



WESTMINSTER

Historic Landmark Board Meeting Agenda November 12, 2025 7 p.m.

In-Person

City of Westminster
4800 West 92nd Avenue – Westminster, CO 80031
Upper Level – Mount Crested Butte Conference Room

Virtual

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1) ROLL CALL

2) MINUTES OF PRECEDING MEETINGS

a) July 23, 2025 – See Attached

3) NEW BUSINESS

a) **Aric Otzelberger, Director – Parks, Recreation and Libraries**
Updates and PRL Vision Plan

b) **Historic Landmark Tours – Overview of 2025 Program – Plan for 2026**

2025 Tour Descriptions (see attached)

2026 Tour Plan – Align with 250-150-115 Celebration. Need to set a work session so that dates can be included in the upcoming Activity Guide. Ideally set this meeting for November or December of 2026.

c) **2024 – 2025 Historic Landmark Board Annual Goals – See Attached**

Discussion and action by Board members.

4) OLD BUSINESS

a) **Colorado Semisecentennial – Community Programming**

- Grant application – educational booklet/coloring book. The City of Westminster submitted a grant application to History Tour to develop an

updated educational/coloring book which will provide information about the 250-150-115 anniversaries in 2026. The goal is to make this educational material available at the following community events:

- Take Your Child to Work Day – April 2026, 300 participants
- Summer Block Party – June 2026, 1,800 participants
- Movies in the Park – June thru September, 1,000 participants per movie
- 4th of July – 12,000 participants
- Swashbuckler Regatta – 100 participants
- Family Camp Night – 100 participants
- WestyFest – 37,000 participants. The city has also applied to host a drone show at this celebration. This show has been developed to be used by all jurisdictions to provide a consistent presentation of the 250-150 celebration.
- Estimated community reach: 55,300
- At the July working session of the Historic Landmark Board, the attendees suggested that all four history tours incorporate information about the 20-150-115 celebration. This will provide the opportunity to take a fresh look at the history tour information and supplement these with new information.
- Library staff will be working on additional programming related to the 250-150-115 celebration which may take place throughout the year.

b) Colorado Semisesquicentennial – Potential Cultural Landmarks

i) Discuss next steps for two projects:

1. The city submitted an application to establish a cultural landmark at the Top Spin Court.
2. The city will also submit an application for new signage at the Top Spin Court through grant opportunities with History Colorado.
3. The city submitted an application to establish a cultural landmark at the Mushroom Tower/Company Town.
4. “Shogun House” located at Pierce between 88th and 92nd. Discuss potential application
5. Cherokee Overland Trail. Discuss potential application.

<https://www.historycolorado.org/colorado-heritage-all>

c) 2010 Historic Preservation/Designation Brochure

This document is being updated by the PRL Marketing team.

d) Digital Walking Tour of Westminster History

Review and discuss possible uses for outreach efforts of the Historic Landmark Board.

<https://edgeapps.cityofwestminster.us/walk/tour?id=0&tag=All&architectureType=0>

5) OTHER BUSINESS

a) Updates – Historic Landmark Board Members

b) Meeting Schedule for 2026

The Historic Landmark meets a minimum of four times a year on the fourth Wednesday of the month – January, April, July, and October. Additional meetings can be scheduled at the Board's discretion.

Upcoming meetings:

January 28, 2026

April 22, 2026

July 22, 2026

October 28, 2026

6) **ADJOURN**



WESTMINSTER

Historic Landmark Board Meeting Minutes July 23, 2025 7 p.m.

1) ROLL CALL

The meeting was called to order by Chair Mace. The meeting was offered in a hybrid format with a Teams option. Roll was called. In attendance: Alana Mace (Chair), Bill Detweiler, Linda Graybeal, Kristy Gotham, Mary Oswell, Kathy Pascoe, Keith Teeter (Vice Chair), Councillor Ireland (Council Liaison), Kate Cooke (Staff Liaison). Kate Cooke informed the Chair that there was a quorum.

2) MINUTES OF PRECEDING MEETINGS

a) June 4, 2025

The meeting minutes of the June 4, 2025 Public Hearing for the Rodeo Market Certificate of Historical Appropriateness (COHA) were presented by Chair Mace. Two revisions/additions were proposed:

1. Linda Graybeal asked that V.I. A. be combined with V.I. B. She noted that her comments and questions related to the possibility of the restaurant closing based on statistical research.
2. Chair Mace noted that the Slide 7 of 9 of the COHA application presentation did not show the proposed awnings. She asked that staff obtain the corrected drawings to include in the public hearing minutes.

Mary Oswell made a motion to approve the minutes as revised. Linda Graybeal provided a second. The motion passed unanimously.

3) NEW BUSINESS

a) **New Member Introduction – Bill Detweiler.** Bill Detweiler provided an introduction, and an overview of his experience related to land use planning and historic preservation. He noted that he is excited to be involved with the work of the Board. The Board welcomed him.

b) **Aric Otzelberger, Director – Parks, Recreation and Libraries**

Updates and PRL Vision Plan

Mr. Otzelberger was unable to attend the meeting. Kate Cooke provided a summary of current city actions related to historic preservation efforts.

1. The city has identified \$50,000 in Capital Improvement Program funds for the maintenance of historic landmarks.
2. The city has entered into an agreement with the Westminster Historical Society for the operation of the Bowles House Museum, the identification of roles and responsibilities for this partnership, and the identification of partner events which will be supported and promoted by the city.

c) Annual Tour of Historic Landmarks

This tour is scheduled to take place on Saturday September 27 from 9:00 AM to 1:00 PM and will include lunch/brunch. All eighteen of the designated landmarks are visited and lunch is provided for the Board members. Kate noted that the tour will begin and end at College Hill Library. Kevin Smith, the city's Archive Librarian, will be available at the conclusion of the tour to meet with Board members in the city's archive room. Kate will send an email reminder to the Board members about the tour.

d) Colorado Semisesquicentennial – Community Programming

- The City of Westminster will participate in the 250/150 celebration with an expanded 4th of July celebration to include historic information and small giveaways.
- Kate noted that History Colorado just released a new grant opportunity related to the Semisesquicentennial. The Board discussed updating the coloring book and adding information about the 250-150-115 celebration in 2026. Kate will work on this grant application.

e) Colorado Semisesquicentennial – Potential Landmarks

i) Discuss next steps for two projects:

1. "Shogun House" located at Pierce between 88th and 92nd. Linda Graybeal noted that the property owners have not indicated interest in this landmarking opportunity.
2. Cherokee Overland Trail – Mary Oswell noted that she will reach out to the Oregon-California Trail Organization (OCTA) to identify appropriate information.
3. Chair Mace asked that Kate reach out to a representative of the Hmong community to determine their interest in submitting an application to History Colorado to identify the Top Spin Court as a cultural landmark.
4. Mary Oswell stated that she would provide information to staff for the submission of an application to History Colorado to identify the Mushroom Tower/Farm as a cultural landmark.

<https://www.historycolorado.org/colorado-heritage-all>

f) 2010 Historic Preservation/Designation Brochure

This document is being updated by the PRL Marketing team and will be available for the August History Tour.

g) Digital Walking Tour of Westminster History

Review and discuss possible uses for outreach efforts of the Historic Landmark Board.

<https://edgeapps.cityofwestminster.us/walk/tour?id=0&tag=All&architectureType=0>

h) Work Session – History Colorado Grant Opportunities – Kate noted that the Board has scheduled a work session on October 1, 2025 at Cottonwood Lodge

to discuss grant opportunities available through History Colorado. Kate will send a reminder email.

- i) **Maintenance Update** – Mary Oswell asked for a worksheet that provides an update of maintenance of city-owned historic landmarks. She asked that this spreadsheet also include related projects and their status.

4) OLD BUSINESS

- a) **2024 – 2025 Historic Landmark Board Annual Goals – See Attached**
- b) **2025 Westminster History Tours – See Attached**
- c) **Website Updates** – Kate Cooke will continue to work with the city’s website team to update links and information on the pages related to history, historic preservation, and the Historic Landmark Board.

5) OTHER BUSINESS

a) **History Colorado/Colorado State Historical Preservation Office**

The 2030 State Preservation Plan has been officially adopted, and can be found on [the History Colorado website](#). The State Preservation Plan not only gives direction to History Colorado staff, projects, and programming, but is also intended as a guiding document for local governments, community organizations, and individuals across the state as they undertake preservation projects. The goals and objectives within the State Plan will also need to be referenced in any grant applications for the State Historical Fund and CLG programs.

b) **Education Opportunities**

Bill Detweiler was able to attend the June 26th education session titled: Creating and Updating Historic Design Guidelines. A summary and link to the presentation are attached.

c) **Updates – Historic Landmark Board Members**

There were no updates provided

d) **Meeting Schedule for 2025**

The Historic Landmark meets a minimum of four times a year on the fourth Wednesday of the month – January, April, July, and October. Additional meetings can be scheduled at the Board’s discretion.

Upcoming meetings:

October 22, 2025 – possible agenda items: annual work program/goals, Digital Walking Tour and how to better use, addition of Westminster Historical Society storyboards.

ADJOURN

No additional business was identified by the Board members. The meeting was adjourned at 8:20 PM



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2025 History Tours 9:00 AM – 12:00 PM

All tours meet and depart from the Westminster History Center located at 7200 West 72nd Avenue

June 14 – Fishing and Founding Fathers

Join us for "Fishing and Founding Fathers," an engaging tour that delves into the rich history of how these tireless men shaped the development of Westminster while immersing yourself in the scenic beauty of our lakes, ponds, and rivers. Hear captivating tales of legendary creatures said to inhabit our lakes. Along the way, we'll visit prime fishing spots, highlighting the recreational opportunities that these waterways provide. Come prepared to soak in the stories of Westminster's past, as we celebrate the legacy of its founding fathers and the enduring allure of our aquatic landscapes.

August 16 – Landmarks and Hidden Historic Treasures: Understanding Historical Designation

Join us for an enlightening tour titled "Landmarks and Hidden Treasures: Understanding Historical Designation." Learn about the various methods and reasons behind landmark designation at the city, county, state, and national levels, providing you with a comprehensive understanding of what makes a place significant. We will explore the City of Westminster's designated landmarks, as well as those recognized by the county and state, culminating in a discussion about the National Register of Historic Places. We will also uncover hidden gems—historic treasures that, while not officially designated, hold immense value to our community's heritage. These sites offer rich stories and insights into the past, inviting you to appreciate the often-overlooked aspects of our local history.

September 13 – Trailblazers of Westminster: Celebrating our Founding Women

Experience the remarkable legacy of the founding women of Westminster with our tour, "Trailblazers of Westminster: Celebrating Our Founding Women." This journey highlights the vital roles these industrious women played as keepers of farms, gardens, families, and industry which shaped our community in profound ways. As we stroll through historic farms and homes, we will discover the stories behind these landscapes that flourished under their care providing both nourishment and sustainability. We will also pay homage to historic trees that have witnessed the evolution of our community, serving as living reminders of resilience and growth.

October 11 – Whispers from the Past: A Journey Through Time

Join us for an unforgettable journey that invites you to explore the resting places of those who shaped Westminster and whose lives continue to echo through time. Visiting the two private cemeteries in Westminster, we'll learn what differentiates a private cemetery from a public cemetery. We will travel outside of Westminster to the Arvada Cemetery to explore the final resting place of members of the DeSpain family. Along the way, we will delve into the stories of pioneers, leaders, and everyday people and hear poignant tales of love, loss, triumph, and tragedy, offering insight into the people who shaped our community.



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**City of Westminster Historic Landmark Board
2024- 2025 Goals
and
Alignment with City of Westminster 2024 Strategic Plan**

Background:

The Westminster Historic Landmark Board used the 2024 City Council Strategic Plan as a guide in the development of the 2024 – 2025 Goals for the Westminster Historic Landmark Board. The Board’s four goals were developed through a collaborative process with all members of the Historic Landmark Board in attendance.

The Guiding Principles of the 2024 Council Strategic Plan were used as a framework for the development of the goals. These guiding principles include:

- **Collaboration and Partnership**
- **Stewardship and Fiscal Responsibility**
- **Transparency and Accountability**
- **Diversity, Equity, and Inclusion**
- **Innovate and Initiate**
- **Prevention and Proactivity**
- **Sustainability and Resiliency**

The Historic Landmark Board’s goals align with the following City of Westminster 2024 Strategic Plan Strategic Priorities:

- **Strategic Priority 1: Access to Opportunity**
Advance access to opportunity and prosperity for all in Westminster through diverse housing choices, increased mobility options, safe and walkable neighborhoods, and strong social networks.
- **Strategic Priority 2: Community Empowerment and Engagement**
Enhance the sense of community and connection in Westminster through engaging methods of communication and dialogue that improve accessibility, increase understanding, and encourage participation in civic and City life.
- **Strategic Priority 3: Community Health and Safety**
Invest in innovative and collaborative approaches to provide a continuum of services that preserve, promote, and protect the health, safety, and environment of Westminster.

2024 – 2025 Historic Landmark Board Goals

The Westminster Historic Landmark Board works closely with residents and property owners to preserve and enhance the history of our community which ensures strong social networks.

The Westminster Historic Landmark Board works with state and federal agencies to ensure effective use of resources to protect and promote historic landmarks.

The Westminster Historic Landmark Board ensures a collaborative and innovative approach to historic preservation that focuses on the health, safety and enhanced sense of community in Westminster.

- **Goal One**

Increase opportunities for the presentation of historical assets to the Westminster community.

- 1.a. Identify opportunities to enhance awareness and use of historical assets.
- 1.b. Continue to offer historical events to educate the community about historical assets and to increase community connection with historical assets. Conceptual events could include tours, presentations, lectures, parade of homes, garden tours, cemetery crawls/Halloween events, historical re-enactments, etc.
- 1.c. Partner with organizations to incorporate historical aspects and information into art, theater, community events, signage, etc.
- 1.d. Use a variety of formats to present information about historical assets e.g., digital (website, etc.), print, and physical signage.

- **Goal Two**

Maintain resources of historic landmark information which includes:

- 2.a. Physical documentation including papers, photographs, etc.
- 2.b. Digital documentation of papers, photographs, grant applications, etc.
- 2.c. Coordinate with City Archivist regarding historical assets.
- 2.d. Continue to implement the historic marker program to enhance community connection to historic assets.

- **Goal Three**

Develop and maintain partnerships to protect and enhance historic landmarks and historical assets including Westminster Historical Society, History Colorado, Oregon-California Trail Association, Colorado Archaeological Society, etc.

- **Goal Four**

Research and identify historical landmark opportunities.