



Westminster Replacement Municipal Courthouse Project

Community Advisory Team Charter

[CONFIDENTIAL • FOR INTERNAL USE ONLY]

Table of Contents

Background	3
Map of the Municipal Court Campus Area	3
Purpose and Responsibilities	4
Exclusions	5
Decision Making	5
Spokesperson	5
Collaborative Decision-Making	5
Membership	6
Composition	6
Members	6
Oversight	6
Schedule	7

Background

The current Municipal Court is more than 60 years old and was originally constructed as two smaller buildings, which served as City Hall and the police station. Over multiple renovations and additions, the two buildings were merged to form the existing facility.

Because it wasn't purpose-built as a courthouse, the Court faces many challenges in its daily operations. It lacks security features that are standard for modern courthouses and accessibility is inadequate because most of the buildings were constructed before the Americans with Disabilities Act (ADA) was passed.

Our goal is to design a courthouse that is safe, secure, and accessible for visitors and staff, and can meet the needs of our community now and into the future.

Map of the Municipal Court Campus Area



Image Source: Google Earth

Purpose and Responsibilities

The Municipal Court Replacement Project Community Advisory Team is comprised of engaged residents and business owners who represent a diverse cross-section of the community. The team will work closely with the City of Westminster on key policy discussions related to the replacement Municipal Court. The group shall limit its activities to advising on matters that directly impact the community, including the appearance, aesthetics, and community amenities of the court building. The group shall have no legal responsibilities and is formed to give advice, recommendations and represent the overall viewpoints of the community and related stakeholders. It cannot compel staff to act on its recommendations or feedback.

The Community Advisory Team shall:

- Be comprised of a diverse range of individuals acting as a representative of community groups and share varying community views.
- Bring ideas and actively participate by respectfully:
 - Providing input and knowledge toward specific topics.
 - Providing staff with feedback about the development of key aspects of the new facility.
- Be available.
- Focus on the task at hand.
- Serve as a project partner.
- Share information as applicable.

Specific areas of work of the Community Advisory Team may include:

- Assessing the impact(s) of building attributes on the surrounding community.
- Serving as advocates for the project.
- Identifying areas of improvement to better serve the community as relates to appearance, aesthetics and amenities.
- Representing the community's viewpoints.

Benefits as a group member:

- Influencing the development of the Municipal Court.
- Complementing the skills of the design team.
- Opportunities to share expertise, insights and experiences to develop a better Municipal Court.
- Valuable networking opportunities.
- Engaging in strategic dialogue and discussions to help shape the future of Westminster.

Exclusions

Decision Making

Team members shall have no power to make final decisions about the project design or operations. Input, opinions, and guidance will be considered in the design of the project, but are not guaranteed to be included.

Spokesperson

Team members shall not represent or speak on behalf of the City of Westminster. This includes speaking to the media or discussing confidential business matters with employees, vendors, or the public.

Collaborative Decision-Making

The following guidelines will be used to encourage productive deliberations and decision-making. Members of the Community Advisory Team will commit to best efforts at following them:

It is crucial that everyone has a chance to be heard and to hear others.

- Pay attention to what is being discussed in the meeting and avoid separate conversations or distractions (phone calls, etc.).
- Allow people to speak and refrain from interrupting others.
- Be brief and speak to the point.
- Be respectful and polite.

It is important to find creative, innovative solutions.

- Avoid judging ideas prematurely and try to remain open-minded.
- Look for ways to improve ideas.
- Promote positive behaviors.

Differences are inevitable; however, they should be focused on the issues involved rather than on the people holding a particular view.

- Address one another in respectful ways.
- Clearly articulate, after deliberation and when appropriate, whether a particular recommendation can be supported.

Membership

Composition

The Community Advisory Team shall consist of community members who directly represent the interests of various community groups. Members shall be selected and appointed by City staff. Committee members shall constitute a cross-section of the community, including, but not limited to, the surrounding neighborhood, community organizations, the business community, and the Human Services Board.

Members

Organization/Neighborhood	Representative Group
Human Services Board	Advisory Board
Human Services Board	Advisory Board
Parks and Open Space Advisory Board	Parks
City Council member	City Council
Westminster History Center	Community Group
Westminster Boys and Girls Club	Community Group
AAR River Gallery	Business
Time Concepts International	Business
Harris Park	Resident
Heart of Westminster HOA	Resident
Harris Park	Resident
Harris Park	Resident
Lea Manors	Resident
Harris Park	Resident
Harris Park	Resident
Harris Park	Resident

Oversight

Name	Organization	Role
Dana Kester	City of Westminster	Project Manager
Sara Stiehl	City of Westminster	Communications Lead

Joni Fournier	Artaic	Owner's Representative
Wells Squier	Anderson Hallas	Architect
Brandon Gossard	Anderson Hallas	Architect

Schedule

The Community Advisory Team will be updated no more than once a month (typically bimonthly) on a day determined by the team members and the City. Team members will have opportunities to provide feedback and input as applicable. Meetings may be canceled if there is nothing new to update.

I, _____, agree to uphold and follow the duties and guidelines outlined in this charter.

Signature

Date