



WESTMINSTER

**Historic Landmark Board Meeting Agenda
July 28, 2021
7 p.m.**

****Virtual Meeting****

Registration URL

<https://attendee.gotowebinar.com/register/2918621040519760398>

Webinar ID

279-246-123

1 (415) 655-0052

Access Code:

235-471-214

- 1) ROLL CALL
- 2) CONSIDERATION OF MINUTES OF PRECEDING MEETING – April 28, 2021
(minutes attached, motion requested)
- 3) NEW BUSINESS
 - a) Historic Marker/Signage Update
 - b) Awareness Campaign Update
- 4) CONSIDERATION OF OLD BUSINESS
- 5) OTHER BUSINESS
 - a) Conferences, education, other updates
 - b) Remaining meeting schedule for 2021
(additional dates may be added if necessary).
 - i) Wednesday, October 27, 2021, 7 p.m.
- 6) ADJOURNMENT

**Historic Landmark Board Virtual Meeting Minutes
April 28, 2021**

The regular meeting of the Historic Landmark Board was called to order at 7:03 p.m. by Mary Oswell, Board Chair.

1. **ROLL CALL**

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

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

2. **CONSIDERATION OF THE MINUTES**

Kaaren Hardy made a motion to approve the minutes of the April 28, 2021 meeting, as presented. The motion was seconded by Gargi Duttgupta. The minutes were unanimously approved (7-0).

3. **NEW BUSINESS:**

- a) The meeting began with discussions concerning the Historic Marker Program.
 - i. Inventory
 - Board Chair Mary Oswell conducted a comprehensive inventory of existing historic markers and shared the results with the board. Mary shared concerns regarding the placement orientation of some of the markers as well as the wording on some of them. If the board wants to create a document leading people through a tour of the markers, better and clearer verbiage should be added to aid understanding. Overall, Mary shared that the markers are in pretty good shape.
 - ii. Placement of remaining markers
 - Lucky Day Ranch -Uplands development.
 - Savory Farms – Tower and Open Space.
 - Westminster College – Road to the south, as people walk there all the time.
 - Train Depot – Linda suggested placing it at the new depot with a reference to visit the Historic Downtown area.
 - Changing Views – near Gregory House, could be north of the home looking back at the house. Linda is in touch with the developers and suggested placing it at the new park.
 - iii. Awareness Campaign

- The board discussed the need to review the city website to ensure that locations were provided for the historic markers.
- Linda suggested adding a city website link to signage so that it could be easily seen and referenced for more information (possibly a QR code).
- Kaaren suggested adding a walking/biking/driving tour available for the public to amplify the purpose and message of the markers. She also suggested seeking out financial assistance for the brochures, perhaps from the State Historical Fund or the Certified Local Government grant.
- Mary also suggested that when designing the brochure, the board include information on both the landmarks and the plaques. There also needs to be accessibility to the brochure outside the city.
- Kaaren said this should be marketed as a driving and walking tour. She recommended placing brochures at businesses within the Historic Westminster Arts District.
- Rich supports this idea as the Staff Liaison, but the work will fall to the board. He suggested creating a sub-committee to be in charge of the project, coming back to the whole group with updates. He will make sure it's available on the city's website.
- A sub-committee was formed to work on marketing materials. Volunteers are: Sarah Lorek, Linda Graybeal, and Alana Mace. They were asked to give a progress report at the next meeting. It was suggested to target the completion for Historic Preservation Day, May 2022.

b) Signage for City-owned landmarks

- Mary drove around and looked at signage at various landmarked spots. She said signage varies and there are some places with no signage. She said the city needs to be made aware of locations that don't have signage.
- Rich said it would likely be a conversation with Open Space and there would need to be a decision on branding standards.

c) Future Meeting formats

- All meetings are open to the public
- Shorter meetings with little business can be virtual
- Meetings with larger agendas will be held in person

4. **CONSIDERATION OF OLD BUSINESS**

a) Updates on the properties list

- Rich Neumann offered no updates at this time, but always provides a list in the packet.

b) Nomination Rationale

- Need an ongoing document to educate board members on properties and when and why they were landmarked. Rich suggested that the brochure may help with this.

5. **OTHER BUSINESS**

- Kaaren updates on the Saving Places conference. She has completed half of her notes and submitted them to Rich for sharing. Alana felt very lucky to attend and said it was a neat experience. She also talked about some cool technological things that could be incorporated down the road.
- Rich mentioned the Certified Local Government training calendar and said he would send a link to it. He also gave a reminder about *Land of Milk and Honey* and asked board members to send him an email so he could reserve tickets for them.
- Councillor Lindsay Smith popped on to say hello and let the board know their efforts and passion are appreciated.

6. **ADJOURNMENT**

There was a motion by Kaaren Hardy and a second by Tennille wood. The meeting adjourned at 8:26 p.m.

THE WESTMINSTER HISTORIC LANDMARK BOARD

Mary Oswell, Board Chair