



## WESTMINSTER

**Historic Landmark Board Meeting Agenda  
April 26, 2023  
7 p.m.**

**City of Westminster  
4800 West 92<sup>nd</sup> Avenue – Westminster, CO 80031  
City Council Chambers**

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### **1) ROLL CALL**

### **2) MINUTES OF PRECEDING MEETINGS**

- a) **January 25, 2023 – General Board Meeting**  
Minutes attached, motion requested.
  
- b) **March 8, 2023 Public Hearing – Certificate of Historical Appropriateness  
O’Gorman House, 8198 Irving Street Westminster CO**  
Minutes attached, motion requested.

### **3) NEW BUSINESS**

- a) 2023 Historic Tours
  - i) Format
  - ii) Locations
- b) Activation of Historic Landmarks
- c) Identification of Additional Landmarks
- d) Landmark plaques – Maintenance and Status

### **4) OLD BUSINESS**

- a) Saving Places Conference – Information Sharing – Mary Oswell
- b) Historic Landmark Designation of Harris Park and Union Schools

### **5) OTHER BUSINESS**

- a) Conferences, education, other updates
- b) Meeting schedule for 2023
  - July 26, 2023, 7:00 PM
  - October 25, 2023, 7:00 PM

## 6) ADJOURNMENT



## WESTMINSTER

### **Historic Landmark Board - Virtual Meeting Minutes January 25, 2023**

The regular 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, Shirley Garcia, Linda Graybeal, Kristy Gotham (alternate), Alana Mace, and Keith Teeter. Kathy Pascoe was excused.

Also present were Councillor Lindsey Emmons, Council liaison to the Historic Landmark Board and Staff Liaison Kate Cooke, Cultural Affairs Coordinator.

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

Mary Oswell presented the October 26, 2022 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. Alana Mace offered the second. The motion was passed unanimously.

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

##### **a. Introduction of New Members**

Shirley Garcia and Kristy Gotham introduced themselves. The existing board members also introduced themselves.

##### **b. Election of Vice Chair**

The members in attendance asked Alana Mace if she would be interested in being Vice Chair. Alana agreed. The members voted unanimously to appoint Alana as Vice Chair.

Mary Oswell noted that the Board should also reappoint the Chair. She noted that she was willing to continue if the Board agreed. The member voted to unanimously to retain Mary as Chair.

##### **c. Overview of 2023 Goals for the Historic Landmark Board**

The Board reviewed their 2023 Goals. These will be forwarded to the City Clerk as required. The Board discussed including signage at designated landmarks that includes QR codes and a link to the City's website. Mary noted that the Historic Preservation webpage has been edited to include a summary document of all the landmarks. The Board members noted that they would like to add a "Attend a Meeting" button and link directly to the Historic Landmark Board's webpage on the City's website.

##### **d. 2023 Historic Tours**

The Board discussed possible ideas for the 2023 History Tours which will be held: June 10, July 8, August 12, and September 9. Gargi asked about

strategies to keep the tours fresh and interesting and how to keep the previous attendees coming back. She also noted that it would be good to offer education about the benefits of being a historic landmark. Mary suggested driving tours as an option. Linda suggested home tours with homeowners speaking about their historically landmarked home. There were several questions about the mid-century style homes in central Westminster. Other suggestions included tours of City facilities and City owned historic sites. Shirley noted that it would be worthwhile to partner with other organizations throughout the City to increase awareness of the tours. Several members noted that having a booth at the Summer Block Party and 4<sup>th</sup> of July Celebration could be good ways to increase awareness.

A subcommittee was created to work on the logistics of the history tours. Subcommittee members to include: Mary, Linda, Alana, and Shirley.

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

Union High School, 3455 W 72<sup>nd</sup> Avenue – National and State Landmark Designation  
Harris Park School, 7200 Lowell Boulevard – National and State Landmark Designation

Mary noted that she and Kate met with Dr. Duffy with Westminster Public Schools. She noted that preservation of the exterior of these two landmarks is what is most important to the City. Dr. Duffy was concerned with not constraining upgrades to the buildings which will increase environmental sustainability and functionality of the buildings. Gargi noted that the windows will need to match the existing historical character. Gargi also noted that making these buildings City landmarks will add an additional level of review and any changes will have to come before the Historic Landmark Board and apply for a Certificate of Historical Appropriateness. The Board will need to gather all the registration applications for these properties and compare those applications with the City's criteria for being designated a historic landmark. There are advantages to being a locally designated landmark in that increases awareness of the historic value of these properties and it may increase chances for local grants. Councillor Emmons noted that there may need to be a Memorandum of Understanding between the City and Westminster Public Schools for this process. If this moves forward, she would bring this forward to City Council.

#### **5. OTHER BUSINESS**

Mary noted that she will be attending the Saving Places conference. After the conference, she will provide notes and summaries of the sessions that she attended.

The Historic Landmark Board meetings will continue to be offered in a hybrid format for the remainder of the year.

## **6. ADJOURNMENT**

There being no additional business for the Board, Chair Mary Oswell declared the meeting adjourned at 8:21 p.m.

THE WESTMINSTER HISTORIC LANDMARK BOARD

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Mary Oswell, Board Chair





# WESTMINSTER

## Public Hearing - Minutes

### **Application for Certificate of Historical Appropriateness Margaret O’Gorman House – 8198 Irving Street Westminster, CO**

The March 8, 2023 Public Hearing for the consideration of an application for a Certificate of Historical Appropriateness was called to order at 7:00 PM by Chair Mary Oswell.

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

- a. Staff called the roll of the members of the Historic Landmark Board. The following members were in attendance: Mary Oswell, Chair, Gargi Duttgupta, Shirley Garcia, Linda Graybeal, Kristy Gotham (alternative), Alana Mace, Kathy Pascoe, and Keith Teeter. A quorum was confirmed

#### **2. STAFF PRESENTATION – PROCESS FOR PUBLIC HEARING FOR APPLCIATION FOR CERTIFCATE OF HISTORICAL APPROPRIATENESS.**

- a. Presentation included with Public Hearing Agenda  
Kate Cooke, Cultural Affairs Coordinator, entered into the record the following:
  - Public Hearing meeting packet
  - Copy of the Notice of Public Hearing
  - Copy of the City Council Resolution designating the O’Gorman House, located at 8198 Irving Street as a City of Westminster Historic Landmark
  - Staff report summarizing the Certificate of Historical Appropriateness.
- b. There were no questions regarding the presented information.

#### **3. APPLICANT PRESENTATION – APPLICATION FOR CERTIFICATE OF HISTORICAL APPROPRIATENESS.**

- a. Kaleb Matson, owner of 8198 Irving Street, presented his application for a Certificate of Historical Appropriateness for a roof replacement and the installation of roof-mounted solar panels. In his presentation, Mr. Matson noted the following:
  - i. The history of the house and his family’s excitement in owning this piece of local history.
  - ii. The placement of the solar panels will be on the non-street facing portion of the roof
  - iii. The placement of the solar panels will not change the pitch of the roof or impact the eave returns.
  - iv. That the City of Westminster has an adopted Ordinance that permits the installation of solar panels on all residential structures.

Board Member Duttgupta asked if the roof structure had been assessed to determine if it could bear the weight of the solar panels. Mr. Matson responded that the roof structure had been found to be sufficient to support the weight of the solar panels.

Board Member Duttgupta asked if the placement of the solar panels would be set back from the peak of the roof to prevent impact to this feature of the roof. Mr. Matson replied that they would be set back from the peak to protect the ridgeline of the roof.

Board Member Graybeal stated that she had researched the placement of solar panels on historic structures and found that many communities are doing this as a way to enhance the sustainability of these historic structures.

Board Member Mace asked about the height of the solar panels. The applicant was able to contact the company doing the installation. The answer to this question was 3.5 – 5 inches above the roof. The company representative also noted that the panels would be installed 18 inches from the ridge and 3 feet from the ridge in the areas with roof vents. This ensures that the installation is compliant with City building codes.

Dave Frankel, Westminster City Attorney, summarized the Westminster Municipal Code related to the installation of solar panels.

**4. FINDINGS PURSUANT TO WESTMINSTER MUNICIPAL CODE 11-13-10**

Board Member Mace made the following motion:

“The Historic Landmark Board of the City of Westminster resolves to approve a Certificate of Historic Appropriateness under Westminster Municipal Code 11-13-10(J) for the proposed roof replacement and installation of roof-mounted solar panels at 8198 Irving Street, finding that the criteria in Westminster Municipal Code 11-13-10(H) (1) through (10) have been satisfied and that the proposed work will not detrimentally alter, destroy, or adversely affect any feature that contributed to the designation of the property as a landmark.

Board Member Duttgupta provided a second to the motion. Chair Oswell asked for discussion. There was no discussion. Chair Oswell directed staff to call for the vote. The motion passed unanimously.

**5. DIRECTION TO STAFF**

Chair Oswell directed staff to prepare a resolution consistent with the adopted motion and to work with staff in the Building Department to ensure that the permits for the roof replacement and installation of roof-mounted solar panels would move forward.

**6. ADJOURNMENT**

The public hearing was closed at 7:32 PM



**CITY OF WESTMINSTER  
HISTORIC LANDMARK BOARD  
RESOLUTION NO. 2023-01**

**A RESOLUTION AUTHORIZING A CERTIFICATE OF HISTORIC APPROPRIATENESS FOR  
ROOF REPLACEMENT AND INSTALLATION OF ROOF-MOUNTED SOLAR PANELS AT  
THE MARGARET O’GORMAN HOUSE, 8198 IRVING STREET**

WHEREAS, the Margaret O’Gorman House located at 8198 Irving Street, Adams County, Westminister, Colorado was designated a local historic landmark on February 13, 2008, and;

WHEREAS, upon recommending that the Margaret O’Gorman House be designated a local historic landmark pursuant to Section 11-13-5 of the Westminister Municipal Code, the Historic Landmark Board provided a description of the features that should be preserved:

The house has a steeply pitched 12/12 gable-front roof, with enclosed eaves and end returns.

On the southwest corner, there is a multi-sided tower with angled walls, featuring a cross-gabled roof with pedimented eaves; the tower's rooflines are set below that of the main house.

A full width, one-story hipped roof porch is on the front (west) elevation, and has turned spindle columns and narrow balusters.

There is a three-sided bay window on the south, and a one-story, hipped roof addition on the rear, with wood steps leading to a rear door.

Windows are 1/1 double hung with simple wood entablature surrounds. There are two interior brick chimneys.

It has original lap siding.

WHEREAS, the Westminister Municipal Code Section 11-13-10 (A) requires a Certificate of Historic Appropriateness to be approved by the Historic Landmark Board for any work other than maintenance and repair on a property subject to a historic designation, and;

WHEREAS, Section 11-13-2 of the Westminister Municipal Code defines maintenance and repair as “any work, for which a building permit is not required by law;” and,

WHEREAS, Kaleb and Christina Matson have applied to the Historic Landmark Board for a Certificate of Historic Appropriateness for work to replace the roof and install roof-mounted solar panels at the Margaret O’Gorman House, for which building permits are required by law, and;

WHEREAS, the Board is required to hold a noticed public hearing pursuant to Section 11-13-7 of the Westminister Municipal Code and has found that the noticing requirements have been met, and;

WHEREAS, the Board has considered the criteria set forth in Westminister Municipal Code Section 11-13-10 (H) and has found compliance with Section 11-13-10 (H), subsections 1 through 11 as applicable.

NOW, THEREFORE, the Historic Landmark Board of the City of Westminster resolves to approve a Certificate of Historic Appropriateness under Westminster Municipal Code 11-13-10(J) for the proposed roof replacement and installation of roof-mounted solar panels at 8198 Irving Street, finding that the criteria in Westminster Municipal Code 11-13-10(H) (1) through (10) have been satisfied and that the proposed work will not detrimentally alter, destroy, or adversely affect any feature that contributed to the designation of the property as a landmark.

PASSED AND ADOPTED this 8<sup>th</sup> Day of March, 2023.

THE WESTMINSTER HISTORIC LANDMARK BOARD

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Mary Oswell, Chair