



WESTMINSTER

**Historic Landmark Board Meeting Agenda
October 27, 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 – July 28, 2021
(minutes attached, motion requested)
- 3) NEW BUSINESS
 - a) Summer 2022 Tour Partnership
 - i) Proposed dates (Second Saturdays)
 - (1) June 11
 - (2) July 9
 - (3) August 13
 - (4) September 10
 - ii) Times TBD
- 4) CONSIDERATION OF OLD BUSINESS
- 5) OTHER BUSINESS
 - a) Conferences, education, other updates
 - b) Meeting schedule for 2022
(additional dates may be added if necessary).
 - i) January 26, April 27, July 27, October 26 (7 p.m. all dates)
- 6) ADJOURNMENT

Historic Landmark Board Virtual Meeting Minutes

July 28, 2021

The regular meeting of the Historic Landmark Board was called to order at 7:05 p.m. by Mary Oswell, Board Chair.

1. ROLL CALL

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

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

Linda Graybeal 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 (6-0).

** Kaaren Hardy was admitted to the meeting after a delay and was not present to vote on approving the minutes.*

3. NEW BUSINESS:

Historic Marker/Signage Update

- Staff Liaison Rich Neumann will work with city staff from Transportation and Open Space to place as many of the remaining large bronze markers as possible.
- The board decided to delay the installation of two of the signs (“Lucky Day Ranch” and “Changing Views”) due to proposed development of the Uplands sites adjacent to the Pillar of Fire church. Council Liaison Lindsey Smith informed the board that the project has not been resubmitted to City Council for review and approval.
- Board Chair Mary Oswell will work with Rich and city staff on the exact placement of the remaining markers.

Awareness Campaign Update

- As a way to advance awareness of historic properties, Staff Liaison Rich Neumann proposed the Historic Landmark Board partner with the Westminster Historical Society to develop a series of bus tours during Summer 2022 (similar to the ones taken by board members in 2019). As a board member of the Historical Society, Linda Graybeal conveyed that group’s willingness to collaborate on this exciting project.
- Board members Tennille Wood and Linda Graybeal volunteered to represent the Historic Landmark Board on the joint workgroup tasked with developing the tours. Board member Sarah Lorek volunteered to support the development of the tour’s digital elements (e.g. brochures, maps). All board members are invited to participate in giving the actual tours (which will be scripted).

- Gargi Duttgupta requested that four participants have the chance to participate in a brief training to ensure a consistent experience for participants. Kaaren Hardy also pointed out that a previous Saving Places conference focused on “dos and don’ts” for historic tours.

4. **CONSIDERATION OF OLD BUSINESS**

- None

5. **OTHER BUSINESS**

- Linda Graybeal inquired about term limits for board members; Staff Liaison Rich Neumann pledged to provide requested information at the next board meeting.
- The last board meeting of the 2021 calendar year will be held on Wednesday, October 27, 2021, 7 p.m.

6. **ADJOURNMENT**

There was a motion by Kaaren Hardy and a second by Linda Graybeal. The meeting adjourned at 8:38 p.m.

THE WESTMINSTER HISTORIC LANDMARK BOARD

Mary Oswell, Board Chair