

**Historic Landmark Board Meeting Agenda
June 5, 2018
7:00 p.m.**

**Westminster City Hall
Council Chambers
4800 West 92nd Avenue**

1. ROLL CALL
2. CONSIDERATION OF MINUTES OF PRECEDING MEETING OF MAY 1, 2018 (minutes attached, motion requested)
3. NEW BUSINESS
 - a) Presentation on Metzger Farm project progress (John Vann)
 - b) Brief presentation and public hearing for the Wesley Chapel Cemetery (Agenda Memo, Application, Certificate of Historic Appropriateness Resolution, and Wesley Chapel Cemetery Preservation Plan attached) (Kristen Koehler)
 - c) Consideration of amendment to Historic Landmark Board by-laws (Proposed amendment attached) (Kristen Koehler)
4. CONSIDERATION OF OLD BUSINESS
 - a) Review of Jefferson County Historical Commission Symposium (Kaaren Hardy)
 - b) Updates on other historic properties (attached)
5. OTHER BUSINESS
 - a) Conferences, education, other updates
 - a. Next meeting of the Historic Landmark Board is scheduled for Wednesday, August 22, 2018 at 7:00 p.m. in the Council Chambers
6. ADJOURNMENT

Historic Landmark Board Meeting Minutes May 1, 2018

The regular meeting of the Historic Landmark Board was called to order at 7:05 p.m. by Kaaren Hardy, Vice-Chair.

1. ROLL CALL

Board members present at roll call: Linda Graybeal, Anne Cutler, Matthew Bell, and James Browning

Excused absences: Chris Meschuk, Gargi Duttgupta, and Linda Cherrington

Parks, Recreation and Libraries staff present: Rich Neumann, Marketing Supervisor

Planning staff members present: Karen Gay, Planning Aide

Also present was City Councillor Kathryn Skulley, who serves as City Council Liaison to the Historic Landmark Board.

2. CONSIDERATION OF THE MINUTES

Matthew Bell made a motion to approve the minutes of the May 1, 2018 meeting. James Browning seconded the motion. The minutes were approved (5-0).

3. NEW BUSINESS

- a) Update on Wesley Chapel Cemetery Association Meeting
 - Rich Neumann, Parks, Recreation and Libraries Marketing Supervisor, provided an update on the Wesley Chapel Cemetery Association meeting that he attended on May 14, 2018. Lance Johnson, Parks and Golf Manager, was also present at the Association meeting. Rich explained that the Association members discussed the Wesley Chapel Cemetery Preservation Plan that was compiled in 2008 using a State Historical Fund grant. Although the plan was created in 2008, it was never adopted by the Historic Landmark Board. The Association also discussed the need to create burial protocol for those family members who wish to be buried at the cemetery. Mr. Johnson is working on this protocol, which will also include guidelines for the consistent placement of headstones.
- b) Discuss Certificate of Historic Appropriateness Resolution for Consideration at June 5 meeting
 - Mr. Neumann stated that per City ordinance, no changes can be made to the cemetery property without the Historic Landmark Board first adopting a Certificate of Historic Appropriateness by means of a resolution. This resolution presentation and public hearing will take place during the June 5, 2018 meeting of the Board. Mr. Neumann said that the goal is to seek funding for some of the items recommended in the preservation plan. Parks, Recreation and Libraries staff intends to make a Capital Improvement Program request for funding and to prioritize some of the items in the preservation plan. This will be discussed further at the June 5 meeting. Mr. Neumann asked if the Board members were familiar with the preservation plan and let them know that copies would be made available for review prior to the meeting.
 - Kaaren Hardy opened the floor to Board members for questions on the first two agenda items.

- Linda Graybeal expressed excitement that the City has a cemetery where limited burials are still possible. Ms. Graybeal was also in attendance at the Association meeting on May 14 and shared that it was the first meeting of the Association that she had attended. She was impressed with the Association, which is made up of family members of those persons who have been buried there, and their passion for the cemetery. Ms. Rebecca Goodwin, who is the current Association president, is very knowledgeable. The Association meets once per year and the family histories of those buried at the cemetery are well documented by the Association.
- Ms. Hardy added that Ms. Goodwin would be an excellent resource for just about anything related to historic preservation.
- c) Discuss Historic Landmark Board meetings after June
 - Mr. Neumann stated that, due to limited staff resources on Tuesday evenings staff wanted to see if the Board had flexibility around the meeting days. Mr. Neumann discussed the possibility of meeting on Wednesday evenings instead of on Tuesday evenings. He stated that he believes the fourth Wednesday of the month the Council Chamber would be available, although not required as long we have the ability to record the meeting. All Board members present confirmed that Wednesday evening meetings would be acceptable. Mr. Neumann will poll the rest of the Board members to ensure maximum inclusion.

4. CONSIDERATION OF OLD BUSINESS

- a) Old Parks Shop Shop near Bowles House Removed
 - Mr. Neumann referred the Board members to the pictures attached to the meeting packet and noted that staff had been struck by the landscape opening up with the removal of the Shop building.
 - Ms. Hardy asked a question about the parking lot on the east side of the Bowles House would provide more parking and access. Ms. Graybeal asked about provisions for handicap parking and commented on the removal of the old town hall. Ms. Hardy also requested that the rendering in the packet be labeled. Mr. Neumann responded that he would collect more information and email it to the Board members.
- b) Updates on other historic properties
 - Ms. Hardy referred the Board members to the update on historic properties listing included in the meeting packet. She asked for an update on the Metzger Farm project. Mr. Neumann responded that an update will be provided by staff during the June 5 meeting.
 - Ms. Graybeal asked if funds were identified to have a tenant caretaker available at the Semper/Allison Farm property. Mr. Neumann responded that he was not aware of funding having been made available for a tenant caretaker.

5. OTHER BUSINESS

- a) Conferences, education, other updates
 - Mr. Neumann referred the Board members to the Jefferson County Historical Commission Symposium flyer included in the meeting packet.
 - Ms. Hardy thanked staff for forwarding opportunities to the Board members and encouraged others to attend the Symposium, which is scheduled for May 19, 2018 from 9:00 a.m. to 2:00 p.m. at the Lakewood Heritage Center in the 1869 school building.

- Ms. Graybeal discussed the number of tours that were conducted at the Pillar of Fire the previous weekend, noting that well over 1,600 people attended a tour that day and that visitors had a great experience. She also noted that the Bowles House is celebrating its 30th anniversary on May 5 from 2:00 p.m. to 4:00 p.m. and festivities will include a live presentation, songs, face painting and tours. She also talked about a reception being hosted at the Aro homestead house located at 10919 Yukon Street on May 12 from 2:30 p.m. to 4:30 p.m. The house was built in the 1850's and the owners have preserved the original basement and staircase leading to the basement, along with the papers that were once used as insulation in the house. The rafters and upstairs are very unique. Ms. Graybeal also provided information on the vintage baseball game played by 1870's rules that will take place on July 7, 2018. She noted that the history book are incorrect when they say that Wyoming was the first state to allow women to vote; it was actually Colorado – Wyoming wasn't a state at the time.
- Ms. Hardy asked Councillor Skulley if she'd like to speak. Councillor Skulley said that she is fascinated to hear all that is going on and is planning to attend several of the events mentioned. She shares the upcoming events with all of the groups she meets with. She loves hearing all of the preservation of our beautiful community that is taking place and added that you can't move forward unless you know where you've been.
- Ms. Hardy discussed May being Historic Preservation Month and asked the Board to consider any events they'd like to host as a Board during May next year. The Board briefly discussed previous events they had hosted at Savery Savory Mushrooms Water Tower and at the Jim Baker Reservoir.

6. ADJOURNMENT

The meeting adjourned at 7:35 p.m.

THE WESTMINSTER HISTORIC LANDMARK BOARD

Chris Meschuk, Chair



WESTMINSTER

Agenda Memorandum

Agenda Item – 3.b)

Historic Landmark Board Meeting
June 5, 2018

SUBJECT: Review and Action for Certificate of Historic Appropriateness for Wesley Chapel Cemetery, northeast corner of West 120th Avenue and Huron Street, Adams County, Westminister, Colorado.

Prepared By: Kristen Koehler, Management Analyst & Cultural Affairs Coordinator

Recommended Board Action: Review and approve request for Certificate of Historic Appropriateness for Wesley Chapel Cemetery, northeast corner of West 120th Avenue and Huron Street, Adams County, Westminister, Colorado.

Discussion: The property at the northeast corner of West 120th Avenue and Huron Street, Adams County, Westminister, Colorado, includes a three-acre parcel of land which served as the burial ground for many of the City's rural agricultural pioneers from approximately 1891 through 1939. The cemetery was originally associated with a church, the Wesley Chapel. The church was removed from the property several decades ago; however, the cemetery that emerged behind the church building remains in place. The total number of burials at the cemetery, including unmarked graves, appears to include about 100 persons. There are 72 grave markers present, some inscribed with the names of more than one person.

The ownership of the cemetery was transferred from the Wesley Chapel Cemetery Association to the City of Westminister in January 2001. A task force of City staff was created to review the possibility of opening the cemetery under municipal management. After studying the options, the task force recommended to City Council that it approach the cemetery as an interpretive historic site and recommended limited improvements to the site including appropriate perimeter fencing, an interpretive gazebo, and a parking lot. Changes were proposed to the northern area of the property where no burials have taken place. The City decided to proceed with a preservation approach to the cemetery under the oversight of City staff, Westminister's Historic Landmark Board, and the advisory Wesley Chapel Cemetery Association.

From the beginning of the City's planning process to take over ownership of the site, City staff, Historic Landmark Board, and City Council agreed that the cemetery needed careful attention as an important historic resource. The City also felt that the public needed to be made more aware of the site's history. In 2005, Westminister engaged Tatanka Historical Associates Inc. of Fort Collins to prepare a local landmark nomination for the site. The Wesley Chapel Cemetery was designated a local historic landmark by the Westminister City Council that same year. In February 2007, the City was awarded a grant from the State Historical Fund to complete a preservation plan for the Wesley Chapel Cemetery. The City provided matching funds for the project. The preservation plan was completed in March 2008; however, the plan's suggested improvements were never implemented, and the plan was never formally adopted by the Historic Landmark Board.

Westminister Parks Services staff currently maintains the site in a limited capacity. In recent years, the City has allowed limited burials at the cemetery, including family members who had previously purchased a burial plot on the property. The most recent burial was facilitated by Parks Services staff in 2017. The City anticipates an additional 12-14 people with current plot ownership rights will seek to be buried at the cemetery in the future.

Although the Wesley Chapel Cemetery Preservation Plan includes several recommendations, City staff seeks Historic Landmark Board approval specifically to allow Parks staff to make appropriate improvements to the site and proceed with seeking City funding to complete the following items:

1. Installation of historically sensitive perimeter fencing surrounding the burial area. The plan suggests that the fencing be metal picket with brick pillars surrounding the entire southern burial area portion of the property and along the sidewalks on W. 120th Avenue and Huron Street. The new fencing should enclose the historic irrigation ditch and include a single pedestrian access gate that is ADA compliant located on the northern side of the burial area. The fence and gate should be simple, without archways or ornamental features and the gate should use a spring mechanism to automatically close the gate after entry. New fencing will replace current chain link fencing around the burial area. New fencing would enclose approximately 1.75 acres of the 3 acre site. The estimated cost for this improvement is \$81,000.
2. Installation of a small paved parking lot and pathway from the parking lot to the burial site entrance. The parking lot would be designed to accommodate approximately six vehicles and would be in the northern section of the property near the current entry point. The estimated cost for this improvement is \$30,000.
3. Installation of granite or sandstone signage identifying the site at 120th Avenue and Huron Street, the cemetery's most visible point. The estimated cost for this improvement is up to \$10,000.

Pursuant to the Westminster Municipal Code, the Historic Landmark Board is responsible for reviewing exterior alterations to existing architectural features of designated local landmarks. If the alterations are acceptable to the Historic Landmark Board, then the Board may approve a Certificate of Historic Appropriateness. When application is made for a building permit for the exterior alterations, the Certificate of Historic Appropriateness will document to the City's Building Division that the alterations have been accepted by the Historic Landmark Board.

Public Notification

Westminster Municipal Code sections 11-13-10(F) and (G) require public notification with publication and posting for public hearings for Certificates of Historic Appropriateness. Notice of the public hearing scheduled before the Historic Landmark Board was published in the Westminster Window on May 17, 2018. Three signs were posted on the property on May 23, 2018.

Respectfully submitted,
Kristen Koehler
Management Analyst & Cultural Affairs Coordinator – Parks, Recreation and Libraries



WESTMINSTER

APPLICATION for CERTIFICATE OF HISTORIC APPROPRIATENESS

**Wesley Chapel Cemetery
West 120th Avenue and Huron Street, Adams County, Westminster, Colorado**

1. Application Information Prepared by:

Kristen Koehler, Management Analyst/Cultural Affairs Coordinator
Parks, Recreation and Libraries – City of Westminster
kkoehler@cityofwestminster.us
Phone: 303-658-2189

2. Name of Landmark

- a. Historic Name: Wesley Chapel Cemetery
- b. Name of Current Owner: Publicly owned – City of Westminster
- c. Other Name by Which this Landmark May be Known:

3. Address of Landmark: Northeast corner of West 120th Avenue and Huron Street, Adams County, Westminster, Colorado

4. Legal Description of Property on Which Landmark is Located:

That portion of the SW/4 of Section 34, T. 1 S., R. 68 W., 6th Principal Meridian, described as follows: Commencing at the SW corner of the SW/4 of Section 34, T. 1 S., R. 68 W., thence east 12 rods, thence north 40 rods, thence west 12 rods, thence south 40 rods to the place of beginning, excepting therefrom that portion of said premises lying within road rights of way; also excepting therefrom that portion conveyed to the City of Westminster by deed recorded September 15, 1995, Book 4589, Page 188, public records of the Adams County Clerk and Recorder.

5. UTM Coordinates:

UTM Zone 13
Datum NAD 83
Linear Unit: Meter
500323.74; 4418301.30

6. Property Owner Information

Publicly Owned By:
City of Westminster
4800 West 92nd Avenue
Westminster, CO 80031

7. Historic Use: Cemetery

8. Current Use: Cemetery and historic site

9. Describe Current Condition of Landmark: intact and has a good degree of integrity

10. Landmark Information

- a. Year of Construction: around 1892
- b. Architect or Builder or Designer: Trustees of Morley Chapel
- c. Brief Description of Landmark (building, landscape feature, monument, etc.): See attached Resolution

- d. Significance of Landmark: See attached Resolution
- e. Additional Background/History of Landmark: See attached Resolution

11. Certificate of Historic Appropriateness Pursuant to the W.M.C. Section 11-13-10 (1) through (11):

1. *The effect of the proposed change on the general architectural and/or historic character of the structure or district:* The proposed improvements will not impact the historically significant portion of the cemetery (burial area) but will increase public awareness of and accessibility to this historic site.

2. *The architectural style, arrangement, textures and materials used on existing and proposed structures and their relation to other structures in the district, if applicable:* The proposed improvements will utilize materials that are sensitive to maintaining the structure and overall appearance of the cemetery as a rural burial site.

3. *The uniqueness of the structure and how it ties in with the history of the area:* The Wesley Chapel Cemetery is a remnant of the early days of Adams County and the Westminster area, serving as a burial ground for many of the area's pioneers from approximately 1891 through 1939. The cemetery survives today as an important historic landmark that reminds area residents and visitors of Westminster's early rural heritage.

4. *The size of the structure, its setbacks, its site, location, and the appropriateness thereof, when compared to existing nearby structures and the site:* The proposed improvements will not impede upon surrounding property and will increase accessibility to the site.

5. *The effects of the proposed work in creating, changing, destroying or otherwise affecting the exterior architectural features of the structure upon which such work is done:* The proposed improvements will not alter the historically significant burial site portion of the cemetery property.

6. *The effect of the proposed work on the protection, enhancement, perpetuation and use of the structure, area or district:* The proposed improvements will enhance the protection and use of the location by increasing public awareness and access to this historic site.

7. *The condition of existing improvements and whether they are a hazard to the public health or safety:* The proposed improvements will increase public safety by providing a designated parking area and pathway to the burial area.

8. *The economic viability of maintaining the structure or area as is:* The area could remain as is and continue to be maintained at a basic level; however, the proposed improvements will highlight this asset and provide a safe and accessible means for the public to explore and learn about this historic site.

9. *Whether the property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment:* The property will remain as a cemetery and will continue to take limited burials of those persons who have previously purchased a grave site at the cemetery. The proposed improvements will be a minimal change to the site and environment.

10. *Whether the historic character of a property is being retained and preserved:* The historic character of the property will be retained, and the historically significant burial site will not be impacted.

11. *Visual compatibility with designated historic structures located on the property, in terms of design, finish, material, scale, mass and height:* The proposed improvements will utilize stones, metals, and historically sensitive materials that are compatible with the materials current found in the cemetery.

**HISTORIC LANDMARK BOARD
RESOLUTION NO. 2018-01**

WHEREAS, the Wesley Chapel Cemetery at the northeast corner of West 120th Avenue and Huron Street, Adams County, Westminister, Colorado is designated a local historic landmark, and;

WHEREAS, the Wesley Chapel Cemetery Association conveyed the property to the City of Westminister in 2001 for the purposes of long-term maintenance and preservation of the pioneer cemetery, and;

WHEREAS, the City of Westminister contracted with Tatanka Historical Associates, Inc. with allied consultants BHA Design, Inc. and Norman's Memorials, Inc., to study the Wesley Chapel Cemetery in 2008, and;

WHEREAS, the Wesley Chapel Cemetery Preservation Plan was created from the study detailing recommendations for the protection and preservation of the historic resources located at the site and for new features intended to provide opportunities for public access, interpretation, education, and appreciation of the Cemetery's historic importance, and;

WHEREAS, improvements and alterations to the cemetery must be done in accordance with current City code requirements and are contingent upon available funding, and;

WHEREAS, City Staff will determine which improvements and alterations recommended by the Preservation Plan shall seek funding and be implemented, and;

WHEREAS, currently, City Staff recommends the installation of appropriate perimeter fencing around the burial area, a small paved parking lot and access pathway to the burial site, and signage identifying the cemetery at the property's most visible point, and;

WHEREAS, any improvements or alterations recommended by City Staff will not impact the historically significant burial site portion of the cemetery property, and;

WHEREAS, the Westminister Municipal Code section 11-13-10 (A) requires a certificate of historic appropriateness for any work other than maintenance and repair on a property subject to a historic designation, and;

WHEREAS, the Westminister Municipal Code section 11-13-10 (C) requires that any application for a permit to carry out any construction, alteration, removal or demolition to a historic landmark or in a historic landmark district, which would materially alter the exterior of such a building, the Department of Community Development shall not issue the requested permits until approved as provided herein..., and;

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

WHEREAS, the Board is required to hold a noticed public hearing, and;

WHEREAS, the Preservation Plan documents have been reviewed by the Board and are attached;

NOW, THEREFORE, the Historic Landmark Board of the City of Westminister resolves that a Certificate of Historic Appropriateness be approved for the Wesley Chapel Cemetery.

PASSED AND ADOPTED this 5th day of June, 2018;

Chris Meschuk, Chair

Preservation Plan

WESLEY CHAPEL CEMETERY

W. 120TH Ave. & Huron St.

Westminster, Colorado



Completed by

Tatanka Historical Associates, Inc.

612 S. College Ave., Suite 21

Fort Collins, CO 80524

tatanka@verinet.com

970.221.1095

BHA Design Inc.
1603 Oakridge Dr.
Fort Collins, CO 80525

Norman's Memorials Inc.
1703 Cedar Ave.
Greeley, CO 80631



3 March 2008

Tatanka Historical Associates, Inc.



612 S. College Ave., Suite 21
P.O. Box 1909
Fort Collins, Colorado 80522
tatanka@verinet.com
970.221.1095

3 March 2008

Vicky Bunsen
City of Westminster
4800 W. 92nd Ave.
Westminster, CO 80031

Subject: Preservation Plan, Wesley Chapel Cemetery
SHF Grant #2007-M1-006

Dear Vicky,

Tatanka Historical Associates Inc., together with our allied consultants BHA Design Inc. and Norman's Memorials Inc., has completed its study of the Wesley Chapel Cemetery in Westminster. This work has resulted in the production of the following final draft of the preservation plan for this site. This draft includes changes requested by the Colorado Historical Society in comments provided on 23 January 2008 by preservation specialist Estella Cole.

Thank you for the opportunity to work on this project.

Sincerely,

Ron Sladek
President

This project has been funded by a grant from the Colorado Historical Society's State Historical Fund, together with matching funds provided by the City of Westminster.

Wesley Chapel Cemetery

Preservation Plan

DESCRIPTION & HISTORY

THE PROPERTY

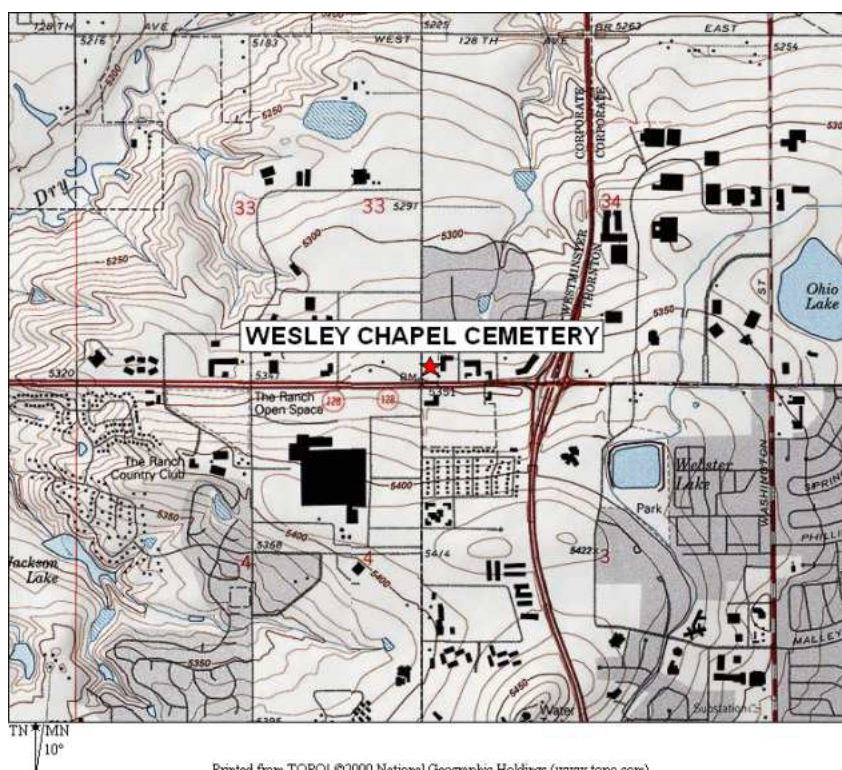
Wesley Chapel Cemetery is a remnant of the early days of Adams County and the Westminster area, serving as a burial ground for many of the rural agricultural district's pioneers from approximately 1891 through 1939. Originally the cemetery was associated with a church, the Wesley Chapel, which occupied the now-vacant space in the far southern area of the property from approximately 1892 to 1934. Essentially, the graveyard was located in the church's backyard. While the chapel was demolished many decades ago, the cemetery that emerged behind the building remained in place and persevered amid the surrounding suburban development of the late 1900s and early 2000s. The cemetery survives today as an important burial ground and historic landmark that reminds area residents and visitors of Westminster's early rural heritage.

The cemetery is located in the SW $\frac{1}{4}$ of the SW $\frac{1}{4}$ of the SW $\frac{1}{4}$ of the SW $\frac{1}{4}$ of Section 34, Township 1 South, Range 68 West in the City of Westminster, Adams County, Colorado. This corresponds to the northeast corner of W. 120th Ave. and Huron St., one-third mile west of Interstate 25. (see *Site Diagram on page 10*) While in the past the cemetery was located in the open countryside of the high plains, today Wesley Chapel Cemetery is situated in an urbanized environment. The relatively open site is surrounded on three sides by public streets, with the remaining east side abutting commercial, residential and office developments. Sidewalks exist along the north, west and south edges of the property adjacent to the city streets. A chain link fence is currently located around the perimeter of the property. Located adjacent to the sidewalks, the fence creates a harsh, unattractive edge to the site.

Along the east side of the site, the adjacent buildings and their parking lots are within ten feet of the cemetery property. They have been made less visually intrusive through the construction of a tall wood privacy fence. Two fence lines are found along the east edge of the site due to disagreement over the legal boundary in this area. According to the city, the legal description of the property to the east overlaps with the cemetery's legal description. Both owners have a "color of title" claim to the narrow strip of land in question. Neither owner deems it of sufficient

importance to go to court over the issue. This situation is commonly referred to as a “survey bust” and the discrepancy likely dates back to the late 1800s.

Currently there is no on-site parking for the cemetery. On-street parking is not allowed on the arterial streets to the south and west. While on-street parking is possible on W. 121st Ave. along the north edge of the site, a public bus stop, driveways, and other restrictions exist along this edge, reducing the available parking to no more than two spaces. A double chain-link swinging gate exists on this north end of the site. However this is kept closed at all times, is unwelcoming, and does not have the appearance of a public entry.



**USGS Eastlake 7.5' Quadrangle
1994**

Crossing the property from northwest to southeast is a low, barely-visible diagonal ridge that marks the historic course of an irrigation ditch that formerly ran through the area. This ditch line historically divided the property into two distinct zones. To the south of the ditch were the historic Wesley Chapel and its cemetery. North of the ditch line was open ground historically occupied by a crop field. Today this northern area is entirely vacant except for its northeast

corner, which holds a modern gas valve house. No burials are documented or suspected to be located outside the southern area of the property.

Consisting of a rectangular parcel of land that runs lengthwise from north to south, the cemetery property is predominantly planted with native prairie grass. A large cottonwood stump along the east-central edge of the property marks the location of a historic tree that grew near the irrigation ditch until the past few decades. A small number of deciduous bushes and evergreen trees, some of them planted in the past few decades, are scattered within the burial area. Small pine trees are also found around a gas valve house in the northeast corner of the property, although several of these appear to be dead. Due to easement restrictions with Public Service Co., the gas valve house must be maintained in place. The terrain at the cemetery is flat, except for along its southern edge, where it rises distinctly to W. 120th Ave.



View of the cemetery from the south. View to the north.

Wesley Chapel Cemetery's graves are concentrated in the southern area of the site, with vacant space to the south where the Wesley Chapel was historically located. Because the irrigation ditch to the north would have acted as a barrier to access, and due to the fact that the land to the north was part of a crop field, it is most likely that the cemetery was historically entered from the county road to the south (now W. 120th Ave.). After leaving the road, visitors would have gone around the Wesley Chapel to reach the burial ground north of the building. An early 1970s record of the cemetery refers to a central north-south drive that divided the graves between

eastern and western sections. While this drive is no longer clearly defined, a gap can be seen that likely marked its previous location among the graves.

In the open area to the south of the graves is a single pine tree, beneath which is an old horizontal pipe projecting from the ground. This reportedly marks the location of a buried water cistern that collected rainwater shed by the roof of Wesley Chapel. The Chapel itself sat in the now open space south of the graves, with a horse shed to the east and the cistern and an outhouse to the west. All of these features, except for the below-grade cistern, were removed from the site in 1934. A small metal painted sign that identifies the site as "Wesley Chapel Cemetery, Founded 1889" is attached to the north fence near the main entry gate. The date on this sign is unsubstantiated by historical records.

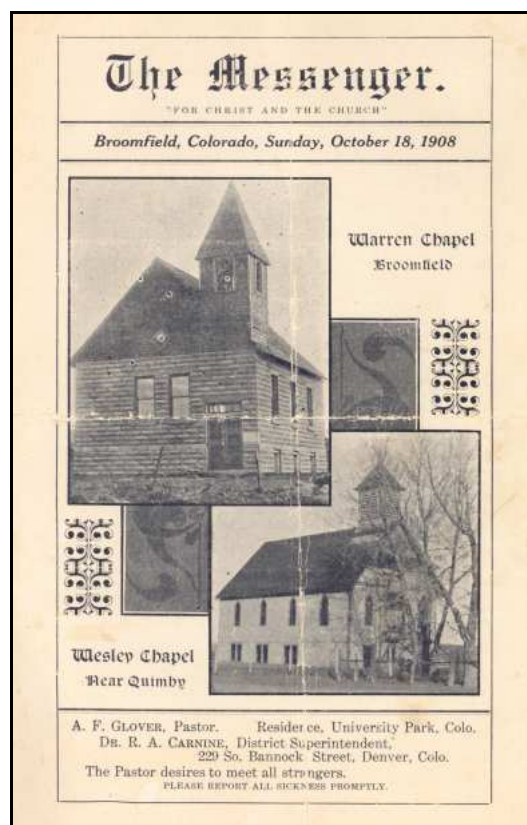
SITE HISTORY

Wesley Chapel Cemetery was established as a family graveyard in October 1891 following the death of 37-year-old Francis Moxley from tuberculosis. He was buried by his brother Richard in the southwest corner of the Moxley farm in Arapahoe County (later Adams County) north of Denver. This area of the farm was located just north of the unpaved county road (now 120th Ave.) known at the time as the "Broomfield Highway."

The following year, on 13 August 1892, Richard Moxley deeded a 2.8-acre parcel including and surrounding the burial site to the trustees of Morey Chapel, at the time led by Rev. F. R. Morey, for the sum of one dollar. In the document of transfer, Moxley stipulated that the land be used "for church and grave yard purposes to remain as such for ever and ever." Moxley required that the chapel built there remain associated with the Methodist Episcopal denomination and that no "dancing or improper conduct" be allowed within the building. The wood frame Morey Chapel, soon renamed Wesley Chapel, was constructed on the south edge of the cemetery around 1892. It served for years as a place of worship and community gathering for the surrounding agricultural region.

In December 1894, seven residents of the agricultural district who were also trustees of the chapel gathered to sign Articles of Incorporation for the Wesleyan Methodist Chapel and Cemetery Association. (The incorporation papers changed the church's name to Wesley Chapel.) Leading the group was Rev. Alfred Tuck, founder and pastor of the church. Born in

England, Tuck was involved with the Colorado congregation from 1894 through his death in 1922, following which he was buried in the cemetery. The community continued to use the Moxley family burial ground as a public graveyard, with at least nine more interments occurring there during the 1890s. In January 1895, the property was deeded to the Wesley Chapel and Cemetery Association and burial lots were made available to the community for \$10 each.



Over the following decades of the early 1900s, the chapel and cemetery continued to be used on a regular basis. Between 1900 and 1939, at least sixty persons were buried in the cemetery. However, chapel membership eventually declined during the Depression as financial constraints combined with the popularity of the automobile, which allowed rural residents to travel to Denver for church services. Wesley Chapel fell into difficult times and the building was finally demolished in 1934. Dismantlement of the building took place under the guidance of Rev. Leon Foster of the Broomfield Methodist Episcopal Church, which used the salvaged materials to remodel their own building. Most notable among these items were the stained glass windows from Wesley Chapel, which today are on display in their third home, the Broomfield United Methodist Church.

Although the chapel was removed from the site, together with the horse shed and outhouse, the cemetery remained in its original location and over the following decades continued to accept a modest number of burials. The Wesley Chapel Cemetery Association, run by volunteers with family members buried at the site, handled management of the property. Since 1940, approximately twenty additional burials have taken place. Several others may have involved the placement of cremated remains that were not officially recorded.

THE GRAVES

The total number of burials at Wesley Chapel Cemetery, including unmarked graves, appears to include approximately 100 persons. Seventy-two gravemarkers are present, several of them inscribed with the names of more than one person (a total of eighty-seven names are inscribed on these). While the majority of the gravestones are granite, a much smaller number of marble, sandstone and metal markers are also found on the site. Some of the graves include footstones, typically of marble inscribed with the deceased's initials. Other footstones are made of granite or concrete.



The earliest burial was that of Francis Moxley in 1891 and the most recent documented burial was that of Alda Sullivan in 1987. Three additional burials may have occurred there during the early 1990s -- these appear to have involved cremated remains. While most of the monuments on the site are historic, the flat granite markers were placed there by the Cemetery Association

in recent years to identify unmarked graves. These graves were located through site mapping maintained by the Cemetery Association over the decades.

The family names among the stones and archival records are predominantly Anglo-Saxon, indicating that many of the area's settlers were English, Irish, Scottish or German in origin and ethnic background. All but one are inscribed in English, with the single non-English stone (Jacob Frey) inscribed in German. A smaller number of Hispanic names are also present, with all of these graves located along the west fence line. Many of those buried in the cemetery were members of the area's early agricultural families, and some of their descendants reside in Westminster today.



Combination of rough granite/concrete markers and professionally carved headstones.

Two Union Civil War veterans, Ambrose Langston and Theodore Hutchinson, are buried in the cemetery. However, only Langston has a government-issue marble marker at his grave. The burial lots and blocks throughout the cemetery were resurveyed and located in recent years. During the course of the survey, the blocks were identified with metal pins with inscribed caps. The Hutchinson / Johnson family plot of six graves is the only one surrounded by wrought iron fencing, with a gate on the east. Several individual and family graves are lined with marble or ornamental concrete coping, and a few of these are filled on the surface with marble chips. The details of each gravesite and monument are provided in the individual graves analysis that accompanies this report.

PROJECT BACKGROUND

CHANGES IN MANAGEMENT AND OWNERSHIP

Throughout the 1900s, the cemetery was managed and maintained by a non-profit board of directors, the Wesley Chapel Cemetery Association, consisting of family members of persons buried there. However, as the members of this board aged and its funds remained limited, maintenance of the cemetery became an increasing challenge by the 1990s. As the previous century ended and the new one began, members of the public began to voice concerns about the cemetery's perceived abandonment even though it was still under the watchful care of the cemetery board and the City of Westminster. The following comments sent by one area resident in an e-mail to the city summarize many of the sentiments that were being expressed:

I was wondering if there were any efforts in the works to make the Wesley Chapel Cemetery look a bit more maintained and possibly make this landmark into the beautiful place it deserves to be made into. I was wondering if there were girlscout or boyscout or even community service participants that would want to take part in manicuring the grounds, possibly putting beautiful grass in there and just making it look like the City respects it and its inhabitants. I drive by this location everyday and shake my head because it looks like some condemned lot that no one cares about, if my family was buried there I would be ashamed of how their remains are being treated. The chain link fence around it is horrible, what other cemetery do you see with a chain link fence around it and weeds and dead grass throughout the entire site, it's a disgrace the condition that this sacred place is in.

While the volunteer Cemetery Association did an admirable job of caring for the site, a different approach was clearly needed to keep the cemetery from falling into serious disrepair and to ensure that it be carefully treated in the future as an important part of the community's heritage. Of particular concern was that the site be addressed as a historic property worthy of preservation and that its integrity not be diminished through well-meaning but poorly conceived or executed efforts at beautification.

In January 2001, ownership of the cemetery was transferred from the Wesley Chapel Cemetery Association to the City of Westminster. At the time, the city was under pressure from a number of citizens who wanted the municipality to not only maintain the site, but to own and operate a public cemetery at this location. Responding to these pressures, the city formed a cemetery task force that launched a process of studying the viability of converting Wesley Chapel Cemetery to public use. Several studies were completed in 2001 and 2002 by the task force, city staff and independent consultants. These explored various issues regarding the possibility of opening the cemetery under municipal management.

By June 2002, city staff had completed its review of the issues based upon the consulting reports and the work of the cemetery task force. Staff presented a recommendation to the Westminster city council that it approach the cemetery as an interpretive historic site, postponing or even eliminating the possibility of future burials. Serious concerns were raised about the city's ability to provide the necessary manpower and funding for a cemetery operation that would be unlikely to raise adequate revenue. Additional concerns focused upon the likelihood that future burials would result in increased public pressure to plant irrigated grass and trees throughout the site, which historically was known to have contained only native prairie grass and one cottonwood tree along the former irrigation ditch.

Staff recommended limited improvements to the site. Included among these were the installation of appropriate perimeter fencing, an interpretive gazebo, and a parking lot. Other than the perimeter fencing, changes to the property were proposed only for the northern area of the site north of the ditch line, where no burials had taken place. Funding was tight and the city council agreed that the prospect of the city managing an operational but money-losing cemetery was highly problematic. The City of Westminster decided to proceed with a preservation approach to the cemetery's future. Oversight of this process was placed in the hands of city staff together with Westminster's Historic Preservation Board and the advisory Wesley Chapel Cemetery Association.

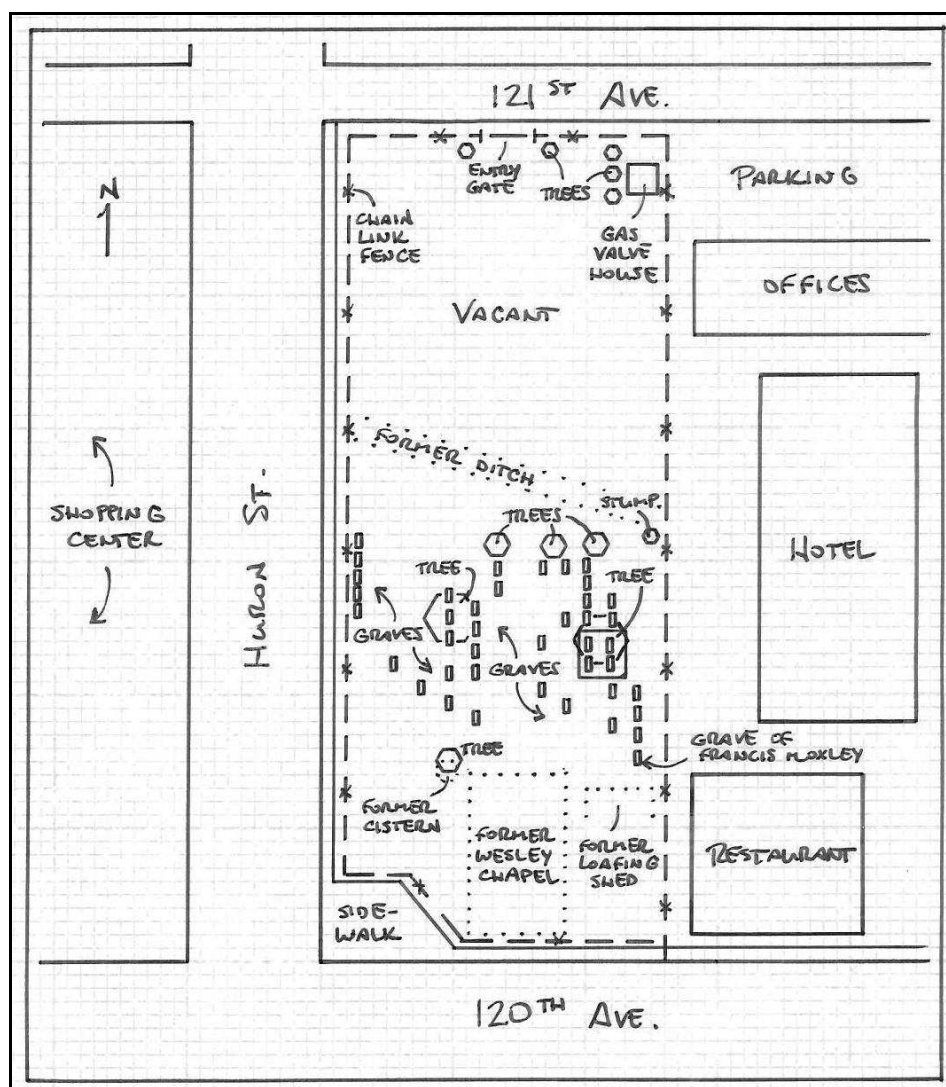
HISTORIC PRESERVATION

From the beginning of the city's planning process to take over ownership of the site, Westminster's staff, historic preservation board, and city council were in agreement that the cemetery needed careful attention as an important historic resource. The city also felt that the public needed to be made more aware of the site's history. To launch this process, in 2005 Westminster engaged Tatanka Historical Associates Inc. of Fort Collins to prepare a local landmark nomination for the site. This was submitted and approved by the city in November of that year.

The next step was to secure funding for a preservation plan. City staff, led by preservation specialist Vicky Bunsen, prepared a grant application in 2006 that was submitted to the Colorado Historical Society's State Historical Fund. In February 2007, the State Historical Fund provided a grant to the City of Westminster to complete the preservation plan for Wesley Chapel

Cemetery. Westminster provided matching funds for the project, which has been paid for in its entirety by these two government agencies. The project was awarded to Tatanka Historical Associates Inc. in March 2007. Tatanka assembled a consulting team that consisted of its own office, together with landscape architect BHA Design Inc. and monument expert Norman's Memorials Inc.

This report presents the results of the study, which was completed between March and December 2007. An initial draft was provided to the City of Westminster and Colorado Historical Society for review. Comments received from these agencies have been incorporated into this final draft of the report.



Current site diagram.

THE PRESERVATION PLAN

GUIDING CONCEPTS

Analysis is presented, and a number of recommendations made, within this document. The overriding goal of the project has been to study the site and explore methods to protect and preserve the integrity of the historic resources found there. In addition, the report presents practical concepts for enhancing the security and public accessibility of the site.

Historical studies and field analyses have been completed during the past five years by city staff and several independent consultants. All of these efforts have confirmed that the site's historic resources are concentrated in the southern half of the property south of the ditch line. This area has been highlighted for protection and preservation. At the same time, the northern area of the property north of the ditch line has been found to retain no historic significance related to the cemetery or Wesley Chapel. This area was simply part of a crop field and later, a vacant lot. Consequently, the northern portion of the property is viewed as an appropriate location for sensitive enhancements that will improve public access to and interpretation of the cemetery. These recommendations are presented below, together with guidelines for the future maintenance and upkeep of the cemetery. Recommended new features are intended only to sensitively protect the site and to provide opportunities for public access, interpretation, education and appreciation of the cemetery's historic importance.

With these understandings, it is emphasized that no improvements are recommended within the burial area south of the ditch line, which should be left unchanged and untouched by anything other than regular maintenance and preservation activities. The only caveat involves a limited number of future burials that will be allowed, as discussed below. Except for perimeter fencing and signage bordering the site, new elements should be concentrated north of the historic ditch line in order to avoid impacts to gravesites and the historic character of the south half of the property.

New features proposed for the northern area, as well as the perimeter fencing and signage, are to appear modern so as not to be mistaken as historic characteristics. However, they should be compatible with and contain references to the cemetery's past in the choice of materials and in design character. Stone (granite, sandstone, marble) and metal are the primary materials that should be used in context with those materials historically found in Wesley Chapel Cemetery.

All future work completed in the cemetery should comply with the guidelines found within the *Secretary of the Interior's Standards for Rehabilitation*. Also of great utility are cemetery preservation publications such as Lynette Strangstad's *Preservation of Historic Burial Grounds* (National Trust for Historic Preservation, Revised 2003) and *A Graveyard Preservation Primer* (Association for Gravestone Studies, 1995). A number of other resources may be found online, although these typically do not address cemetery resources and conditions that are more typical of the history, environment and materials characteristic of the western United States.

Finally, it should be understood that although the cemetery's period of historic significance runs from 1891 to 1934, the site and its surroundings have continued to evolve since that time. Today the chapel is gone, the cemetery includes gravemarkers dating from the decades following 1934 (many of which are now considered historically significant), changes have been made to the perimeter fencing and landscaping, and the site is surrounded by modern development. Yet the property retains enough integrity for it to have merited historic designation on the local level. Because of these realities, this project is best viewed overall as a rehabilitation rather than restoration effort. While the individual gravemarkers can be restored, it is no longer possible to take the cemetery and its surroundings and return them to their pre-1934 appearance. The treatment approach presented in this plan consequently addresses the site and its needs in light of the principles of rehabilitation.

According to the *Secretary of the Interior's Standards for Rehabilitation*, "rehabilitation" is defined as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values." The Standards are meant to be applied in a reasonable manner, taking into consideration economic and technical feasibility. While they speak of buildings, the following list provides the individual principles, or standards, of rehabilitation that should be taken into account on this site:

- A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

- Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

PERIMETER FENCING

The City of Westminster's primary goal for this site is to preserve its resources and increase public awareness of and visitation to this historic cemetery. To achieve these goals, Wesley Chapel Cemetery must be made more accessible at the same time that its resources need to be protected. Practical concepts, shaped in light of the principles of rehabilitation, underlie the recommendations made below.

Since the cemetery is now located within an urban setting, there is and will always be a moderate to substantial risk of vandalism, damage and theft. Vandalism and theft at cemeteries, when not motivated by radical ideology, are typically acts resulting from juvenile pranks. In recent years, the rising value of metals such as copper has resulted in a corresponding increase in thefts from cemeteries. While damage to a cemetery is sometimes premeditated, such acts are not always intentional, as when a car runs off the adjacent roadway and into the site. Due to concerns such as these, perimeter fencing is an important element of the Wesley Chapel Cemetery plan, as it should be for any cemetery.

Well-conceived perimeter fencing and a single entry will not only mark the property's borders, but also protect the site and enhance the appearance that the property is being watched over and maintained. Whether the cemetery had a historic fence is no longer known, so there is no precedent for replication. What might have been there in the past could have ranged from no fence at all to a possible wood picket fence or even a fence of woven or barbed wire. With no historic fence to replicate today, some may say that no fence should be placed there at all. However, the security of the site is largely dependent upon the presence of a perimeter fence. Therefore the question of fencing should revolve around what type of materials and appearance would be best at this location.



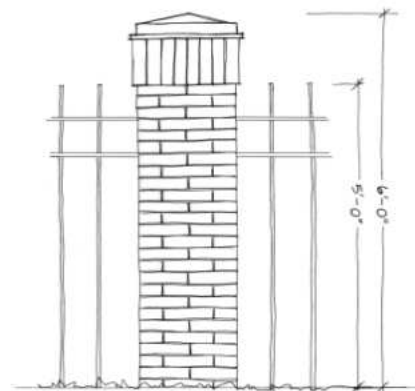
The current chain-link fence along the site's perimeter.

While the tall chain-link fence found there today is effective in terms of site security, it is not only unsightly but also historically insensitive. A slightly lower, less obtrusive, and more sensitive fence can better define the edge of the cemetery site, discourage undesired entry and the theft of cemetery artifacts, and provide a boundary marker that is more sensitive to the site's status as a historic landmark. A wood picket or wire fence could be installed, but these would require constant maintenance. They may also inappropriately appear to be replications of historic fencing that is not known to have existed at this site. Instead, it is recommended that a modern-looking but sensitive metal picket perimeter fence with slender brick pillars such as the one shown on the next page be considered for installation around the perimeter of the cemetery.

While a shorter fence could be installed, the recommended heights of these elements are based upon the need for security in this urban setting. This will restrict access to the single entrance while discouraging the removal of stonework. Narrow pickets will provide greater visual transparency than the current chain link fence and than a typical wrought iron or wood fence while still defining the perimeter of the historic site. The open character of the fence will allow for unrestricted views into and out of the cemetery, protect its resources, and be more sensitive to the historic character of this property.



Example of Perimeter Fence Character



Proposed Fence Design

The fence should surround the entire southern graveyard portion of the property, replacing the chain link fence currently found there. Along the southern and western boundaries, it should be located adjacent to the existing sidewalks along W. 120th Ave. and Huron St. On the east, the new fence should be extended northward from the sidewalk along W. 120th Ave. The city will need to decide whether this will tie into or replace the fence currently found along the east edge of the site. The northern fence line should follow the north edge of the irrigation ditch ridge, enclosing the diagonal length of the historic ditch within the cemetery site. This will direct foot traffic to the single entry point while providing some protection to the subtle ditch ridge. In addition, as the ridge becomes less visible due to settling and erosion, the fence line will continue to mark its historic course through the site.

Regarding any fence style that is adopted for this site, care should be taken that it be compatible with the historically rural character of the cemetery. In addition, the fence should not overwhelm the simplicity of the site and detract from its historic character.

SITE ACCESS

Because of off-site parking restrictions and significant traffic concerns, the only possible location for the entrance to the cemetery is through the north end of the property, with access from W. 121st Ave. No parking or access is allowed or available along the property's east, south or west boundaries. With very little on-street parking space available along W. 121st Ave., a small on-site parking lot (providing approximately six spaces) is recommended to encourage and allow for visitor access to the cemetery. While paving may be desirable from a maintenance standpoint, crusher fines should be considered for the parking lot to respect the site's historic rural character.

Pathways finished with crusher fines should connect the parking lot to a proposed shelter (see example below), which would provide visitors with protection from the elements. The shelter's purpose would be to offer a place to rest, picnic, and absorb materials. Teachers could also use this location to speak with their school classes prior to entering the graveyard.



The shelter could either shelf modern design photo or be custom-historic photos to replicate some of the architectural features of the Wesley Chapel. In either case, the shelter should be open-sided and make use of durable materials that would help to minimize vandalism and reduce maintenance requirements. In principle, the shelter should be informal and compatible with the cemetery's historically rural character even though the area is now developed.

utilize an off-the-such as that in the designed using

An extension of the crusher fines sidewalk should also run from the shelter to the cemetery's entry gate. The single pedestrian access gate (this should also be handicap accessible) should be located along the new northern fence line, about halfway into the property from east to west. The gate should be simple in design, matching the adjoining lengths of fence. No archway or other ornamental features are recommended at the entrance. While often idealized as part of a historic cemetery, these are without precedent at this location and would be inappropriate to

install. Ideally, the gate would be unlocked each morning and then locked again at dusk. However, this would require city personnel to visit the site twice daily. In lieu of this, the pedestrian gate should be left unlocked but include a spring mechanism to return it to a closed position.

Vehicular access to the burial area will be necessary at times by Parks Division personnel or maintenance, utility and preservation contractors. To accommodate this need, a locked vehicle gate should be installed in the new northern fence line at the cemetery's northeast corner. Access to the cemetery with vehicles or equipment will therefore be restricted to those who have obtained permission from the city. Because the ditch line is barely visible at this point, periodic vehicle access at this single point of entry/egress is anticipated to result in minimal impact to this feature.



View of the northern area of the site. The ditch ridge is barely visible across the middle of the photograph. View to the north.

Defined walkways at the site should be limited to the existing perimeter sidewalks and the proposed access and interpretive area in the northern area of the property. The Americans with Disabilities Act has standard accessibility guidelines for newly constructed trails in outdoor areas. These state that all such pedestrian trails shall be accessible and comply with the guidelines set forth in section 16 of the ADA. However, there are exceptions to this rule, as stated in section 16.1.1 (1): *“Where compliance would cause substantial harm to cultural, historic, religious, or significant natural features or characteristics.”*

Handicapped accessibility is certainly to be provided from the parking lot to the shelter and its interpretive materials. However no defined paths are recommended within the burial area south of the fence and ditch line. Instead, the open grassy character among and surrounding the graves should remain intact and undisturbed. Since this area already consists of flat, hard-packed ground, it will be accessible to most individuals during dry weather conditions without the need to construct formal pathways.

CEMETERY REGULATIONS

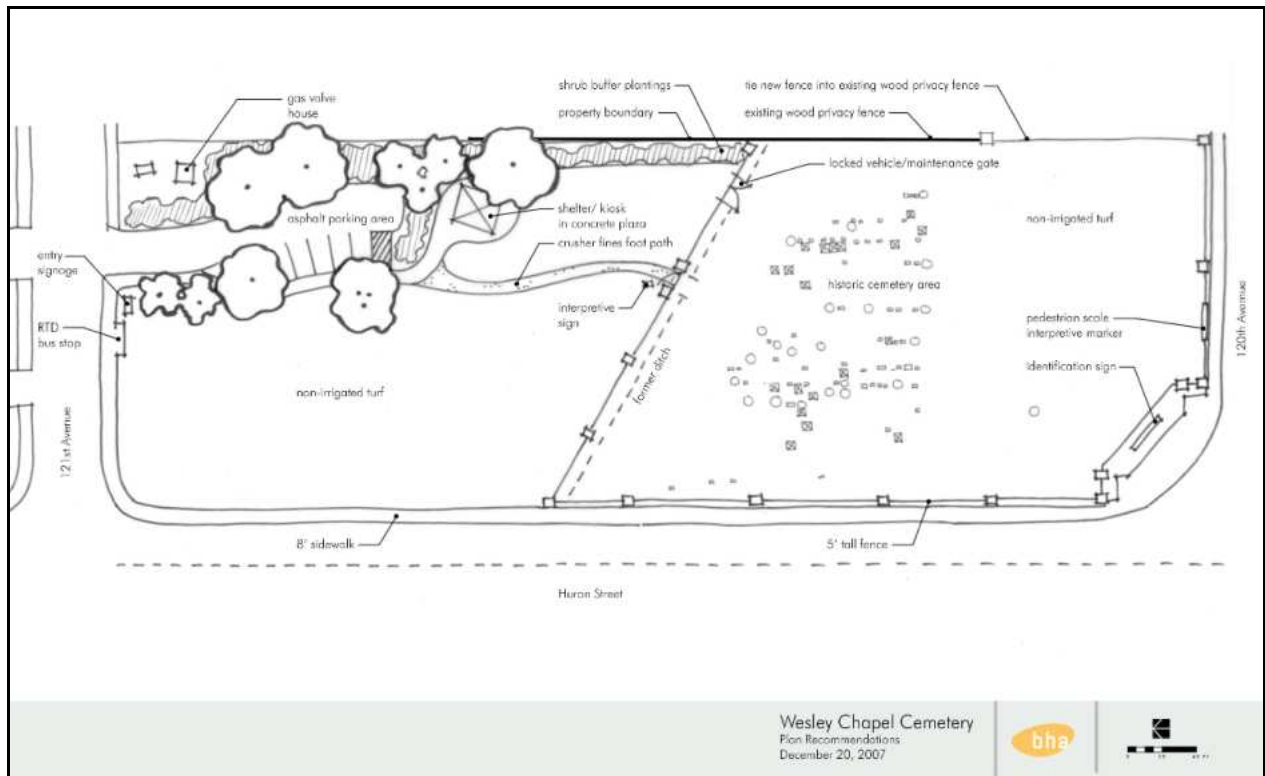
The primary concept that applies to the maintenance and security of cemeteries, as is the case with many types of historic sites, is that a neglected property often encourages vandalism and theft by appearing to be unimportant and forgotten by the community. Conversely, when a site is maintained it creates the image of being cared about and watched over. A key element of security at the Wesley Chapel Cemetery will therefore revolve around a general appearance of its upkeep, maintenance, and limited access.

Discussion of site access and security therefore concerns two basic but seemingly opposite interests: discouraging people with malicious intent from entering and damaging the cemetery, while encouraging those with good intent to visit and experience the historic site. While these might sound impossible to reconcile, thoughtful planning can in fact bring these two goals together. Although there is no way to fully prevent vandalism and theft from occurring, the posting of cemetery regulations sets a tone for how the visitor is expected to behave while at the site and specifies what activities are approved or not permissible there.

Describing, through signage, the activities that may or may not take place in Wesley Chapel Cemetery sets a standard for an environment of respect. Posted regulations should be included with other relevant information at the entrance to the burial ground. Using the term "Cemetery Etiquette" as a heading provides the reader with a positive impression of expected behavior that may result in a greater degree of respect and acceptance than the imposition of "rules" or "regulations." The following are suggested "Cemetery Etiquette" standards. These may be amended or added to in relation to the needs and historic character of this site.

- This cemetery is a historic burial ground and should be treated with respect. Typical playground or park activities are best pursued elsewhere. Games and toys involving balls, frisbees, kites and other such items are not allowed in the burial area.

- Wheeled vehicles permitted in the burial area are limited to those required for disabled accessibility. Motorized scooters for the mobility impaired are allowed.
- Although made of stone, grave markers can be damaged or defaced. Gravestone rubbing is prohibited. Photos are recommended as the best way to document inscriptions and avoid negative impact to the stonework and other site features.
- The stonework and other features on this site are maintained by the City of Westminster, which will handle necessary repairs and cleaning. Please do not attempt to clean the stones or move any cemetery features from one place to another.
- Gravestones are extremely heavy and dangerous, and can sometimes be tipped over with very little effort. Adults and children are advised to avoid climbing on or pushing on any of the stones.
- Pets should be leashed and their wastes disposed of properly out of respect for the site and other visitors.
- Use of the cemetery for burials must be approved by the City of Westminster.
- The cemetery is open for visitation each day from dawn to dusk.
- If you have questions or concerns about this site, please contact the City of Westminster Parks Division (phone number) or the Westminster Police Department.



IDENTIFICATION & INTERPRETATION

SITE IDENTIFICATION

While the south and west edges of Wesley Chapel Cemetery are the most visible to passing traffic, the site is not currently well identified from these directions. Currently, a very small sign is mounted to the fence along the site's southern border. To better identify the site for vehicular traffic, it is recommended that an appropriate but more noticeable sign be located at the cemetery's most visible point, the southwest corner of the property (this corresponds to the northeast corner of the intersection of W. 120th Ave. and Huron St.). Installation of a more prominent sign has been discussed with city staff, which also sees this as a priority. Already present at this location is a deep sidewalk with room for signage to be placed along the cemetery's perimeter fence. An interpretive marker could be placed at this location, providing information about the cemetery's history for pedestrians, although this might also be prone to vandalism.



The northeast corner of W. 120th Ave. and Huron St., ideal location for a cemetery sign.

Rather than utilizing a standard City of Westminster design, the sign on the corner should be designed to be compatible with the new fencing and to complement the historic character of the site. As with the fencing and shelter, the signage should reflect the historic rural character of the cemetery and not overwhelm or detract from the site itself.

Due to maintenance concerns, a painted or printed sign is not recommended. Instead, it is recommended that a shaped granite or sandstone marker of regional origin (preferably from the foothills west of the site) be used and inscribed with the name of the cemetery, its date of founding, and the fact that it is a historic resource of the City of Westminster. A carved stone marker would be particularly appropriate for this location because it would use the stonework found within the cemetery as a precedent. In addition, it would be durable and require less maintenance than plastic, wood or metal. An example of the recommended type and style of this sign is provided below.

Example of signage for the corner of 120th Ave. and Huron St.

TATANKA HISTORICAL ASSOCIATES, INC.
BRINGING THE PAST TO LIFE

SITE INTERPRETATION

Marking the Historic Location of Wesley Chapel

Although the southern area of the property is known to have contained the Wesley Chapel, its exact location is no longer clear. While it is known to have rested in the open space directly south of the graveyard, marking its precise location at this time is not possible. Anecdotally, the chapel appears to have been situated in the south-central area of the property, with a horse shed to the east. While a few historic photographs of the chapel exist today, these show only the building itself. The graveyard, adjacent roadway, horse shed, and other area features cannot be seen. Future archaeological investigation may answer the question of the chapel's location. However until an archaeological study is completed, or additional historic photography found, speculative marking of the chapel's footprint is discouraged.

Interpretive Options

Sensitively designed (in scale and materials) interpretive features may be added to the non-historic northern area of the property without impacting the historic graveyard. For example, the proposed shelter adjacent to the parking lot could contain signage providing information about the cemetery's history utilizing a combination of text and historic photos. A walking tour brochure, available either at the shelter or the entry gate, would allow visitors to learn about the historic graveyard in greater detail. The installation of interpretive markers within the burial area would be intrusive no matter how well they were designed, and is not recommended. Finally, it is recommended that the city place the local landmark nomination, this preservation plan, and other interpretive materials onto its website for public access.

LANDSCAPING & SITE MAINTENANCE

PERIMETER SIDEWALKS

A question has been raised about the possibility of changing the perimeter's currently attached street sidewalks to detached walks with a tree lawn. This would certainly meet City of Westminster standard development requirements and provide for a more pleasant pedestrian experience along W. 120th Ave. and Huron St. However, this approach is not recommended because of the potential for negative impact to the historic cemetery. Along the southern and western edges of the site in particular, the elevations would need to be changed to

accommodate detached sidewalks, resulting in re-grading and an intrusion into the site. Street widening and the installation of sidewalks have already tightened the perimeter of the cemetery to a minimum and the creation of detached sidewalks would further restrict the site. In addition, a number of burials are located along the western edge of the graveyard and these should not be moved to install detached sidewalks or for any other reason.

THE NORTHERN AREA OF THE PROPERTY

While the northern non-historic area of the site is open to some changes, these should be completed with sensitivity to the fact that this area will serve as the gateway to the adjacent cemetery. The city should be careful not to overdo changes to this area in the future. Currently there are no plans to turn the northern area of the property into a park site, and no such plans are recommended.

The entire northwestern quadrant of the property is recommended to remain in an open non-irrigated prairie grass condition. New plantings are proposed along the entry drive and surrounding the parking/shelter/interpretive area in the non-historic northeastern area of the site. At this location, a few trees and shrubs, especially native varieties, could be planted to provide shade and promote its use as a picnic area, a common historic use of cemeteries. The grounds surrounding the shelter could also be planted with a garden highlighting historic plant varieties such as hollyhocks, roses, lilacs and serviceberry bushes. This would make the shelter and its interpretive materials more inviting to the public.

Additional plantings are proposed along the east property line to act as a visual barrier to the adjacent commercial development. The gas valve house located in the northeast corner of the site must remain in place. However, this can be more effectively hidden from view, or made less visually intrusive, by installing barrier plantings around its southern and western perimeters.

THE HISTORIC BURIAL AREA

Landscaping issues within the historic burial area are somewhat limited because few changes appear to have occurred there over the past century. The two large cedar trees among the graves are the primary historic plantings in the cemetery and should be left in place. However, these are threatening the headstones below with damage and need to be pruned up to approximately 4'-5' above grade as soon as possible. Any other historic plantings within the

cemetery, particularly if they may be more than fifty years old, should also remain where they are currently found. While many of the plantings located there today are relatively small, a good number will become substantially larger in the coming years. These will not only change the character of the site, but some will also overgrow the graves and disrupt headstones they were meant to shade or ornament.

In recent years, cemetery volunteers have planted a number of small evergreen trees among the historic gravesites. While they add to the greenery on the site, these are modern intrusions into the prairie cemetery, which is not known to have been historically occupied by numerous trees. Since most of these are still small enough to be transplanted, it is recommended that they be relocated to the northern, non-historic area of the property.

Trees should be transplanted by hand or through the careful use of a small tree spade. They could be clustered together in the northern area of the property, with a plaque placed nearby honoring the work of these volunteers, most of them descendants of those buried in the cemetery. This would be an appropriate way to thank them for their dedication to the site over the decades. No new permanent ornamental plants should be allowed at the gravesites.



View showing some of the newer plantings in the cemetery.

Heavy equipment should not be used in plant removal because of the close locations of most of these trees to the graves. Where trees are found to be too close to gravesites to avoid

disturbance to the graves or markers, they should be manually cut flush with the ground. Above-ground stumps should not be left throughout the cemetery. Any excavation, whether for irrigation trenching, fence footings, new planting pits, and even the removal of non-historic plantings in or close to the burial ground should be supervised by an archaeologist to avoid disturbance to, and provide appropriate documentation of, historic features.

The large cottonwood stump located near the historic irrigation ditch along the east edge of the site should remain in place as a visual indication of the ditch and its associated natural vegetation.

Recommended treatment of the graves is addressed on the individual forms that accompany this report. The graves themselves, along with all associated headstones, footstones, coping, fencing, and other features are the most important historic resources in the cemetery. As such, they should be treated with respect for the deceased and their families. In addition, all future maintenance and preservation activities should be handled with respect for the graves and their surroundings as important historic resources.

GENERAL LANDSCAPE MAINTENANCE

As mentioned previously, a neglected site encourages vandalism by appearing to be unimportant and forgotten, while a maintained site creates the image of being cared for. The City of Westminster Parks Division is expected to be the agency responsible for the regular maintenance of this site. All parks personnel involved with the site should be provided with a copy of this document and briefed on the proper care of the cemetery and its resources.

The existing dryland prairie grass should remain intact and undisturbed throughout the southern half of the property, particularly to the south of the ditch line. In addition, the low ridge that marks the ditch's historic location should not be raised or leveled and should be left visible even though it is receding into the surrounding ground. Disturbance of the grounds for interpretive features and perimeter fencing shall be limited to avoid damage to historic elements. Care should also be taken to ensure that areas containing unmarked graves and the former site of the Wesley Chapel remain intact unless archaeological investigation is planned. Archaeological oversight of any future projects that break the surface of the soil in the southern area of the site will be important due to the probability of the discovery of artifacts.

Since no turf irrigation is recommended for the site, seed species for restoration of the prairie grass should be selected based upon the current soil conditions to help ensure successful establishment. Soil samples from a minimum of two locations requiring reseeding should be analyzed by a soil testing laboratory and final seed mixtures determined based upon this analysis. Seed species should also be selected to maintain the native short grass prairie that would have historically been present on the site.

Prairie turf throughout the entire site should be mowed regularly to maintain the visibility of the grave markers. The prairie grass does not need to be highly manicured, as would an irrigated lawn. Mowing height should be higher than that of bluegrass turf at 3" minimum. Monthly mowing may be sufficient to maintain a low prairie, but not overly manicured, appearance. However, the frequency of mowing will depend upon precipitation during the growing season.

Some of the gravemarkers, as well as footstones and other features, are quite low to the ground and special attention will be required to keep them visible. Those that are sinking should be raised and leveled by a monument conservator. Damage to some of the stones from what appears to be mowing operations has been noted on the site. This type of impact must be avoided, and operators of mowing and trimming equipment should be instructed in proper techniques for maintaining the site without impacting the stonework and other historic features. Paramount in importance is that maintenance personnel, including temporary contractors, be instructed to avoid any work that would hit the stones. Even weed-cutters using spinning nylon cord should be used in such a way that they touch the stones as little as possible.

While granite is somewhat less prone to damage, the softer concrete, sandstone and marble markers are particularly susceptible to impact from harsh techniques and repeated impact over time. Falling stones of any kind are prone to chip or even break and care must be taken to avoid knocking stones over. Some of the stonework along the western edge of the site was damaged years ago by what appears to have been an auto that left the road along Huron St. This type of occurrence will be much less likely in the future with the presence of adequate fencing along the site's perimeter.

Additional maintenance measures specific to the historic nature of the site are outlined below. These primarily relate, however, to proper and sensitive care of the southern historic graveyard area of the property.

- No herbicides should be used in any part of the cemetery, as some of their chemicals may damage stonework.
- Fertilizers should not be spread widely to maintain or enhance plant health. If fertilizers are needed for those plants intentionally placed in the cemetery, they should be applied only to the plants themselves since some ingredients in fertilizers may damage stonework.
- Gravemarkers, footstones, fencing, coping stones, ornamental concretework and other features should not be relocated to accommodate tree or shrub growth or to make mowing or other maintenance activities easier.
- Invasive, non-native plant species should be removed as soon as they are noticed.
- Other than for specified restoration work, the stonework, metalwork, and any other historic (or possibly historic) items should not be moved or removed from the site. Items that appear random may actually mark a grave and moving them erases evidence of the grave's location.
- Repairs and cleaning of damaged stonework and metalwork should be handled by experienced restoration experts. Volunteer restoration projects, unless supervised by a restoration professional, are not acceptable and in some cases result in irreversible damage.
- No work of any kind should be done on the site without the prior knowledge and participation of appropriate staff with the City of Westminster.

FUTURE BURIALS

A small number of the burial plots that remain on the site are owned by living family members of individuals interred in the Wesley Chapel Cemetery. It is wholly appropriate for family members holding title to gravesites to be buried in these locations. However, the City of Westminster has decided that no new burials beyond those with direct family connections be allowed in the future.

ADDITIONAL GUIDELINES

SECURITY

- Maintain the site so the public can see that it is being watched over and cared for.
- Request routine police drive-bys at various times of day and night to check on the site.
- Notify the police of any suspicious activity, vandalism or theft at the site so they can be aware of a need for heightened security and patrols

- Ask neighboring residents and business owners to help keep an eye on the site.
- Keep the public aware of the site through periodic newspaper articles.
- Notify the press if vandalism or theft occurs. This will remind the public that the site is cared for and will recruit additional eyes to keep watch over the cemetery. In addition, the public may be able to help retrieve an artifact if it is found somewhere.
- If items are stolen, notify area antique dealers so they will be aware of the theft in case an attempt is made to sell the artifacts.

RESTORATION

A variety of materials on the subject of cemetery restoration are available online. The non-profit Chicora Foundation maintains a website that provides excellent guidelines for the cleaning and maintenance of cemetery stonework and ironwork. Links to these pages are as follows:

- <http://chicora.org/resetting.htm>
- http://chicora.org/cemetery_fences.htm
- <http://chicora.org/cleaning.htm>

Additional restoration guidelines applicable to western cemeteries can be found online through the Texas Historical Commission website (www.thc.state.tx.us/publications/guidelines).

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Historic Landmark Board of Westminster, Colorado

Bylaws

Amended 6/5/2018

A. Membership.

1. The Board shall consist of five to seven members, as appointed by City Council. Up to two alternate members may be appointed by the City Council.
2. Boardmember terms shall be staggered and shall be of at least one year in duration.
3. At least 40 percent of the boardmembers shall be professionals in preservation-related disciplines as described in the Colorado Historical Society Certified Local Government Handbook. Information on the credentials of the boardmembers shall be kept on file for public inspection.
4. Alternate members shall serve as full members of the Board with the exception that they shall not vote on an application except in the absence of a regular member, in which case the chair shall designate an alternate member to sit in the stead of the absent regular member. If an alternate member hears an application at a public hearing and the hearing is then continued to another date, the alternate shall continue to sit as a voting member on the application unless the absent regular member listens to the recordings of all prior public hearing testimony and reviews all documents submitted in support of the application.
5. The Board may invite persons to participate on the Board as ex-officio, non-voting members.

B. Officers.

1. The Board shall elect a chair, a vice-chair, and a secretary by written or voice vote, at the discretion of the Board. The Chair and Vice-chair shall be regular members of the Board. The Secretary may be a regular or alternate member of the Board or a City staff member.
2. Other officers may be selected at the discretion of the Board. The appointment or election of other officers shall be noted in the Board's meeting minutes.
3. The Board Chair shall perform duties designated by the Board, including:
 - (a) preside over regular and special meetings and conduct public hearings pursuant to the procedures established by the Board,
 - (b) coordinate with City Staff to establish an agenda prior to each meeting,
 - (c) appoint committees as desired by the Board,
 - (d) other duties as established from time to time by the Board.

4. The Board Vice-Chair shall perform the duties of the Chair if the Chair is unable, due to vacancy, absence or illness, to perform such duties.

5. The Board Secretary shall perform duties designated by the Board, including:

(a) oversight of the Board's record-keeping requirements as required by law and Certified Local Government requirements, including attendance, training, and submission of an annual report and meeting minutes to the Colorado Historical Society,

(b) official correspondence of the Board,

(c) oversight of notice requirements for meetings and public hearings,

(d) coordinate with City staff to maintain a complete file of applications submitted to the board and related documentation, including agenda memos, staff recommendations, public hearing records (including record of testimony and evidence), and Board and City Council decisions.

6. Officers shall be elected at the first Board meeting in January or as soon thereafter as is feasible. Officer vacancies shall be filled by the Board at the next regular Board meeting after notice of the vacancy is received by the Chair.

7. If both the Chair and Vice-Chair are absent and the Board must act on a matter before the Board, the City staff shall call the Board to order and call roll. If a quorum is present, the Board may proceed to elect by majority vote a Chair of the meeting who will act until the Chair or Vice-Chair is available.

C. Meeting Time and Location.

1. Meetings shall be held at regular intervals at least quarterly.

2. The regular meeting of the Board shall be the ~~first Tuesday~~ **fourth Wednesday** of each month at 7:00 p.m. Meetings shall normally be conducted at Westminster City Hall, 4800 West 92nd Avenue, unless the Board designates another location for a particular meeting.

3. Work sessions may be scheduled at the discretion of the Board and shall be open to the public unless local, state or federal law provides a basis for all or part of a meeting to be an executive session.

4. If Board agenda items cannot be completed on the night of a regular meeting, the Board may continue agenda items to the next regular meeting or, in its discretion, it may schedule a special meeting prior to the next regular meeting in order to complete the agenda or to consider any other matters that require action prior to the next regular meeting.

5. A special meeting may also be scheduled by the Chair upon request of at least two members.

6. Notice of Board meetings shall be posted on the City website and publicized in

such other manner as may be directed by the Board from time to time.

7. Meetings may be cancelled by City staff, in consultation with the Chair or Vice-Chair, upon email or telephone notice to all regular and alternate Boardmembers and by posting a notice on the front door of City Hall (or the location of the cancelled meeting) to advise citizens of the cancellation.

D. Meeting attendance.

1. All regular and alternate members shall attend all regular meetings, special meetings and work sessions, unless excused by illness, travel away from the Denver metropolitan area, or family or work-related emergency.

2. The Secretary shall record attendance at all Board meetings.

3. Boardmembers shall notify the Chair, the Secretary or City staff in advance of a meeting in the event the member is unable to attend.

E. Conduct of meetings.

1. Meeting agendas shall be prepared by the Chair and City staff prior to each regular public meeting. The order of business shall include roll call, approval of previous meeting minutes, public hearings on applications submitted to the Board, consideration of new business, consideration of old business, comments on other matters by members of the public, and comments on other matters by Boardmembers.

2. Meetings shall be electronically recorded, and City staff shall keep a permanent file of all documents submitted to the Board in support of an application.

3. A regular or special meeting must have a quorum present for purposes of voting on a matter to be decided by the Board. A quorum shall consist of 50 percent or more of the number of sitting regular members. Alternate members may sit as regular members for purposes of counting a quorum.

4. All meetings, meeting minutes and records of the Board shall be available and open to the public with the following exceptions:

(a) Documents that are not open records pursuant to state law,

(b) Information in documents or heard in meetings shall not be open to the public if public disclosure could result in a substantial risk of harm, theft or destruction to historic or archeological resources.

5. Public hearings shall be considered quasi-judicial and be conducted pursuant to Roberts' Rules of Order, unless other rules of order are established in these bylaws. Meetings other than quasi-judicial hearings shall be presided over by the Chair, pursuant to such rules of order or informality chosen to be implemented by the Board.

6. A Boardmember shall abstain from deliberating or voting on an application in which the member has a direct financial interest or a close family relationship with an applicant that impacts, or would appear to the general public to impact, the ability of the member to act impartially on the application.

F. Certified Local Government requirements.

1. Meeting minutes shall be forwarded to the State Historic Preservation Office (SHPO) at the same time they are approved by the Board.

2. An Annual Report of the Board's activities shall be submitted to the SHPO, including, at a minimum, the number and types of cases reviewed and their dispositions, new designations made, progress on survey activities, educational activities, and credentials of new Boardmembers and staff (if any).

3. At least one Boardmember shall attend an SHPO-approved educational session each year.

4. All survey and planning activities as well as other preservation responsibilities shall be carried out in a manner consistent with the state's historic preservation planning process.

G. Bylaw Amendment. Bylaws may be amended or added at any regular or special meeting upon motion and majority vote of a quorum of the Board.

4. b) CONSIDERATION OF OLD BUSINESS – June 5, 2018

UPDATES ON:
CITY-OWNED HISTORIC PROPERTIES

a) Bowles House at 3924 West 72nd Avenue

1. The old shops near the Bowles House have been removed and the historic viewshed on 72nd has been restored. The Open Space Division will reseed the site and a playground will be constructed in the future (3-23-2018)
2. Shoenberg farm equipment relocated from adjacent City property adjacent to, and west of the Bowles House to the Bowles House lot. Signage reinstalled, irrigation heads relocated, and bark mulched area for display prepared (10-17)
3. Repairs to damage of landscape and irrigation complete (9-1-15)
4. Gutter installation in September (9-1-15)
5. Soffit repair complete (7-15-15)
6. Plans for soffit repair and gutter installation received (12-11-14)
7. Contract commencement for soffit repair and gutter replacement. (12-2-14)
8. Notification of award of grant for Bowles House soffit repair and gutter replacement. (6-3-14)
9. Certificate of Historic Appropriateness for soffit repair and gutter replacement to be reviewed at a public hearing on 6-3-14. (5-29-14)
10. Grant application for Bowles soffit and gutter repair reviewed by HLB 3-4-14. Resolution for support reviewed by HLB. Grant application due April 1, 2014. (3-4-14)
11. New fence and arch gate and landscape wall repair at north side of parking lot complete (5-21-13)
12. East Porch and wall crack repair complete (5-1-12)
13. North porch repairs complete, includes repointing east chimney (5-1-12)
14. Landscaping trimmed and groomed (9-4-12)
15. Soffit deterioration repair complete (12-4-12)

b) Semper/Allison Farm at 6785 West 92nd Avenue

1. Discussion to add a trellis/arch to the garden plot area of the farm. Parks and Open Space Division has put the trellis/arch on hold until there is a better idea of the direction for the Semper Farm (10-29-15)
2. Discussion of security issues and need for reviewing this (8-19-15)
3. Semper/Allison 3-car stall garage public hearing review for Certificate of Historic Appropriateness for proposed demolition (1-6-15)
4. Semper signs installed and site groomed in July – August, 2014 (12-2-14)
5. The Semper signs are complete and will be installed the second week of June. Parks has been great in working to get a trail in place. Presently, they have mowed them in and will spray to kill the grass, and then by early fall they are looking to have a volunteer open space project to finish the trail with crusher fines. (6-3-14)
6. Proposed informational panels reviewed by the HLB on 3-4-14. (5-29-14)

7. Notice that grant for barn rehab not awarded. (9-3-13)
8. Grant application submitted to the State Historic Fund April 1, 2013. Funding is sought for the repair and stabilization of the Semper/Allison barn. HLB reviewed proposal 3-5-13. Notice of grant award by August 1, 2013 (5-21-13)
9. Grant application submitted November 15, 2012 to add informational signage at the Semper Farm. Grant awarded, and contract negotiations and sign review in process. (3-4-14)
10. The non-profit Rocky Mountain Land Library is interested in the Semper farmhouse as a site for their collection. Meeting held on August 27, 2012. Decision of land library later in 2012. Decision delayed to early 2013. (3-5-13)
11. The Semper Farm Master Plan continues to evolve. Staff met to review next steps. (3-5-13)
12. In 2009 there was damage to the stucco and roof shingles on the restored 1960 well pump house, and; flagstone patio damage adjacent to the 1880's well. Repairs have not been completed. (8-7-12)

c) Shoenberg Farm at 7231 Sheridan Boulevard

1. Concrete Silo
 - i. Rehab work on the concrete silo is complete. (5-1-12)
2. Wood silo
 - i. Roof repair, repainting, wood repairs/replacement, and tree at foundation removed (2-26-18)
 - ii. Certificate of Historic Appropriateness hearing (10-3-17)
 - iii. No change in status (5-1-12)
3. Farmhouse
 - i. Agreement with City Engineering Staff and SHF to mothball the structure (10-4-17)
 - ii. No change in status (5-1-12)
4. Barn
 - i. In November Westminster Historic Society and Fire Department volunteers moved numerous boxes and artifacts of Shoenberg history into the barn. (12-1-15)
 - ii. The City has prepared a draft landscape and parking plan for the area west of the barn. The City has commissioned basic cost estimates for installing utilities, bathrooms and minor interior finish for potential office or restaurant use. The estimates and the landscape plan will be used to market the site to potential users. (8-7-12)
5. Pumphouse/Generator building
 - i. Rehab continues; new foundation is being poured, roof will be repaired, door to be replaced. (2-26-18)
 - ii. Certificate of Historic Appropriateness hearing (10-3-17)
6. Garage
 - i. Agreement with City Engineering Staff and SHF to mothball the structure (10-4-17)
 - ii. Apartment north door on the upper level has been repaired and secured (5-21-13)
7. Milk House
 - i. Rehabilitation complete. (5-2-17)

- ii. Stabilization of south wall necessary. Foundation stabilization costs have exceeded budget. Request to City Council in August to allocate funds for extra costs for milk house improvements. (8-2-16)
 - iii. Rehabilitation underway: foundation stabilization in progress; roof replacement in progress; window rehabilitation in progress. (6-7-16)
 - iv. Contracts for foundation stabilization to be approved by City Council 4- 16, and work to begin end of April, 2016. Two contracts for foundation work will total \$232,673. Construction fence has been installed. (4-5- 16)
 - v. Project manager has scheduled concrete work in Spring of 2016. SHF staff agreed to extend contract due to difficulty of finding sub-contractors willing to do small projects. (8-27-15)
 - vi. Bids received in June, 2014 rejected as too high. Bid proposal reissued in August and no bids received. SHF will allow Staff to act as contractor and coordinate sub-contracts to complete the rehabilitation. Contract extended to June 2015. (12-2-14)
 - vii. Bids are due in mid-June, contract negotiations the following month, construction anticipated to begin in August, 2014. (6-3-14)
 - viii. Notice on February 3, 2014 that grant for window and roof repair not awarded. (3-4-14)
 - ix. A grant application was submitted to the State Historic Fund October 1, 2013. Funding is sought for window repair and roof repair. HLB reviewed the proposal 3-5-13. Grant notification by February1, 2014 (12-3-13)
 - x. Notice on June 1, 2013 that grant for window and roof repair not awarded. (9-3-13)
 - xi. A grant application was submitted to the State Historic Fund April 1, 2013. Funding is sought for window repair and roof repair. HLB reviewed the proposal 3-5-13. Grant notification by June 1, 2013 (5-21- 13)
 - xii. A grant application was submitted to the State Historic Fund on April 1, 2012 to seek funding for partial rehabilitation of the Milk House. On August 20, 2012 the City learned that a partial grant was awarded. Contract with the State Historic Fund is in place. Rehabilitation anticipated to start in Summer, 2014. Request for bids to be issued April, 2014. (3-4-14)
 - xiii. Windows boarded on the Milk House, the farmhouse, and the pumphouse/generator building. (12-4-12)
- 8. Quonset demolished by Tepper family. (12-3-13)
 - 9. Truck repair shop and milk processing plant demolished by Tepper family. Land is still owned by the original landowner, the Tepper family. Land is now vacant. (8-2-16)

d) Church's Stage Stop Well at 10395 Wadsworth Boulevard

- 1. Recognized as a Jefferson County historic landmark on October 22, 2015. (12- 1-15)
- 2. Review by City's Historic Landmark Board of nomination as a Jefferson County Historic Landmark. (9-1-15)
- 3. The HLB nominated this site as a Jefferson County historic landmark at their 6- 4-13 meeting. (9-3-13).

4. A historic plaque was installed at the site in April, 2012. (5-1-12)
- e) Westminster's First Town Hall at 3924 West 72nd Avenue
 1. New roof completed (10-3-17)
 2. Temporary roof repair due to animal damage (5-2-17)
 3. Repairs to the roof in September, 2014, and May, 2015 due to damage by raccoon (9-1-15)
 4. No change in status (8-7-12)
 - f) Marion Barn at SWC 120th & Pecos Street
 1. HLB recommended designation as a local historic landmark on December 4, 2012. City Council designated as a local historic landmark on January 14, 2013 (3-5-13)
 - g) Wesley Chapel Cemetery at NEC 120th Avenue and Huron Street
 1. Annual Wesley Chapel Cemetery Association Board meeting held April 14, 2018 (4-14-18)
 2. Additional family information for one of the plots has been received and added to the other documentation of persons buried there (5-21-13)
 3. The Cemetery Board annual meeting was held April, 2013 (5-21-13)
 4. A brochure has been completed (5-1-12)
 5. Documentation of the individuals buried in the cemetery is complete (5-1-12)
 - h) Lower Church Lake Barn and Silo at 10850 Wadsworth Boulevard
 1. No change in status. (8-7-12)
 - i) Rodeo Market at 3915 West 73rd Avenue
 1. The building continues to be used as an art center (5-1-12)

HISTORIC PROPERTY OWNED JOINTLY WITH THE CITY AND COUNTY OF BROOMFIELD

- j) Metzger Farm at 12080 Lowell Boulevard
 1. Restoration and stabilization work continues. City Council approved an IGA between Westminster, the City and County of Broomfield, and the Broomfield- Westminster Open Space Foundation for the use of grant funds to complete the restoration of the property (1-22-18)
 2. Engineer the building stabilization for the caretaker house, equipment shed and main house front porch, caretaker house lead paint and asbestos abatement and stabilization (2016-2018).
 3. Section 106 Determination of Effect for drainage and trail section at the southeast part of the Farm site. Comments due January 29, 2015 (12-30-15)
 4. New roofs for main house and caretaker house, equipment shed, and main house front porch completed (2014)
 5. Section 106 review for Nissen Channel Improvements. City letter of support on 10-22-14 (12-2-14)
 6. Listed by the US Department of the Interior, National Park Services on the National Register of Historic Places on March 20th, 2013. (5-21-13)

7. Nomination reviewed and supported by the HLB on 9-4-12 (3-5-13)

NON-CITY-OWNED DESIGNATED HISTORIC PROPERTIES

- k) Harris Park School at 7200 Lowell Boulevard (designated landmark)
 1. Open house for Westminster History Research Center held 12-3-13 (12-3-13)
 2. Adams County School District 50 has discussed funding a "Westminster History Research Center" to be located in this building. School Board member Marilyn Flachman is main contact for this (3-5-13)
- l) Union High School at 3455 West 72nd Avenue (designated landmark)
 1. The building is owned by Adams County School District 50 (12-3-13)
- m) Westminster Grange Hall at 3935 West 73rd Avenue
 1. The building continues to be used for Grange events. (5-1-12)
- n) Penguin Building at 7265 -7269 Lowell Boulevard
 1. Discussion of status of attached garage inconclusive (5-2-17)
 2. Buildings adjacent demolished in November, 2015 (12-1-15)
 3. Discussion of structural concerns with City Development Review Committee on 10-3-14 (12-2-14)
 4. HLB discussion of repairs to Lowell Street façade, and addition of awnings (8- 7-12)
- o) Red & White Grocery at 3947-3949 West 73rd Avenue
 1. HLB discussion of 73rd Avenue façade (8-7-12)
- p) Savery Savory Mushroom Farm Water Tower at 110th & Federal Boulevard – at the east side of Federal
 1. City discussion with Savory Farms HOA of access to base of site (8-7-12)
- q) Margaret O’Gorman House at 8189 Irving Street
 1. The current owner has listed the house for sale and featured the historic significance of the house in the listing
- r) Gregory House Residence at 8140 Lowell Boulevard
 1. No change in status (9-3-13)
- s) Merton and Mary Williams Residence at 7337 Wilson Court
 1. No change in status (9-3-13)
- t) Perry House Residence at 4199 West 76th Avenue
 1. No change in status (9-3-13)
- u) Henry House Residence at 7319 Orchard Court
 1. No change in status (9-3-13)
- v) Union High School at 3455 West 72nd Avenue

1. No change in status (9-3-13)

HISTORIC PROPERTIES NOT IN THE CITY OF WESTMINSTER

w) Mandalay School – (Not a designated historic property)

1. Needs assessment complete and approved November, 2015 (12-1-15)
2. Site visit by City Staff and contract of city's General Services with SLATERPAULL to perform a building needs assessment (7-15)
3. Charlie Mc Kay, the owner of the Mandalay School at the southeast corner of Wadsworth Boulevard and 103rd Avenue has initiated discussion with the City to donate the land and the building to the City (5-29-14)
4. The City Manager has authorized staff to proceed with discussions for the acquisition
5. If the City accepts the property there are several actions needed that include:
 - i. Annexation into the City of Westminster
 - ii. Designation of a land use for the Comprehensive Land Use Plan (CLUP)
 - iii. Approval of a Preliminary Development Plan (PDP) that shows the zoning
 - iv. Approval of an Official Development Plan (ODP) that shows the site plan and the building elevations
 - v. Designation of the site as a local historic landmark

x) Pillar of Fire (Westminster University) at 3450 West 83rd Avenue

1. No change in status. (12-4-12)