



WESTMINSTER

Historic Landmark Board Meeting Agenda April 24, 2024 7 p.m.

In-Person

City of Westminster
4800 West 92nd Avenue – Westminster, CO 80031
Parks, Recreation and Libraries Conference Room B

Virtual

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1) ROLL CALL

2) MINUTES OF PRECEDING MEETING

- a) January 24, 2024 – General Board Meeting
Minutes attached; motion requested.

3) NEW BUSINESS

a) Historic Landmark Survey and Project(s) – Update and Action

The Historic Landmark Board had several work sessions since the Board meeting on January 24th. In the first session, members received a presentation from History Colorado staff – Lindsey Flewelling and Jenny Deitchman. In the subsequent work sessions, they discussed options for moving forward with a Historic Survey and related historic preservation project. The notes from these work sessions are included in this meeting packet. The Board will be making a decision as to their preferred option to move forward on this topic.

b) 2024 Goals

The Board's 2024 Goals will be based on the decision made in 3a.

4) OLD BUSINESS

- a) 2024 Westminster History Tours

5) OTHER BUSINESS

- a) Conferences, education, other updates

Education/Training Opportunities – From Lindsey Flewelling, CLG Coordinator

All education and training opportunities listed below meet the CLG requirement for at least one historic preservation commission member to attend a SHPO-approved training each year. Please keep note for your Annual Reports! I have attached a pdf of all upcoming training opportunities to share with your historic preservation commissions.

[PastForward Online Symposium](#) (National Trust for Historic Preservation)

April 3-4 online

[Registration Link](#)

Join the National Trust for an online symposium featuring expert speakers on how preservation can help us mitigate and adapt to a changing climate.

National Park Service Webinar – Terra Cotta: Understanding and Rehabilitating Historic Facades (NPS)

April 9 at 10:00 am

[Registration Link](#)

This webinar will explore architectural terra cotta as a cladding material, including the manufacturing process and key material properties that affect performance. We will also share considerations for performing terra cotta investigations, detailing in-situ repairs, and planning for procuring replacement blocks, all viewed through the lens of landmark historic preservation regulations.

CLG Webinar: Defensible Decision-Making and Ethics for Commission Members (History Colorado)

April 17 at 12:00 noon online

[Registration Link](#)

Decisions made in a public hearing must be based on facts and established criteria and guidelines, as well as accurately documented and explained. Join us as we discuss open meetings requirements, procedural due process, conflicts of interest, ex parte communications, and other important aspects of the historic preservation commission process.

Presenter: Lindsey Flewelling, Certified Local Government Coordinator, History Colorado

National Park Service Webinar – Preservation Brief 16: The Use of Substitute Materials on Historic Building Exteriors (NPS Technical Preservation Services)

April 25 at 12:00 noon online

[Registration Link](#)

This webinar will cover the recent guidance updates from the National Park Service on the use of substitute materials, including considerations for the appropriate use of substitute materials with case study examples. (The same topics were covered in previous webinars on February 6 and 22.)

Certified Local Governments and Colorado Main Street (History Colorado/DOLA)

May 30 at 9:00 am online

[Registration Link](#)

Love your downtown – the buildings, the businesses, the people? Learn about two great programs – Certified Local Governments (History Colorado) and Colorado Main Street (Department of Local Affairs) – that work great together! Already a CLG, but don't know much about Main Street? Or you are a Main Street, but wonder what CLG means? Or both, but want to work better together and share your experiences? Or neither, and wonder what the fuss is all about? Join staff from both programs to learn how to leverage these two programs, as well as related incentives and resources, for a thriving downtown.

Presenters: Lindsey Flewelling and Sara Kappel from History Colorado, and Gayle Langley and Traci Stoffel from Colorado Main Street (Department of Local Affairs)

CLG Discussion: LGBTQ+ History in Colorado (History Colorado)

June 12 at 12:00 noon online

[Registration Link](#)

How is your community recognizing its LGBTQ+ histories? Join us to discuss successes and challenges at the local and state levels, best practices for outreach and engagement, and how this dovetails with other work of our local preservation programs.

NAPC FORUM 2024 (National Alliance of Preservation Commissions)

July 31-August 4 in West Palm Beach, Florida

[Registration Link](#)

NAPC FORUM is a national conference focused on issues facing local historic preservation boards and commissions.

Saving Places On The Road (Colorado Preservation Inc)

September 7-8 in Steamboat Springs

[Registration Link](#)

Expect a rare, behind-the-scenes look at the culture and heritage of Northwest Colorado while learning from the inspiring individuals making a difference in the region.

Additional Items

Archaeology & Historic Preservation Month 2024 – Preservation Month is coming up in May! Please submit your events to our calendar so that History Colorado can help you publicize them.

[Submit AHPM Events - Link](#)

Want to see what is going on in other CLGs and at History Colorado? [History Colorado Archaeology and Historic Preservation Month Website - Link](#)

Hart Awards – Join us on April 16 at 5:00 pm at the History Colorado Center to celebrate the best archaeology and historic preservation projects from across the state at the [annual Stephen H. Hart Awards Celebration](#)! All CLGs are invited. Please register for this free event [on our website](#).

Centennial Farms & Ranches – Applications are due by May 1, 2024 for the expanded Centennial Farms & Ranches program, and [can be found on our website](#). If you know of any potential honorees, please let us know! If you have your own program honoring the agricultural history of your local area, we would love to work with you as well.

b) Other Updates

c) Meeting Schedule for 2024

The Historic Landmark meets a minimum of four times a year. Additional meetings can be scheduled at the Board's discretion.

January 24, 2024, PRL Conference Room B/Hybrid

April 24, 2024, PRL Conference Room B/Hybrid – Annual Goals

July 24, 2024, PRL Conference Room B/Hybrid

October 23, 2024, PRL Conference Room B/Hybrid – Elect Officers

6) ADJOURNMENT



WESTMINSTER

Historic Landmark Board – Hybrid Meeting Minutes January 24, 2024

The meeting of the Historic Landmark Board was called to order at 7:06 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, Kristy Gotham, Linda Graybeal, Alana Mace (Vice Chair), Kathy Pascoe, and Keith Teeter. Excused due to resignations: Shirley Garcia. Gargi Duttgupta

Also present were Councillor Kristine Ireland, Council liaison to the Historic Landmark Board, Staff Liaison Kate Cooke, Cultural Affairs Coordinator, and Tomas Herrera-Mishler, Director - Westminster Parks, Recreation, and Libraries, Alex Reaves, Operations Manager – Westminster Parks, Recreation, and Libraries.

2. CONSIDERATION OF THE MINUTES

Mary Oswell presented the October 25, 2023 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. Keith Teeter offered the second. The motion passed unanimously.

3. NEW BUSINESS

a. Addition to Agenda – Election of Officers

Mary noted that the Board needs to elect new officers to take over at the first meeting of the new year. Mary made a motion to add this item to the agenda. Alana provided the second. The motion was approved unanimously. Mary also asked Kate to add the election of officers to the standing business meetings of the Board.

Discussion of officers: Mary noted that she has a number of projects coming up in 2024 and will not be able to dedicate sufficient time to the Board to serve as the chair. She noted that Alana is currently the Vice Chair and she asked if Alana would be willing to serve as the Chair of the Board. Alana stated that she is willing to serve as the Chair with institutional support. Mary made a motion to nominate Alana as the Chair of the Historic Landmark Board. Keith provided a second to the motion. The motion was passed unanimously.

The election of Alana to the Chair of the Board created a vacancy for the Vice Chair position. Mary nominated Keith Teeter to serve as Vice Chair. Keith

accepted the nomination. Linda provided a second to the motion. The motion was passed unanimously.

Mary turned the meeting over to Alana.

b. Historic Landmark Survey Update

Alana provided a summary of the work that she has been doing on the grant application for either a Historic Survey or an update to the Historic Survey. She noted that getting to the description of the project is more complicated than just completing the grant application. The information on the History Colorado website notes that their staff is available to assist with applications. She recommended that the Board ask Lindsey and Jenny to meet with the Board about the application process and which grant opportunities best align with the work that the Board wants to undertake. Kate will set up a series of meetings and invite Lindsey and Jenny with History Colorado to present.

The Board would also like to invite a representative from the City of Golden to talk about their recent study that examined Indigenous Connections in their Community. Kate will schedule this for a future meeting.

c. 2024 History Landmark Board Goals

Kate noted that the Board can update the 2023 goals with the addition of the work that they will move forward on regarding the Historic Survey and/or project.

d. 2024 History Tours

Kate provided a summary of the tours that are scheduled for 2024. The tours will be advertised in the Activity Guide and on the City's website.

June 8, 2024

10:00 AM – 1:00 PM

Meet – Westminster History Center, 7200 Lowell Blvd

Topic: Prehistoric Footsteps

Beginning with the dinosaurs, we will learn about Westminster's early development. We'll learn about how Westminster was part of the Great Inland Sea and explore historic landmarks and areas that have physically shaped Westminster. The presentation will include information about the Cherokee/Overland Trail and its influence on the development of Westminster.

July 20, 2024

10:00 AM – 1:00 PM

Meet – Westminster History Center, 7200 Lowell Blvd

Topic: Founding Families

Explore the early history of the founding families of Westminster including the Bowles, the DeSpains, the Sempers, and the Churches. We'll walk the areas of

the Old Wagon Road, Semper Farm, Mandalay School, Church Ranch Barn, and the Bowles House.

August 10, 2024

10:00 AM – 1:00 PM

Meet – Westminster History Center, 7200 Lowell Blvd

Topic: Historic Streets and Parks

Explore the vibrant neighborhood of Historic Westminster including Fred Valente Humanitarian Park and the Vicky Bunsen Sculpture Garden. We will visit landmarks in this vibrant neighborhood including the Westminster Grange, Rodeo Market building, the Penguin Building, and other historic sites in this area. We will also get the inside scoop on why there are two names for the streets in this area.

September 21, 2024

10:00 AM – 1:00 PM

Meet – Westminster History Center, 7200 Lowell Blvd

Topic: Cultural Connections

Learn how different cultures have shaped Westminster through the built environment and regional connections. We will tour the Hmong Community Garden, Torii Square Park, Fireman's Park, the Westminster Presbyterian Church, other local places of worship, and local landmarks in this area.

update on the upcoming tour scheduled for Saturday November 18, 2023. The group should plan on meeting at the Westminster History Center located at 73rd and Lowell at 9a. The group will visit all 18 landmarks and have a lunch break as well. The tour should be over by 2p or 3p. Kate will provide a summary document and copies of the resolutions for the adoption of the landmarks.

4. CONSIDERATION OF OLD BUSINESS

a. Historic Landmark – Signs

Kate noted that the signs are in production and installation should take place during the spring months.

5. OTHER BUSINESS

a. Conferences, Education, Other Updates

Mary noted that the 2024 Saving Places conference is scheduled for January 31 through February 2, 2024. She highly recommended that one of the Board members plan on attending. She was able to attend last year and found the conference very beneficial. Additionally, to maintain the CLG certification, Board members need to attend trainings throughout the year.

Kathy noted that the Westminster Historical Society will have its annual History Tea with the Legendary Ladies on October 5th.

The Board discussed scheduling an annual tour of the historic landmarks on October 12. Linda made a motion to schedule this tour. Kristy seconded the

motion. The motion was passed unanimously. Kate will reach out to reserve a bus.

b. Meeting Schedule for 2024

Kate noted that the Board is required to meet a minimum of four times per year. Additional meetings can be scheduled per the request of the Board to address the work of the Board.

The meeting schedule for 2024 is as follows:

January 24, 2024, PRL Conference Room B/Hybrid

April 24, 2024, PRL Conference Room B/Hybrid

July 24, 2024, PRL Conference Room B/Hybrid

October 23, 2024, Conference Room B/Hybrid

6. ADJOURNMENT

There being no additional business for the Board, Chair Mary Oswell declared the meeting adjourned at 7:46 p.m.

THE WESTMINSTER HISTORIC LANDMARK BOARD

Mary Oswell, Board Chair

Westminster Historic Landmark Board
Working Session
Annual Work Program – Upcoming Studies Related to Future Projects
03-13-2024
Meeting via Teams Due to Weather

Guest presenters: Lindsey Flewelling, PhD, History Colorado
Jenny Deichman, History Colorado

Lindsey provided the HLM Board Members with an overview of the Historic Conditions Survey process.

Reconnaissance Survey – gathers basic information such as property features, current uses.

Intensive/In-Depth Survey – builds on the basic information and includes information about the people who lived in a property, types of businesses, history or architecture, history of construction. This type of study provides a more thorough analysis of registry possibilities e.g., national, state, and local. Not every property needs an Intensive Survey/Analysis. This type of survey is good when dealing with areas.

Can do both of these types of studies together usually with the intensive being a smaller percentage of the overall project budget.

From a funding perspective, an entity can scope the project to best fit available funding.

Comprehensive Survey – These types of surveys look at properties/structures by age and type across an area. For example, the Town of Cortez used this process to analyze auto-related uses. Comprehensive surveys usually have a unifying theme. Types of themes can include neighborhoods, specific types of architecture e.g., Boulder looked at A-Frames. Themes can also include resources associated with specific ethnic and cultural groups. These types of surveys can be undertaken because an entity is seeing development pressures and a related loss of these community features through redevelopment efforts.

Survey Plan – This is a way to divide up the resources in a community that allows the Historic Landmark Board to choose and prioritize projects. Entities can then apply for grants to do the associated projects. The Plan allows the entity to evaluate what has been surveyed, how old various features/buildings/etc are, and what needs to be updated. A Survey Plan is also helpful for developing cost estimates. Having a current Survey Plan can also make grant applications more competitive.

This is the typical outline of Survey Plan:

Survey Plan Scope of Work

- Conduct thorough search of local and state sources to gather information on past survey efforts and designated properties, including OAHP file search.
- Review and evaluate existing survey data
- Conduct public meeting(s) to gather input from local stakeholders
- Conduct a limited reconnaissance survey to identify historic property types within project area
- Research and document the historic contexts associated with resources within the survey area
- Analyze gathered information and prepare prioritized recommendations for future survey efforts
- Prepare survey plan document (see outline below)
- Conduct public meeting(s) to present findings and next steps

Survey Plan Outline

INTRODUCTION

- Purpose
 - Discuss the purpose of the project and expected results.
- Participants
 - Document project participants and their roles.
 - Document the sponsoring entity's preservation-related powers and duties.
- Funding
 - Document how the project was funded.
- Project Area
 - Describe the project area and how the project boundary was determined.
 - Provide a map of the project area.
- Methodology
 - Document the methodology employed to develop the survey plan.
- Survey Basics
 - Discuss the purpose, types, use, and value of historic resource surveys. See National Register Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning.
 - When discussing evaluation and designation of resources, include discussion of National, State, and Local registers.

RESULTS

- Evaluation of Existing Survey Data
 - Summarize past survey projects and evaluate existing data.
Is the data outdated? Is it accurate? Was sufficient information collected to support current preservation planning efforts?
 - Provide maps documenting locations of previous survey efforts.

- Designated Resources
 - Document the site number, name, and location of all designated resources and districts within the project area (National, State and Local registers).
- Limited Reconnaissance Survey Results
 - Document and analyze the results of the limited reconnaissance survey. Identify the geographic distribution of historic resources, construction dates, general integrity level, concentrations of resources with high or good integrity, etc.
- Historic Contexts
 - Summarize the historic contexts (broad patterns of historical development) that are represented by resources within the project area.
 - Discuss areas where additional research is warranted.
- Property Types
 - Provide an overview of the property types discovered during project fieldwork.
 - Provide photographs of representative examples of each property type.
- Preservation Goals and Objectives
 - Discuss factors affecting the preservation of historic resources within the project area (threats, opportunities, programs, partnerships, initiatives, etc.).
 - Summarize public input received via outreach efforts.
 - Document community-wide preservation goals and objectives and the type(s) of survey data needed to support those efforts.

RECOMMENDATIONS

- Survey Priorities
 - Document survey needs identified through analysis of past work, reconnaissance survey results, community preservation goals, and public outreach.
 - Define potential projects and prioritize them according to defined criteria based on existing needs and community preservation objectives. Provide maps identifying recommended project areas. Document recommended methodology for each project.
 - Provide the estimated cost for each project.
 - Discuss potential funding options for survey efforts.

BIBLIOGRAPHY

- List primary and secondary sources consulted, including interviews and correspondence.
- In addition to archival research, conducting interviews with long-tenured residents, local history experts, etc. is recommended.

APPENDICES

- Table of designated properties
- Table of previously surveyed properties
- Samples of existing survey documentation

2007 Westminster's Survey Plan: Completed in 2007, the Westminster Survey Plan set the stage for the work of the Westminster Historic Landmark Board. Three projects have come out of this Survey Plan. The introduction provides a good explanation. It is important to identify concentrations to identify future survey areas. Many properties, buildings, areas, and neighborhoods are nearing the age to be considered for landmark designation due to the fact that Westminster experience a large amount of growth in the 1970's.

The Board members discussed some areas that could warrant additional research and reconnaissance including: Shaw Heights, Apple Blossom Lane, 1970's subdivisions/neighborhoods.

The Board members generally agreed along with Lindsey and Jenny that it would be helpful to do a new Survey Plan to assist with the prioritization of projects.

Lindsey provided a summary of various funding sources which includes:

State Historical Fund	Funding up to \$15,000 for CLGs. Lindsey administers this grant.
Survey Grant	Up to \$15,000 with a 10% match. These are offered on a rolling basis. Jenny is the contact for this grant source.
CLG Grant	Up to \$25,000 with no match. Lindsey administers this grant opportunity. Applications become available in October and are due in mid January. History Colorado (Lindsey) can assist with the development of grant applications.
Competitive Grants	These are over \$25,000 Mini grants are for work up to \$50,000 General grants are for work up to \$250,000 Jenny administers these grant funds.

Lindsey noted that an update to the City's current Survey Plan may be a way to save money. The Board could also opt to do one of the identified projects in the current Survey Plan.

Other options include:

Cultural Resources Survey to identify the cultural resources in a community which a community may not currently be documented.

Historic Context Survey where the survey focuses on under-represented populations in a community.

Westminster Historic Landmark Board
Working Session
Annual Work Program – Upcoming Studies Related to Future Projects
03-20-2024
Meeting held In-Person and Teams

The Board members discussed the pros and cons of moving forward with a recommendation to explore a two tiered approach which would encompass the following approach:

- A smaller grant application for a project identified from the [Frontier, Nature and Leisure: California Ranch Reconnaissance Survey, 2015-2016](#).
- A larger grant project that broadens the Survey process to includes an analysis of cultural resources and historical context.

The Board discussed the virtues of a broad scope in that it will allow for the identification of historical and culturally important spaces in addition to physical structures and it will allow Westminster to honor other voices and bring these community members into historic preservation process.

Alana completed a summary of available grants:

Westminster Historic Landmarks Board Grant Application Plan

CLG Grants Administration

State Historic Preservation Office (SHPO), History Colorado State Historical Fund

1. **Noncompetitive grants** aid in the planning and development of historic preservation and archaeology projects. The State Historical Fund offers six types of noncompetitive grants: Archaeological Assessment, Design Planning, Emergency, Historic Structure Assessment, Micro, and **Survey Plan**.
 - a. **Survey plan grants** create a comprehensive document to help communities assess the current state of their survey documentation and make informed decisions regarding future architectural survey projects. (10% cash match)
2. **Two competitive grants twice a year, General and Mini**. These grants can support archaeology, construction, **planning, and education projects** related to historic places. The grants vary by request amount, review process, and award announcement date.
 - a. **General** - The General grant is available annually in April and October, requires a cash match (10%), and has request amounts ranging from \$50,001 to \$250,000.
 - b. **Mini** - The Mini grant is available annually in April and October, requires a cash match, and has request amounts ranging from \$1.00 to \$50,000.

Spring Grant Round (Mini & General Grants) (need to check these dates for 2025)

February 1st

Grant Round Opens

March 11th	Draft Applications Due
March 21st	Last Day to Submit a Letter of Intent
April 1st	Final Application Due by 12:00pm MST
Fall Grant Round (Mini & General Grants)	
August 1st	Grant Round Opens
September 10th	Draft Applications Due
September 19th	Last Day to Submit a Letter of Intent
October 1st	Final Application Due by 12:00pm MST

Project Types for Mini or General that we are looking at.

1. Projects that promote the preservation of resources associated with underrepresented communities.
2. Surveys to identify cultural resources in order to complete or update local cultural resource inventories Development of historic contexts for evaluation of resources identified during the survey process.

Information from Lindsey Flewelling:
Information from Lindsey Flewelling

CLG Grants - up to \$25,000 of no-match funds

Due mid-January each year

Application is available on October 1st each year

<https://www.historycolorado.org/certified-local-government-grants>

State Historical Fund Competitive Grants - up to \$50,000 for mini-grants; up to \$250,000 for general grants

Match of 25% required for government entities unless the project meets requirements for involving BIPOC communities

Due April 1st and October 1st each year

Applications are available February 1st and August 1st

A Letter of Intent is required

<https://www.historycolorado.org/competitive-grants>

State Historical Fund Non-Competitive Grants - up to \$15,000 for planning projects including survey plans and nominations to historic registers

Match of 10% required for government entities

Year-round, rolling deadline depending on available funding

Contact Jenny Deichman for application information

<https://www.historycolorado.org/planning-grant>

<https://www.historycolorado.org/survey-plan-grants>

SHF/CLG Grants - Associated Consultants

Following is a partial list of persons who have worked on State Historical Fund/Certified Local Government grant-funded projects.

This list is not complete and does not represent a certification, endorsement, recommendation or assumption of responsibility for the work of any consultant.

There is no guarantee implicit or implied that any work product produced by those on the list will meet federal or state requirements. We recommend you make inquiries regarding professional qualifications and check references as appropriate.

This list is not complete nor does it imply any endorsement of any contractor indicated within it.

Last updated: 5/19/2023

Survey, Nominations, Preservation Planning

ARCH Professionals720 201-8330
Jennifer Wahlers
Denver, CO
jennifer@archprofessionals.com
www.archprofessionals.com

Clerestory Preservation 303 847-5108
Erika Warzel
Denver, CO
www.clerepres.com
erika@clerepres.com

Corbett AHS, Inc.925 351-7417
Kathy Corbett
Denver, CO
kcorb58@gmail.com

Cornerstone Cultural802 349-6388
Ashley Bushey
Denver, CO
ashley@cornerstonecultural.com

Cultural Resource Historians970 493-5270
Carl McWilliams
Fort Collins, CO
historians@frii.com

Front Range Research Associates, Inc303 477-7597
Tom and Laurie Simmons
Denver, CO
frraden@msn.com
www.frhhistory.com

Heritage Strategies, LLC410 725-1272
Elizabeth Watson
Sugarloaf, PA
ewatson@heritagestrategies.com
www.heritagestrategies.com

History Matters303 214-8069
Mary Therese Anstey
Buena Vista, CO
mtanstey@historymattersllc.com

Humstone Consulting.....970 420-5275

Mary Humstone
Fort Collins, CO
humstone@gmail.com

Mead & Hunt
Dianna Litvak
Denver, CO
dianna.litvak@meadhunt.com

McDoux Preservation, LLC 281-755-2144

Stephanie McDougal
Houston, TX
www.mcdoux.com
steph.mcdougal@mcdoux.com

Metcalf Archaeological Consultants.....303 425-4507
Golden, CO

www.metcalfarchaeology.com
mac@metcalfarchaeology.com

Mountain States Historical303 499-4334

Eric Twitty
Boulder, CO
erictwitty@mountainstateshistorical.com
www.mountainstateshistorical.com

Pine Street Preservation 210 347-5558

Amy Unger
Alma, CO
www.pspreservation.com
amy@pspreservation.com

Pinyon Environmental, Inc303 980-5200

Sean Fallon
Lakewood, CO 80227
www.pinyon-env.net
fallon@pinyon-env.com

Tatanka Historical Associates, Inc.970 221-1095

Ron Sladek
Fort Collins, CO
tatanka@verinet.com

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Annual Work Program – Upcoming Studies Related to Future Projects
03-27-2024
Meeting held In-Person and Teams

The Board discussed that it is difficult to identify projects without historical survey data.

The Board discussed the possibility of examining the evolution of churches in Westminster.

The Board would like to add a goal for 2026 – to identify a landmark for inclusion in the State of Colorado’s 150 new landmarks, which aligns with the States 150th anniversary, that tell the stories of under-represented populations. This also aligns with the 250th anniversary of the United States.

The members decided to meet on April 10th to discuss building an outline for projects with a general cost estimate.