that the surveys were gathering this information. Gargi noted that one strategy to keep the tours fresh would be to partner with schools and offer field trips.

Mary asked Kate to provide the survey results at the October Board Meeting.

## **5. OTHER BUSINESS**

**a. Meeting format (virtual, hybrid, in-person)**

After discussion meeting options, the Board decided to keep the meeting virtual unless there is a public hearing or the Board is preparing to conduct a public hearing. The virtual option allows for consistent attendance.

If an in-person meeting is being scheduled, the Board would like at least a month's notice so as to plan their schedules to ensure in-person attendance.

**b. Conferences, education, other updates**

There were no updates provided.

**c. The next meeting of the Board will be October 26, 2022 7 p.m. The meeting will be virtual unless otherwise noted.**

## **6. ADJOURNMENT**

There being no additional business for the Board, Chair Mary Oswell declared the meeting adjourned at 7:48 p.m.

THE WESTMINSTER HISTORIC LANDMARK BOARD

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Mary Oswell, Board Chair