



WESTMINSTER

Historic Landmark Board Meeting Agenda October 23, 2024 7 p.m.

In-Person

City of Westminster
4800 West 92nd Avenue – Westminster, CO 80031
Parks, Recreation and Libraries Lower Level
Multi-Purpose Room/Colorado River Conference Room

Virtual

Join on your computer, mobile app or room device

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Meeting ID: 230 063 443 407

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1) ROLL CALL

2) MINUTES OF PRECEDING MEETINGS

a) July 24, 2024 – see attached.

3) NEW BUSINESS

a) Election of Officers

The Bylaws of the Historic Landmark Board state that officers shall be elected at the first Board meeting in January or as soon thereafter as is feasible.

As this is the last regular meeting of the Board until the January 2025 meeting, the Chair and Vice Chair nominees should be identified at the October meeting so that the slate of candidates can be voted upon at the January 2025 meeting.

b) Shoenberg Farm Update – Certificate of Historical Appropriateness

c) Tour of Historic Landmarks – Reschedule to Early 2024

d) Vandalism at Original Town Hall – Designated Historic Landmark

e) Grant Applications: Historic Landmark Survey and Projects

Status:

- Competitive Mini Grant – up to \$50,000 with a 25% match. Next grant cycle opens in early 2025 with Letters of Intent due in January 2025. The submission deadline is April 1, 2025. The Letter of Intent that the Board worked on over the summer has been completed and can be submitted for the 2025 grant application cycle.
- Non-Competitive Planning and Survey Plan Grants
Funding is currently available and can supplement the work of the Competitive Mini Grant. These grants can be used re-evaluate the city's existing survey plan and guide priorities for future survey projects. The award is for up to \$15,000 with a 10% required match. The standard scope of work for the survey plan grant is attached. Winter Roybal and Jenny Deichman would be happy to meet and discuss this opportunity with the Board members.

4) OLD BUSINESS

a) 2024-2025 Annual Goals and Work Program

Based on the work of the Historic Landmark Board, the attached goals are provided for additional discussion. Upon acceptance, these will be forwarded to the City Clerk.

b) 2024 Westminster History Tours - Summary

The 2024 History Tours were a success and are summarized below:

June 8, 2024

10:00 AM – 1:00 PM

Meet – Westminster History Center, 7200 Lowell Blvd

Topic: Prehistoric Footsteps

Tour Lead: Linda Graybeal

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

Attendance: 20

July 20, 2024

10:00 AM – 1:00 PM

Meet – Westminster History Center, 7200 Lowell Blvd

Topic: Founding Families

Tour Leads: Mary Oswell and Linda Graybeal

Explore the early history of the founding families of Westminster including the Bowles, the DeSpains, the Sempers, and the Churches. We'll walk the areas of the Old Wagon Road, Semper Farm, Mandalay School, Church Ranch Barn, and the Bowles House.

Attendance: 20

August 10, 2024

10:00 AM – 1:00 PM

Meet – Westminster History Center, 7200 Lowell Blvd

Topic: Historic Streets and Parks

Tour Leads: Alana Mace and David Benson

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

Attendance: 18

September 21, 2024

10:00 AM – 1:00 PM

Meet – Westminster History Center, 7200 Lowell Blvd

Topic: Cultural Connections

Tour Leads: Keith Teeter and Kristy Gotham

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

Attendance: 14

5) OTHER BUSINESS

a) Funding and Education Opportunities

The Certified Local Government General Grant Application for FY 2025 is now open.

- Applications available - October 1, 2024
- CLG Webinar on CLG Grants - October 16, 2024 at 12:00 noon
([Registration Link](#))
- Drafts Due - December 9, 2024 by the end of the day
Draft submission is recommended but not required. Please email them to Lindsey at lindsey.flewelling@state.co.us
- Application Deadline - January 15, 2025 at 12:00 noon
Please email them directly to lindsey.flewelling@state.co.us. Recommend that a read receipt is enabled to ensure that application is received.
- Award Notification (anticipated): March 3, 2025

Application Materials:

[CLG Grant Application FY 2025](#)

[CLG Subgrant Program Manual FY 2025](#)

[CLG Grant Website](#)

Additional Funding Opportunities

[Revitalizing Main Streets: Small Multimodal and Economic Resiliency Projects Grants](#)

(CDOT) – due October 30 and December 18

[Save America's Treasures \(NPS\)](#) – due Fall 2024 (date to be announced)

[Semiquincentennial Grants \(NPS\)](#) – due Fall 2024 (date to be announced)

[Paul Bruhn Historic Revitalization Grants \(NPS\)](#) – due Winter 2024/25 (date to be announced)

[Certified Local Government Grants \(History Colorado\)](#) – due January 15

[State Historical Fund Grants \(History Colorado\)](#) – due April 1 for General and Mini Grants. A Letter of Intent process is required prior to application submittal. Non-competitive grants are accepted on a rolling basis year-round.

Education/Training Opportunities

All education and training opportunities listed below meet the CLG requirement for at least one historic preservation commission member to attend a SHPO-approved training each year. Please keep note for your Annual Reports!

CLG Webinar: CLG Grants (History Colorado)

October 16 at 12:00 noon online - [Registration Link](#)

Learn how to develop a successful CLG grant project and the steps for preparing a great grant application. The administration of CLG grants will also be discussed.

PastForward (National Trust for Historic Preservation)

October 28-30 in New Orleans - [Registration Link](#)

PastForward is the annual conference of the National Trust for Historic Preservation. This year's conference will celebrate the 75th anniversary of the National Trust.

Additional Items of Interest

[The Leadville Herald Democrat has a nice article](#) out on a tax credit workshop presented by History Colorado's Tax Credit and Incentives Specialist, Sara Kappel, in conjunction with Leadville's Historic Preservation Commission, in September. If you are interested in a similar workshop in your local area, please reach out to me or Sara!

[National Park Service has gathered their resources](#) on Sustainability, Energy Efficiency, Resilience & Historic Buildings all on one webpage, which also includes case studies of adaptive reuse projects around the country.

[The National Disaster Recovery Framework](#) from FEMA is out for public comment. The National Disaster Recovery Framework outlines the federal government's roles and responsibilities for organizing and deploying disaster recovery assistance. It emphasizes the importance of community-driven, locally-defined goals to foster effective collaboration among federal agencies and State, Local, Territorial, and Tribal partners. This update incorporates best practices and practical examples to help recovery practitioners to successfully plan and lead their recovery operations effectively and equitably. [Comments may be submitted through fema.gov](#) through October 23rd.

b) Other Updates – Historic Landmark Board Members

c) Meeting Schedule for 2025

The Historic Landmark meets a minimum of four times a year on the fourth Wednesday of the month – January, April, July, and October. Additional meetings can be scheduled at the Board's discretion.

January 22, 2025

April 23, 2025

July 23, 2025
October 22, 2025

6) **ADJOURN**



WESTMINSTER

Historic Landmark Board – Hybrid Meeting Minutes July 24, 2024

The meeting of the Historic Landmark Board was called to order at 7:03 p.m. by Alana Mace, Board Chair. The meeting was held in a hybrid format via Teams.

1. ROLL CALL

Board members present at roll call: Alana Mace (Chair, Ashley Burns (alt), Linda Graybeal, Mary Oswell, Kathy Pascoe. Keith Teeter (Vice Chair). Excused: David Benson and Kristy Gotham

Also present were Councillor Kristine Ireland, Council liaison to the Historic Landmark Board, Staff Liaison Kate Cooke, Cultural Affairs Coordinator.

2. CONSIDERATION OF THE MINUTES

Alana Mace presented the April 24, 2024 meeting minutes to the Board members and asked for any questions or discussion. There was no discussion. Mary Oswell moved to adopt. Kathy Pascoe offered the second. The motion passed unanimously.

3. NEW BUSINESS

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

The Historic Landmark Board had several work sessions related to the development of the grant application materials. Pursuant to this work, Alana created a google doc for the Letter of Intent and asked for help from Board members to assist in the writing of the grant applications for the Competitive Survey Plan Grant and the Historic Resources/Context Survey Grant. An additional meeting was set for August 28th to discuss the final version of the letter of intent.

Mary Oswell noted that a digital file system be created for the grant application process to facilitate these efforts in the future. Kate said that she has created a folder specifically for grant applications in the main file for historic preservation.

b. New City Website

Mary noted the need to ensure that web resources related to historic preservation are preserved as the City migrates to a new website.

The Board members asked that a link be established to the Westminster Historical Society.

Kate said that she will monitor the web migration process to ensure that links and data are not lost.

c. 2024 Historic Landmark Board Goals

The Board briefly discussed their 2024 – 2025 goals. The grant applications and associated work will comprise new work elements. The board discussed continuing the historic tours. This item will be discussed at the October 23, 2024 meeting.

d. Digital Walking Tour

Kate noted that the City's IT Department has worked on updating the digital historic walking tour that was originally developed through a grant obtained from the Colorado State Department of Local Affairs. A virtual meeting was set up for August 7th for the staff members to present the updated walking tour.

4. CONSIDERATION OF OLD BUSINESS

a. 2024 History Tours

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

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10:00 AM – 1:00 PM

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

Alana asked for volunteers to help scope and organize the tours. Linda volunteered for the June tour, Mary volunteered for the July tour and Linda offered to help. Alana and David volunteered for the August tour. Kristy and Keith volunteered for the September tour.

The group agreed to meet informally on June 5th to work on the tour outlines.

b. Other Historic Landmark Board Activities

- The Westminster Historical Society will have its annual History Tea with the Legendary Ladies on October 5th.

c. Meeting Schedule for 2024

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

The next required meeting of the Historic Landmark Board will be October 23, 2024. The meeting will be held in a hybrid format.

5. OTHER BUSINESS

a. Conferences, Education, Other Updates

Kate reviewed the list of CLG trainings provided by Lindsey Flewelling, History Colorado, CLG Coordinator. She encouraged members to attend as their schedules permit and to let her know so that hours can be documented.

6. ADJOURN

There being no additional business for the Board, Chair Alana Mace I declared the meeting adjourned at 7:52 p.m.

THE WESTMINSTER HISTORIC LANDMARK BOARD

Alana Mace, Board Chair

Certificate of Historical Appropriateness
Process and Timeline for Action by the Historic Landmark Board

1. In looking at past applications for COHAs, applicants for COHAs have not come to a standing meeting of the Historic Landmark Board to make an informational presentation. They prepared their COHA application, and the public hearings were scheduled after that document was received.
2. Public Hearings for COHAs are scheduled as needed and do not have to be tied to one of the four meetings of the HLM. Four meetings per year is a minimum meeting requirement per the Ordinance. The board can meet as often as they like or need to in order to do the business associated with the Historic Preservation Ordinance.
3. The applicant should prepare their COHA application and forward that document to the Historic Landmark Board liaison. It is good to include any information related to the project. This can include letters of support from neighboring properties. The application can also include letters of support from the Colorado Historical Foundation or other funding agencies if their funding was used on a property.
4. While the residents of Westminster did vote last year (2023) to eliminate posting of public hearings in the paper of record, the City Clerk has responded that Council still wants staff to use the Westminster Window. The election allows the City to NOT to use the paper which has a cost savings and also protects the City should the paper go out of business. The City Clerk's office is working on strategies to take back to Council addressing the elimination of the notice requirement in a paper or record. For the time being, the City is still using the Westminster Window.
5. Westminster Window Publication Timing
Public hearing notices are required by the Westminster Window on Wednesdays at 3p for publication in the following Thursday's edition of the Westminster Window. The Westminster Window is published weekly and distributed every Thursday. There are modifications to this schedule to accommodate holidays e.g., Thanksgiving will have a Tuesday deadline as the paper will be published on Wednesday before Thanksgiving.
6. Since the Westminster Window is published weekly, it is prudent to publish the public hearing notice in the Westminster Window twice in order to meet the ten day notice requirements of the Ordinance (see below).
7. The staff liaison will post a sign at properties undergoing a COHA application that meets the Westminster Planning Commission Public Hearing standards. Planning staff has this template and the sign is created by the City's contract sign company. The staff liaison

posts the sign at the property on the first date that the public hearing was noticed in the Westminster Window.

8. The staff liaison posts the notice for the public hearing at City Hall on the public hearing board on the first date that the public hearing was noticed in the Westminster Window.
9. The staff liaison posts the notice for the public hearing on the webpage for the Historic Landmark Board on the first date that the public hearing was noticed in the Westminster Window.
10. At the hearing, the Historic Landmark Board will take action pursuant to the criteria set forth in the Ordinance (see below).
11. The following is the language from the city's Historic Landmark Ordinance related to COHAs:

(F) An application shall be promptly referred to the board. The board shall hold a public hearing on the proposal not less than thirty (30) days, nor more than sixty (60) days after the filing of the application to consider the adoption of the designation resolution. The hearing may be held less than thirty (30) days after submission of the application, upon mutual consent of the applicant and the board.

(G) Notice of the public hearing shall be published and posted at least ten (10) days prior to the hearing.

(H) In determining whether to issue a certificate of historic appropriateness the board shall consider:

1. The effect of the proposed change on the general architectural and/or historic character of the structure or district;
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;
3. The uniqueness of the structure and how it ties in with the history of the area;
4. The size of the structure, its setbacks, its site, location, and the appropriateness thereof, when compared to existing nearby structures and 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;
6. The effect of the proposed work on the protection, enhancement, perpetuation and use of the structure, area or district;
7. The condition of existing improvements and whether they are a hazard to the public health or safety;
8. The economic viability of maintaining the structure or area as is;
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;
10. Whether the historic character of a property is being retained and preserved;
11. Visual compatibility with designated historic structures located on the property in terms of design, finish, material, scale, mass and height. When the subject site is within a historic landmark district, the board must also find that the proposed development is visually compatible with the development on adjacent properties. For the purposes of this chapter, the term "compatible" shall mean consistent with, harmonious with, and/or enhances the mixture of complementary architectural styles either of the architecture of an individual structure or the character of the surrounding structures.

(I) Limitations On Alterations: The following criteria shall apply to all alterations or changes:

1. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
2. The removal or alteration of any historical material or distinctive features shall be avoided when possible.
3. Deteriorated historic features shall be repaired rather than replaced when possible. When 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.
4. 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.
5. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
6. New additions, exterior alterations or related new construction shall not destroy historic materials that characterize the property and shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic landmark and its environment would be unimpaired. 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.
7. All historic or contributing buildings, structures, and sites shall be recognized as products of their own time and place. Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, site or environment. These changes may have acquired significance in their own right, and shall be retained and preserved. Alterations that have no historical basis and which seek to create an earlier or non-local appearance shall be discouraged.
8. Every reasonable effort shall be made to provide a compatible use for a property that requires minimal alteration to the defining characteristics, as identified in the application for designation, of the building, structure, or site and its environment, or to use the property for its originally intended purpose.

(J) Board Action: The board shall approve or disapprove the application in whole or in part. Any decision of the board approving or disapproving a certificate of historic appropriateness shall be final in thirty (30) days. The board shall issue a Certificate of Historic Appropriateness for any proposed work on a designated historical landmark only if the board can determine that the proposed work would not detrimentally alter, destroy, or adversely affect any feature that was found by the board in the original designation to contribute to the designation of the property as a landmark.

Survey Plan Scope of Work

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

Survey Plan Outline

INTRODUCTION

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

RESULTS

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

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

RECOMMENDATIONS

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

BIBLIOGRAPHY

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

APPENDICES

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



WESTMINSTER

City of Westminster Historic Landmark Board 2024- 2025 Goals and Alignment with City of Westminster 2024 Strategic Plan

Background:

The Westminster Historic Landmark Board used the 2024 City Council Strategic Plan as a guide in the development of the 2024 – 2025 Goals for the Westminster Historic Landmark Board. The Board’s four goals were developed through a collaborative process with all members of the Historic Landmark Board in attendance.

The Guiding Principles of the 2024 Council Strategic Plan were used as a framework for the development of the goals. These guiding principles include:

- **Collaboration and Partnership**
- **Stewardship and Fiscal Responsibility**
- **Transparency and Accountability**
- **Diversity, Equity, and Inclusion**
- **Innovate and Initiate**
- **Prevention and Proactivity**
- **Sustainability and Resiliency**

The Historic Landmark Board’s goals align with the following City of Westminster 2024 Strategic Plan Strategic Priorities:

- **Strategic Priority 1: Access to Opportunity**
Advance access to opportunity and prosperity for all in Westminster through diverse housing choices, increased mobility options, safe and walkable neighborhoods, and strong social networks.
- **Strategic Priority 2: Community Empowerment and Engagement**
Enhance the sense of community and connection in Westminster through engaging methods of communication and dialogue that improve accessibility, increase understanding, and encourage participation in civic and City life.
- **Strategic Priority 3: Community Health and Safety**
Invest in innovative and collaborative approaches to provide a continuum of services that preserve, promote, and protect the health, safety, and environment of Westminster.

2024 – 2025 Historic Landmark Board Goals

The Westminster Historic Landmark Board works closely with residents and property owners to preserve and enhance the history of our community which ensures strong social networks.

The Westminster Historic Landmark Board works with state and federal agencies to ensure effective use of resources to protect and promote historic landmarks.

The Westminster Historic Landmark Board ensures a collaborative and innovative approach to historic preservation that focuses on the health, safety and enhanced sense of community in Westminster.

- **Goal One**

Increase opportunities for the presentation of historical assets to the Westminster community.

- 1.a. Identify opportunities to enhance awareness and use of historical assets.
- 1.b. Continue to offer historical events to educate the community about historical assets and to increase community connection with historical assets. Conceptual events could include tours, presentations, lectures, parade of homes, garden tours, cemetery crawls/Halloween events, historical re-enactments, etc.
- 1.c. Partner with organizations to incorporate historical aspects and information into art, theater, community events, signage, etc.
- 1.d. Use a variety of formats to present information about historical assets e.g., digital (website, etc.), print, and physical signage.

- **Goal Two**

Maintain resources of historic landmark information which includes:

- 2.a. Physical documentation including papers, photographs, etc.
- 2.b. Digital documentation of papers, photographs, grant applications, etc.
- 2.c. Coordinate with City Archivist regarding historical assets.
- 2.d. Continue to implement the historic marker program to enhance community connection to historic assets.

- **Goal Three**

Develop and maintain partnerships to protect and enhance historic landmarks and historical assets including Westminster Historical Society, History Colorado, Oregon-California Trail Association, Colorado Archaeological Society, etc.

- **Goal Four**

Research and identify historical landmark opportunities.