

Minutes, Cheyenne Historic Preservation Board Regular Meeting

Meeting Date & Time: March 12, 2024 – 6:00 pm
Meeting Place: Zoom and Council Chambers
Attendees: Cheyenne Historic Preservation Board
Ex-Officio City Council Representative (invited)
Urban Planning Office Representative (invited)

Agenda

1. Roll Call

X Milward Simpson, Chair
X Amber Conwell, Vice Chair
X Cathie Tabor-Douglas, Secretary
Gary Sims
X David Benner
X Don Herrold
X Josh Chrysler
X Elizabeth Bales
X Patrick Bustos

2. Approval of Minutes from:

Milward asked for a motion to approve the minutes from the previous meeting. Don made the motion to approve that was seconded by David. The motion passed.

3. Disclosures

Lonnie announced to the board that disclosures have been added to all agendas. This disclosure would allow any members that may be in a position where a conflict of interest could arise, that member could note that in the disclosure. This would allow members to be dismissed when this item is discussed.

4. Audience Business: Comments from the Audience (Each limited to 5 minutes, please)

No Comments.

5. Comments/Report from City Council Rep.

Councilman Richard Johnson had no comment.

6. Comments/Report from Urban Planning Office Rep.

Lonnie reported the city received a Climate Pollution Reduction Grant (CPRG). He explained that it is a 1 million dollar grant to work on the city's climate action plan.

Lonnie later shared with the board that following the Strategic Planning Meeting, he toured some of the historic homes in the Reinsford District with one of the CAPSTONE students and her subject matter expert. They are conducting a survey on historic homes in Cheyenne, this will help the board by gathering information on the preservation efforts of historic homes in Cheyenne. The object of this survey isn't to gain SHPO support but rather to allow the board to have better interpretation oh whether or not homes are contributing.

Lonnie shared he spoke with the representatives for the estate of Wanda Glenn Rice. Sometime this month they will submit paperwork for partial distribution of funds. They are working on a tax return at the moment and upon completion of that process the board is expected to receive close to 158,000 dollars to be used for the airport fountain. Milward suggested the board send a formal thank you to the family and estate manager.

7. Strategic Goals Report

Cheyenne Homes with History – Gary showed the finished version of the first sign. He said there is a plan to install the sign in May of this year.

National Register of Historic Places – Black History Cultural Survey has been submitted to the city's purchasing manager and an RFP will be sent out in the coming weeks.

Education of the Public in Historic Preservation – David reported he would like to look into getting an updated pamphlet that would include the recently designated capital north historic district. Lonnie said he would look into SHPO and their policies on using CLG funding for the pamphlets.

Ornaments – Gary reported at the time of the meeting the State Museum owes \$2000 for last year's ornaments, he spoke with a museum rep and they assured him the funds are on the way. He also said he found a recent need for the first edition of the ornaments. He has made an additional \$1400 in ornament sales. He has about 70 ornaments left that the museum is going to sell. He is working on this year's ornament which will include the state flag.

Historic Preservation Month- Milward received an email from Megan Stanfield, she is with the Alliance for Historic Wyoming. She asked what the board is doing for historic preservation month and Milward told her the board would be giving out the LeClercq Jones and Dubois awards during that time. Megan and her organization are willing to help the board with advertisement efforts and Milward would like board members to be in contact with her.

8. Old Business

Burlington Northern Sign Update – No update on this sign.

Airport Update – Lonnie reported we received grant funding, and he will be preparing an RFP which will allow us to get started on the airport historic expansion. Staff hope to have a consultant on board by the end of April. Amber reported the airport board has to see and proposed changes before approval.

Big Boy Sign Update - Lonnie reported that Sophia from the planning department has created a draft of the new proposed sign. Lonnie will be sending that draft to all board members this week for comments and approval.

DDA Meeting – Lonnie reported DDA has just finished their first phase of outreach. There is a second survey that is open to further help with data collection. DDA is reviewing old plans to use as a new plan is drafted.

Amber reported there was a walkthrough conducted at the Pumphouse. Further observation must be completed as we come up with a rehabilitation plan. In the meantime, we are looking at mothballing the building to reduce water retention.

Arboretum Update – Lonnie reported House bill 84, failed introduction today. There were 41 yays and 20 nays. The bill was 1 vote short of approval.

9. New Business

Rules of practice update- Lonnie clarified the update process for the board. He explained there has to be an administrative process, the changes have to be open for public comment for 45 days prior to voting to accepting changes. The city will post a notice in the news paper as well as make a post on the city's website to allow the public a chance to comment.

Lonnie gave a presentation explaining in further detail the proposed changes. Key highlights were the deletion of secret ballots for officer elections and the removal of demolition by neglect.

Don made a motion to allow city staff to proceed with the bylaw updating process. The motion was seconded by Cathie. The motion passed.

Strategic plan- Lonnie showed an updated strategic plan with subcommittees and goals. Milward asked the board if everyone agreed with the goals and subcommittee members. No objections.

Josh made a motion to approve the strategic plan pending updates by Lonnie and David to the education action item, amber seconded. The motion was carried a vote was taken and the motion passed passed.

Lonnie conducted annual training for the board members. He explained that there may be a digital version for the annual required training moving forward.

10. Other Business

DDA composed a survey as part of their community engagement efforts. Many residents mentioned the historical preservation of downtown as their favorite attributes of downtown. The consultants that composed the survey would like to meet with members of the Historic preservation board. They want to make sure what they are adding to the DDA plan is aligned with the Boards vision

Adjourn

Looking Ahead:

Next Board Meeting: February 13, 2024, 6 pm Next Work

Session: XXX, 2023, 5:30 pm

DRAFT