



WESTMINSTER

Historic Landmark Board Meeting Agenda January 28, 2026

In-Person

City of Westminster
4800 West 92nd Avenue – Westminster, CO 80031
Upper Level – Pikes Peak Conference Room

Virtual

[Click here to join the meeting](#)

Meeting ID: 230 063 443 407

Passcode: o7d7aG

1) ROLL CALL

2) MINUTES OF PRECEDING MEETINGS

- a) November 12, 2025 – See Attached

3) NEW BUSINESS

a) Election of Officers

Per the Bylaws of the Historic Landmark Board, elections of officers shall take place at the first business meeting of the year. The Board shall elect a chair, vice-chair, and secretary by written or voice vote.

The full Bylaws of the Historic Landmark Board can be viewed on the City's website on the webpage for the Historic Landmark Board by clicking [here](#).

b) 2024 – 2025 Historic Landmark Board Annual Goals – See Attached

Discussion and action by Board members.

c) Historic Landmark Tours – Plan for 2026

Review recommendations from the January 15, 2026 working session. Refine as necessary.

4) OLD BUSINESS

a) Colorado Semisesquicentennial – Community Programming

i) Educational Coloring Book – Grant

Successful Grant application for \$13,000 to create/update an educational booklet/coloring book which will provide information about the 250-150-115 anniversaries in 2026 and the importance of historic preservation in Westminster and Westminster's historic preservation process.

ii) Community Outreach Events

- Take Your Child to Work Day – April 2026, 300 participants
Soft-launch and will depend on the ability to get the document developed and printed.
 - 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
- iii) Partner/Library Programming
Library staff will be working on additional programming related to the 250-150-115 celebration which may take place throughout the year.

b) 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.

2026 Quarterly Meeting Schedule

January 28, 2026

April 22, 2026

July 22, 2026

October 28, 2026

6) ADJOURN



WESTMINSTER

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

1) ROLL CALL

Board Members in Attendance: Alana Mace (Chair), Bill Detweiler, Linda Graybeal, Kristy Gotham, Mary Oswell, Kathy Pascoe, and Keith Teeter (Vice Chair). Council Liaison in Attendance: Councilor Ireland. Staff in Attendance: Aric Otzelberger, Director Parks, Recreation and Libraries; Kate Cooke, Cultural Affairs Coordinator, Staff Liaison

2) MINUTES OF PRECEDING MEETINGS

a) The minutes of the July 23, 2025 were presented by Chair Mace. Mary Oswell moved to accept the minutes as presented; Linda Graybeal provided a second; the motion carried unanimously.

3) NEW BUSINESS

a) Aric Otzelberger, Director – Parks, Recreation and Libraries

Updates and PRL Vision Plan

Aric Otzelberger provided an overview of the PRL Vision Plan and the importance of historic preservation as a form of community building. He provided an overview of the city's commitment to historic preservation noting Council's financial contribution to the Westminster Historical Society to support their work in maintaining the Bowles House a community museum and their work in archiving assets of community members. He noted that the city has identified capital funds to assist with the preservation of designated landmarks. He noted that the city has also identified funds for Kevin Smith, the City's Archivist Librarian, to assess and catalog historic artifacts. Kevin will be invited to a future meeting of the Historic Landmark Board to provide an overview of this effort and touch points for the Historic Landmark Board.

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

- The success of the 2025 History Tours was briefly discussed.
- Kate will send out a doodle poll to set a meeting in early January to start the planning for the 2026 tours to ensure that the information is included in the Spring/Summer Activity Guide.

c) 2024 – 2025 Historic Landmark Board Annual Goals

Due to time constraints, this item was tabled to the January 2026 meeting.

4) OLD BUSINESS

a) Colorado Semisesquicentennial – Community Programming

- Kate provided an overview of the CLG grant application to create an educational booklet/coloring book. The purpose of the application/grant will be 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 – this would be a soft-launch depending on success of the grant and associated work program elements.
 - 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
- Kate noted that three of the history tours can be focused on the 250-150-115 celebration. This will provide the opportunity to take a fresh look at the history tour information and supplement these with new information.
- Kate will be meeting with library staff to identify 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 submitted an application to establish a cultural landmark at the Mushroom Tower/Company Town.
 3. The city will submit an application for new signage at the Top Spin Court through grant opportunities with History Colorado.
 4. “Shogun House” located at Pierce between 88th and 92nd. The board discussed this as a potential application and determined that the house has had too much modification over the years to allow it to serve as a cultural landmark.
 5. Cherokee Overland Trail. Mary Oswell noted that she will continue to research this topic.

<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

This item was tabled to the January 2026 meeting.

5) OTHER BUSINESS

a) Updates – Historic Landmark Board Members

No updates were noted.

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 and work sessions can be scheduled at the Board's discretion.

Upcoming meetings:

January 28, 2026

April 22, 2026

July 22, 2026

October 28, 2026

6) ADJOURN

The meeting was adjourned by Chair Mace at 8:30 pm.



WESTMINSTER

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

Background:

The Westminster Historic Landmark Board used the 2025 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 2025 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 2025 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.