

## ANNUAL REPORT FORM

**Due Date:** DECEMBER 31

**Report Inclusion Dates:** OCTOBER 1 through SEPTEMBER 30 (federal fiscal year)

**Format:** Please use the forms on the following pages to submit annual reports.

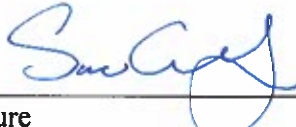
Please provide the following information with your Annual Report:

1. Signature page with signatures of all **NEWLY APPOINTED** commission members
2. Historic Preservation Commission Member Profile for all **NEWLY APPOINTED** commission members if not previously sent to SHPO.
3. An updated list of all staff support and commission members, indicating official titles or positions and current contact information
4. A certified copy of the Certified Local Government's annual budget audit report or an explanation for why it is not being provided.
5. Copies of meeting minutes if not previously sent to SHPO.
6. Documentation of training is not previously sent to SHPO.

I verify that the information given in the annual report and evaluation documentation is true and accurate to the best of my knowledge.

Sam Crowley, Planner I  
Preparer's Name & Title

12/16/21  
Date

  
Signature

  
CLG Chair Signature

12/23/21  
Date

  
Chief Elected Local Official Signature

12-17-21  
Date

## CLG ANNUAL REPORT & EVALUATION DOCUMENTATION

### 1. MEETINGS

- Meetings are held in accordance with by-laws. ☒ Yes ☐ No
- At least 6 meetings were held during the federal fiscal year. ☒ Yes ☐ No
- Copies of minutes for all meetings are attached or were previously sent to SHPO. ☒ Yes ☐ No

### 2. MEMBERS

- New members were appointed to the commission during the fiscal year. ☒ Yes ☐ No
- Newly appointed members met federal standards. ☒ Yes ☐ No ☐ N/A
- Copies of resumes for newly appointed members are attached. ☒ Yes ☐ No ☐ N/A

### 3. TRAINING

- Did CLG commission members receive training during the federal fiscal year? ☒ Yes ☐ No
- Is documentation of training attached? ☐ Yes ☒ No ☐ N/A

### 4. FUNDING

- Has the CLG received NPS CLG grant funding during the federal fiscal year? ☒ Yes ☐ No
- If yes, were all programmatic and procedural requirements for the grant project followed? ☒ Yes ☐ No
- Has the CLG commission received funding from other sources? ☒ Yes ☐ No

### 5. NATIONAL REGISTER NOMINATIONS & PUBLIC COMMENT

- Did the CLG commission support or pursue listing properties in the National Register of Historic Places? ☒ Yes ☐ No
- Did CLG commission review and comment on nominations to the National Register of Historic Places? ☒ Yes ☐ No
- Did the commission provide a reasonable opportunity for public comment on National Register nominations to their local constituency, including those instances when the CLG is the nominating party for properties within the jurisdiction of the local government? ☒ Yes ☐ No ☐ N/A
- Did the CLG commission implement appropriate procedures for public comment and forward public comments to SHPO for properties within its jurisdiction being nominated to the ☒ Yes ☐ No ☐ N/A

#### National Register?

- Did the chief elected official of the CLG transmit the report of the local commission regarding National Register nominations for property within the jurisdiction of the certified local government along with his/her recommendation directly to the SHPO? ☐ Yes ☒ No ☐ N/A
- Are copies of the appropriate notification letters, public notices, minutes or other documentation attached? ☐ Yes ☐ No ☒ N/A

#### 6. PROGRAM SUPPORT FROM LOCAL GOVERNMENT

- Does the local government provide the commission with at least a minimum of part time, paid staff assistance? ☒ Yes ☐ No
- Has the local government provided the commission any of the following? (check all that apply) ☐ Yes ☐ No
  - ☒ operational funding ☒ support or assistance
  - ☐ use of their equipment, such as:
    - ☒ copiers
    - ☒ computers
    - ☒ office and meeting space
    - ☒ supplies, including paper, envelopes, and postage

#### 7. CULTURAL RESOURCES INVENTORY

- During the Fiscal Year being reported, has the CLG commission conducted or supported additional surveys of cultural resources located within the jurisdiction of the CLG? ☐ Yes ☒ No
- During the Fiscal Year being reported, has the CLG commission gathered information on cultural resources within the jurisdiction of the CLG and advised government officials on historic preservation issues? ☐ Yes ☒ No
- Does the CLG commission maintain an organized compilation of information on properties that have been surveyed and evaluated within the jurisdiction of the certified local government? ☒ Yes ☐ No
- Has the local government provided a place to house the local inventory? ☒ Yes ☐ No ☐ N/A

#### 8. PRESERVATION PLANNING

- Did the CLG or its commission take steps to protect properties significant to local residents through local designation? ☒ Yes ☐ No
- Did the CLG or its commission take any steps intended to protect resources identified in a survey? ☒ Yes ☐ No

- Did the CLG or its commission take any steps to incorporate historic preservation concepts into local planning initiatives? ☒ Yes ☐ No
- Did the CLG or its commission publicly recognize the significance of properties to attract tourists and other visitors interested in history and preservation? ☐ Yes ☒ No
- Has the CLG or its commission taken steps toward enacting any local ordinances or resolutions that enhance preservation within the jurisdiction of the local government? ☒ Yes ☐ No
- Has the CLG enforced appropriate local legislation for the designation and protection of historic properties? ☒ Yes ☐ No

#### 9. HISTORIC PRESERVATION PROMOTION

- Has the CLG commission served as a liaison with community residents to gain recognition for historic properties? ☒ Yes ☐ No
- Has the CLG commission provided opportunities for the CLG to pursue a formal role in historic preservation? ☒ Yes ☐ No
- Has the CLG commission informed people about the benefits of historic preservation, the commission, and its work? ☒ Yes ☐ No
- Has the CLG commission demonstrated a commitment to and an appreciation of local cultural resources by:  
(Check all that apply)
  - ☒ becoming more visible in the community
  - ☒ dispelling myths about preservation
  - ☒ promoting historic preservation activities
  - ☒ establishing the credibility and trustworthiness of the commission
  - ☒ protection of cultural resources
  - ☒ garnering support and/or enthusiasm for historic preservation
  - ☒ improvements in local appearance, the economic climate, or stimulating tourism
- Can the CLG commission demonstrate pursuit of sound preservation goals to make preservation an integral part of development and planning process that fits the needs, interests, and goals of local residents? ☒ Yes ☐ No
- Did the CLG commission sponsor or provide educational opportunities such as:
  - ☒ workshops for its own commission members
  - ☐ writing a regular preservation column for its local newspaper
  - ☒ any of a variety of activities to promote and support historic preservation

**Please explain major accomplishments of the CLG commission during the federal fiscal year (10/1 to 9/30). Attach more sheets if necessary.**

The Cheyenne Historic Preservation Board remained active over the past fiscal year, with a number of accomplishments to be proud of. Although the pandemic continued to create difficulties for holding in-person board meetings, the Board was able to maintain their regular meetings as scheduled throughout the year via a combination of virtual Zoom and some in-person meetings.

The Board's major accomplishment was securing the funding and contractor to finish Phase II of the Airport Fountain restoration project. Phase II will include the replacement of the water pump, and most significantly, the restoration of the terra cotta tiles that cover the fountain. Funding for this includes a \$25,000 grant the Board received from the Wyoming Cultural Trust Fund. For the second year, the Board invited the community to Cruise by the Fountain to see the water flowing for the first time in several decades on August 7<sup>th</sup>, at the Cheyenne Cruise Night. The board is looking forward to the completion of phase II of this project, which should be complete by August 2022. Additionally, the Board drafted a resolution to formally designate the island on 8th avenue that the fountain is situated on as a city park named *Stewardess Park* to recognize and honor the role that Cheyenne played in the early development and training of stewardesses working commercial flights.

The Board successfully saw through the expansion of the Capitol North Historic District. This was a project that had been in the works for several previous years, but had previously remained incomplete due to clerical errors. This time, the project was successful, with the expanded district adding an additional number of 84 contributing buildings to the National Register of Historic Places (NRHP).

The Board wrote a resolution to honor Bill Dubois and name October Dubois Art and Humanities Month. Bill Dubois was a founding member of the Cheyenne Historic Preservation Board and was the Cheyenne Historian Laureate. Dubois passed away on July 17<sup>th</sup>, 2021, and the Board wrote the resolution to honor his contributions to Historic Preservation in Cheyenne. The resolution was sponsored by the Board's city council representative, Richard Johnson.

Several of the board members, along with staff member Sam Crowley, attended the CPI Saving Places Conference from February 10<sup>th</sup> through the 12<sup>th</sup> of 2021. Although the conference was held virtually due to the pandemic rather than in person, the attendees still found great value in this educational opportunity and requested more opportunities be provided for them in the future.

For the third year, the Christmas ornaments have been a fundraising staple for the Board. The Board is well on their way to selling the 750 ornaments ordered at \$25 an ornament. This price was raised from \$20 the previous years, showing the popularity of these ornaments. This year, each individually numbered ornament depicts the Cheyenne Airport Fountain. The proceeds from these ornament sales will go towards the restoration of the airport fountain.

Finally, the Board continued to maintain engagement with the community virtually through their Facebook page, which has more than 3,400 followers.

**Please explain major accomplishments of the CLG commission during the federal fiscal year (10/1 to 9/30). Attach more sheets if necessary.**

The Cheyenne Historic Preservation Board remained active over the past fiscal year, with a number of accomplishments to be proud of. Although the pandemic continued to create difficulties for holding in-person board meetings, the Board was able to maintain their regular meetings as scheduled throughout the year via a combination of virtual Zoom and some in-person meetings.

The Board's major accomplishment was securing the funding and contractor to finish Phase II of the Airport Fountain restoration project. Phase II will include the replacement of the water pump, and most significantly, the restoration of the terra cotta tiles that cover the fountain. Funding for this includes a \$25,000 grant the Board received from the Wyoming Cultural Trust Fund. For the second year, the Board invited the community to Cruise by the Fountain to see the water flowing for the first time in several decades on August 7<sup>th</sup> at the Cheyenne Cruise Night. The board is looking forward to the completion of phase II of this project, which should be complete by August 2022. Additionally, the Board drafted a resolution to formally designate the island on 8th avenue that the fountain is situated on as a city park named *Stewardess Park* to recognize and honor the role that Cheyenne played in the early development and training of stewardesses working commercial flights.

The Board successfully saw through the expansion of the Capitol North Historic District. This was a project that had been in the works for several previous years, but had previously remained incomplete due to clerical errors. This time, the project was successful, with the expanded district adding an additional number of 84 contributing buildings to the National Register of Historic Places (NRHP).

The Board wrote a resolution to honor Bill Dubois and name October Dubois Art and Humanities Month. Bill Dubois was a founding member of the Cheyenne Historic Preservation Board and was the Cheyenne Historian Laureate. Dubois passed away on July 17<sup>th</sup>, 2021, and the Board wrote the resolution to honor his contributions to Historic Preservation in Cheyenne. The resolution was sponsored by the Board's city council representative, Richard Johnson.

Several of the board members, along with staff member Sam Crowley, attended the CPI Saving Places Conference from February 10<sup>th</sup> through the 12<sup>th</sup> of 2021. Although the conference was held virtually due to the pandemic rather than in person, the attendees still found great value in this educational opportunity and requested more opportunities be provided for them in the future.

For the third year, the Christmas ornaments have been a fundraising staple for the Board. The Board is well on their way to selling the 750 ornaments ordered at \$25 an ornament. This price was raised from \$20 the previous years, showing the popularity of these ornaments. This year, each individually numbered ornament depicts the Cheyenne Airport Fountain. The proceeds from these ornament sales will go towards the restoration of the airport fountain.

Finally, the Board continued to maintain engagement with the community virtually through their Facebook page, which has more than 3,400 followers.



## 2021 Annual Historic Preservation Report October 1, 2020 through September 30, 2021



Airport Fountain Fire-Up Event May 2021

Photo: Mark Christensen



2020 Dubois Award (awarded to 320 E.  
17<sup>th</sup> St. in August of 2021)

Photo: Michael Skinner

## STATE OF HISTORIC PRESERVATION REPORT: FY 2019 – 2020

**Date:** December 31, 2021

### Board Actions

- *Partner with the DDA/Main Street*
- *Annual LeClercq Jones Award (Townsquare Title, 719 E 17<sup>th</sup> St) (Pushed to January 2022)*
- *Annual Dubois Award (1214 W 32<sup>nd</sup> St) (Pushed to January 2022)*
- *Seven board members and two staff members attended the CPI Conference in Denver (February 10-12, 2021)*
- *Two staff members attended the Shipley Group NEPA Training virtually (March 22-26, 2021)*
- *Received grant awards in the amount of \$20,000 and \$25,000 from the State Historic Preservation Office and the Cultural Trust Fund for Phase II of the Airport Fountain*
- *Procured a qualified contractor to perform Phase II restoration work on the Airport Fountain*
- *Applied for grants for Hynds Building CAD analysis, 2022 CPI conference, 2022 National Alliance for Preservation Commissions conference, and Architectural Assistance Program.*
- *Cheyenne Cruise Night Fundraiser to fundraise for Phase II of the Fountain (August 7, 2021)*
- *Received a dedicated budget, in conjunction with the Planning & Development Department*
- *Updated the yearly strategic plan*
- *Held 12 monthly meetings, two work sessions, new-member orientation, and multiple events throughout the year*
- *The Board's Facebook page has over 3,400 likes and a reach of over 16,600, which is almost double their reach for 2020!*
- *Board members also attended meetings of the DDA/Main Street, Historic Cheyenne, Inc., and Cheyenne City Council*

### Designations and Changes to Landmarks, Districts, etc.

- *Expanded Capitol North Historic District*

### Demolition/Moving Review Cases

- *None*

### Board Training

- *CPI Saving Places Conference – Board members David Benner, Cathie Tabor-Douglas, Jason Bogstie, Don Herrold, Josh Chrysler, and Amber Conwell as well as Sam Crowley and Mark Christensen, staff, attended the 2021 Colorado Preservation, Inc., conference virtually utilizing a CLG grant.*
- *Shipley Group NEPA Training – staff members Sam Crowley and Mark Christensen attended the Shipley Group's 2021 Overview of NEPA training virtually.*

## STATE OF HISTORIC PRESERVATION REPORT: FY 2019 – 2020

### Planned Board Actions

- *Annual Saving Places CPI Conferences (CLG)*
- *Annual Dubois & LeClercq Jones Awards*
- *Christmas Ornaments fundraiser*
- *Continue updating Strategic Plan*
- *Increased collaboration with the DDA*
- *Apply for CLG and CTF grants to help fund future projects*
- *Demolition by neglect ordinance for the City*

### Board Membership

<i>Member Name</i>	<i>Appointed Through</i>	<i>Member Name</i>	<i>Appointed Through</i>
Milward Simpson	2021	Cathie Tabor-Douglas	2022
Gary Sims	2021 (2 <sup>nd</sup> term)	Charles C (CJ) Young	2023
Jason Bogstie	2022	David Benner	2023
Max B. Carre'	2023	Don Herrold	2021
John Brewster	2022	Amber Conwell*	2023
		Josh Chrysler*	2021
		<i>*New members</i>	

### City Staff

<i>Name</i>	<i>Affiliation</i>	<i>Name</i>	<i>Affiliation</i>
Richard Johnson	City Council	Sam Crowley	City Staff

### Board Appointments

Josh Chrysler was appointed in place of Jaime McGrew to finish out her remaining one-year term. Amber Conwell was appointed for a full three-year term. Milward Simpson, Gary Sims, Josh Chrysler, and Don Herrold all have terms expiring at the end of 2021. All will seek reappointment for new three-year terms beginning in 2022.

### Election of Officers

At the beginning of 2021 Jason Bogstie was elected Chair, CJ Young Vice-Chair, and Milward Simpson Secretary.

### Annual Budget Audit Report

A copy of the City's Audit Report for FY 2020 can be found here:

<https://www.cheyennecity.org/files/sharedassets/public/departments/city-treasurer/annual-financial-reports/fy2020-annual-financial-report.pdf>

## STATE OF HISTORIC PRESERVATION REPORT: FY 2019 – 2020

### Staff and Volunteer Hours:

<i>Project</i>	<i>Staff Time</i>	<i>Volunteer Time</i>
Historic Airport Fountain, Phase II	100+ hours	40+ hours
Capitol North Historic District Expansion	40+ hours	15+hours
Regular monthly meetings	20.5 hours	192.5 hours

### How the SHPO Can Better Serve Us

The Board would appreciate any opportunities to communicate with other CLG's in the state.

### Attachments:

Strategic Plan

Board Contact Information

New Member Applications

New Member Signature Page

Attendance Record

Meeting Minutes



2101 O'Neil Ave. Room 202  
Cheyenne, WY 82001  
(Phone) 307-637-6307  
(Email) [scrowley@cheyennecity.org](mailto:scrowley@cheyennecity.org)



## Cheyenne Historic Preservation Board Strategic Plan 2021

~Strategic Goals~	
Goal	Objective
1. Save Historic Places	Advocate and save structures, landscapes and places via inventory, update and creation of historic districts and local listings.
2. Increase Community Engagement and Awareness	Educate the public regarding the importance of historic preservation.
3. Resource Development & Fundraising	Secure funding from the city, grant opportunities and other fundraising activities.

**2020 ACCOMPLISHMENTS:** Completed Phase 1 of the Airport Fountain, received a \$20,000 grant from the State Historic Preservation Office for Phase II of the Fountain Restoration, updated the Governor's Mansion Protective Overlay District, worked with the City Attorney's office and Planning Department to draft a Demolition by Neglect Ordinance, continued the ornament fundraiser and raised over \$14,000 selling limited edition ornaments for the Airport Fountain Restoration project, awarded the LeClerc Jones award in December 2020 to The Lincoln, updated Rules of Practice, held the Cheyenne Cruise Night Fundraiser

to celebrate the completion of Phase I for the Airport Fountain, presented Dubois award to 320 East 17<sup>th</sup> Street, compiled research for murals in the new municipal court building.

<b>Objective, Strategy</b>	<b>Action/Event</b>	<b>Plan of Action</b>
<b>(Goal #1) Save Historic Places</b>	Historic Places Committee	Members include Josh, Max, David, Amber, and Jason. Head of the committee: Max (also liaison for the airport fountain – can authorize spending up to \$1000 per occurrence)
	Airport Fountain	Continue fundraising to support terra cotta restoration
	Airport Terminal/Control Tower	Continue to be part of the conversation with the Airport Board, schedule a tour for the Board
	National Register of Historic Places Nominations	Finish the Capitol North Historic District Expansion, nominate the Warren Rest House and the Airport Fountain to the National Register of Historic Places
	Demolition by Neglect ordinance	Research and draft ordinance, get approved by May 2020
<b>(Goal #2) Community Engagement &amp; Awareness</b>	Marketing and Community Outreach Committee	Members include Cathie, Don, Max, Milward, and CJ. Head of the committee: Cathie. The committee has a discretionary spending allowance of up to \$500 per occurrence.

<p align="center"><b>(Goal #2)</b> <b>Community Engagement &amp; Awareness</b></p>	Marketing Materials	Create and review all marketing materials for the board and all board related events, including the Fountain
	Walking Tour	Evaluate and examine existing walking tour materials, possibly incorporate with Doors Open Cheyenne
	Historic Preservation Month	Partner with SHPO / AHW regarding the planning of activities / Spring event for airport fountain
	Doors Open Cheyenne	Partner with the DDA, Visit Cheyenne, and Alliance for Historic Wyoming during September
<p align="center"><b>(Goal #3)</b> <b>Resource Development &amp; Fundraising</b></p>	Fundraising Committee	Members include David, John, Milward, and Gary. Head of the committee: John.
	Fundraising Plan	Develop a document that organizes all the fundraising activities for the year (which may include campaign dates, strategies, donor tracking, special event details and a targeted communication schedule)
	HCI MOU	Research and develop alternative methods for payments (electronic payments) and various donation outlets, develop an MOU with HCI
	Fundraising Events	Continue with current fundraising activities such as the Christmas Ornaments and Cruise Night but also explore a 5k race, bike tour, and brick program. Develop alternative fundraising events.

<i>~2021/2022 Watchlist~</i>	
Endangered and Threatened List	List created by Jaime and saved on the cloud drive for Google. Determine if there is an existing list. Monitor existing contributing structure list.
FE Warren Section 106 Mitigations	Fall Hall (Old gym, now offices); Post discussion; advisory on historic preservation; request a tour
Historic Districts / Local Listings	Research and survey opportunities for a potential mid-mod district and a West Edge local listing
Outreach & Education	<ul style="list-style-type: none"> <li>-Review school district standards regarding local history and partner with schools to assist with Cheyenne history.</li> <li>-Partner with local service clubs and realtors to educate the community regarding activities and historic preservation</li> </ul>
Ames Pumphouse	Monitor developments



**2021 HISTORIC PRESERVATION BOARD**

(3-yr. terms)

Updated 02/21

Gov Body

Don Herrold  
6539 Moreland Ave.  
Cheyenne, WY 82001  
H (307) 638-4440

Appt: 01/01/19 - 12/31/21

---

Milward Simpson  
3102 Spruce Court  
Cheyenne, WY 82001  
C (307) 421-4956

Appt: 01/01/19 - 12/31/21

*(Filling unexpired term for Art Reese)*

---

Josh Chrysler  
907 W. 27<sup>th</sup> Street #3  
Cheyenne, WY 82001  
C (720) 684-9026

[Chrysler.joshua@gmail.com](mailto:Chrysler.joshua@gmail.com)

Appt: 01/01/19 - 12/31/21

*(Filling unexpired term for Jaime McGrew)*

---

Gary Sims  
1829 Concha Loop  
Cheyenne, Wyoming 82009  
(307) 851-1911

[gasims@Bresnan.net](mailto:gasims@Bresnan.net)

Appt: 12/14/15 - 12/31/18

Reappt: 01/01/19 - 12/31/21

---

Cathie Tabor-Douglas  
719 East 17<sup>th</sup> Street  
Cheyenne, Wyoming 82001  
(H) 307-632-4414  
(C) 307-421-3343

Appt: 01/01/20 - 12/31/22

---

Jason Bogstie  
4613 East 14<sup>th</sup> Street  
Cheyenne, WY 82001  
307-220-2371

Appt: 01/01/17 - 12/31/19

Appt: 01/01/20 - 12/31/22

---

John A. Brewster  
2810 Plain View Rd.  
Cheyenne WY 82009  
307 634-7205(H) 307 640-4536 (C)  
[clazzy@aol.com](mailto:clazzy@aol.com)

Appt: 05/18/17 - 12/31/19

Appt: 01/01/20 - 12/31/22

---

David Benner  
7013 Evers Blvd.  
Cheyenne, WY 82009  
W (307) 778-7461

C (307)

[Chaparral19\\_2d@yahoo.com](mailto:Chaparral19_2d@yahoo.com)

Appt: 01/01/18 to 12/31/20

Reappt: 01/01/21 to 12/31/23

---

Max B. Carre'  
2900 Pioneer Avenue  
Cheyenne, WY 82001  
H (307) 634-5757  
C (307) 221-6342

[Maxc@burnsia.com](mailto:Maxc@burnsia.com)

Appt: 01/01/18 - 12/31/20

Reappt: 01/01/21 to 12/31/23

---

Charles C. Young, II  
108 W. 30<sup>th</sup> Street  
Cheyenne, WY 82001  
C: (307) 321-1501

[Charles.young.II@gmail.com](mailto:Charles.young.II@gmail.com)

Appt: 1/1/18 - 12/31/20

Reappt: 01/01/21 to 12/31/23

---

Amber Conwell  
1610 Pioneer Ave.  
Cheyenne, WY 82001  
C (813) 504-5472  
W (307) 775-9970

[amber@tdsi.us](mailto:amber@tdsi.us)

Appt: 01/01/21 to 12/31/23

---

Ex Officio  
Samantha Crowley  
Planning Department  
637-6307

Mary Hopkins SHPO  
2301 Central Ave, 3<sup>rd</sup> Floor  
Cheyenne WY 82002  
777-6311  
[Hopkins@uwyo.edu](mailto:Hopkins@uwyo.edu)

Erica Duvic- SHPO Grants  
777-3418(W)

City Council Representative:  
2101 O'Neil  
Cheyenne, WY 82001



www.cheyennecity.org ●

## OFFICE OF THE MAYOR

2101 O'Neil Avenue  
Cheyenne, WY 82001  
(307) 637-6300  
(307) 637-6378 FAX

February 8, 2021

Josh Chrysler  
907 W. 27<sup>th</sup> Street #3  
Cheyenne, Wyoming 82001

Dear Mr. Chrysler:

Congratulations and welcome to your new membership on the Historic Preservation Board. The City Council approved your appointment at their regular meeting on Monday, February 8, 2021. You will fill a vacancy for an unexpired term, which will expire December 31, 2021.

Thank you for your interest in public service. I appreciate your willing support of our efforts to protect and maintain the areas in our community that are of historic value. My best wishes to you throughout your term of service.

Sincerely,

Patrick J. Collins  
Mayor, City of Cheyenne

cc: Development & Planning  
Office of the City Clerk

yes

# Board application

Submission date: 19 December 2020, 6:34PM

Receipt number: 26

Related form version: 3

## Applying for

Historic Preservation Board

Name Josh Chrysler

Preferred Name Josh

Mailing Address 907 W 27th St, #3, Cheyenne, WY

Home Address 907 W 27th St, #3, Cheyenne, WY

Phone 7206849026

Years of Cheyenne Residency 2

Email chrysler.joshua@gmail.com

Cell Phone 720-684-9026

Education/Degrees BA English 2012, Colorado State; MA Folk Studies  
2015, Western Kentucky University

Please explain your interest in serving on this Board/Committee/Commission

I am interested in serving on the Cheyenne Historic Preservation Board for a number of reasons. I have been in Cheyenne now for two years, working for the state. I enjoy my work, but I am hoping to become more involved in the community as I hope to make this my long-term home. I am also specifically interested in historic preservation. My MA is in Folk Studies, which I utilize everyday at my job supporting Folk and Traditional Arts for the Wyoming Arts Council. I also completed a concentration in Historic Preservation, where I learned basics about section 106, National Register of Historic places, and more, which I put to use during a short contract stint for FEMA reviewing flood-damaged buildings in West Virginia. I have a special interest in vernacular architecture, commercial buildings, and mid-century lodging and tourist architecture. I enjoy working on my photography of these types of structures, which you can view on my instagram page (@i\_chrysler). I hope to be able to contribute to the preservation of Cheyenne's unique architectural heritage. Thank you for your consideration!

Other City or community volunteer experience

In the two years that I have been in Chryenne, I have not had any community volunteer experience. I do have volunteer experience prior to living in Cheyenne, listed on my resume.

Skills & Experience

Section 106, architectural descriptions, NRHP Nominations, Grant Management, Grant Writing, Oral Histories, Photography, Videography, Exhibit Development

Upload resume and/or supporting documents (optional) [2020 Chrysler Resume.pdf](#)

Applicant signature

Name of signatory: Joshua J Chrysler

A handwritten signature in black ink, appearing to read "Josh J Chrysler", written on a light gray background.

Link to signature

Date of submission

12/19/2020

**Josh Chrysler**

(720) 684-9026 / [chrysler.joshua@gmail.com](mailto:chrysler.joshua@gmail.com) / 907 W. 27th St, #3, Cheyenne, WY 82001

**Education**

Western Kentucky University

Graduation: May 2015

M.A. Folk Studies, concentration in Public Folklore  
concentration in Historic Preservation

Colorado State University

Graduation: May 2012

B.A. Philosophy, concentration in Philosophy and Religion  
B.A. English, concentration in Literature

**Experience**

Wyoming Arts Council, Cheyenne, WY 1/2019 - Present

*Folklorist and Health & Wellness in the Arts Specialist*

Manage the Wyoming Arts Council's Folk Arts Mentoring Program, conduct fieldwork, support Folk and Traditional artists statewide, manage grants, develop public programming. Develop Health & Wellness in the Arts program, focusing on creative aging (intentional arts engagement for elders).

South Dakota Arts Council, Pierre, SD 7/17 - 7/19

*Contract Staff Folklorist*

Manage the Arts Council's Traditional Arts Apprenticeship Program, conduct fieldwork. Develop pilot Art for Life program with Traditional Artists in elder care facilities (arts and wellness program). Support Folk and Traditional artists statewide.

Four Rivers Cultural Center/Oregon Folklife Network, Ontario, OR 12/16 - 7/19

*Contract Staff Folklorist*

Develop public programming based on fieldwork OFN has conducted in eastern Oregon, based primarily at the Four Rivers Cultural Center. Conduct listening sessions to determine needs of local and regional arts centers. Conduct fieldwork with folk and traditional artists, develop exhibits, develop and produce Tradition Keepers Folklife Festival.

Nebraska Folklife Network, Lincoln, NE Summer 2017

*Contract Fieldworker*

Conduct folklife fieldwork in western Nebraska, to document local traditional arts as well as the Japanese American community in the region. Conducted 35 full length ethnographic interviews.

Idaho Commission on the Arts, Boise, ID Spring 2017

*Contract Fieldworker*

Conducted preliminary fieldwork and research on traditional Mexican musicians in southern Idaho.

Western Folklife Center, Elko, NV Winter 2017, 2019, 2020

*Contract Staff*

Work as a stage manager for the National Cowboy Poetry Gathering.

FEMA-Federal Emergency Management Agency, Charleston, WV 8/16 - 12/16

*Historic Preservation Specialist*

Temporary position conducting historic preservation and environmental law compliance reviews and writing architectural descriptions and consultation letters with the WV SHPO for project proposals related to historic buildings damaged during the June 2016 flood in West Virginia.

Appalachian Forest Heritage Area, Elkins, WV 9/15 - 8/16

*AmeriCorps Member: Museum, Programming and Communications*

Visitor services and interpretation at the Appalachian Forest Discovery Center. Development of a new exhibit on the history and occupational folklore of the logging industry in West Virginia. Edit AFHA's monthly newsletter. Develop public programming at the Discovery Center, including oral history training workshop and a traditional music concert series.

Kentucky Folklife Program, Bowling Green, KY 5/15 - 8/15

*Folklorist in the Park*

Through funding from the NEA, partner with Mammoth Cave National Park to conduct ethnographic documentation of the folklife in communities surrounding the park. Develop public programming out of this material: a series of narrative-stage folklife presentations.

Kentucky Folklife Program, Bowling Green, KY 5/14 - 8/14

*Folklife Specialist Intern*

Assisted Director Brent Bjorkman in a variety of public programming and documentation, including Rangerlore: Occupational Folklife of National Park Rangers project, white oak basketmaking exhibit development, filmed the 2014 Hart County Fair white oak basket contest, and documented the first annual meeting of CISA-Council of Igbo States in America.

WKU Department of Folk Studies, Bowling Green, KY 8/13 - 5/15

*Graduate Teaching Assistant*

Assisted Dr. Timothy Evans in teaching undergraduate courses (Introduction to Folklore, Folklore and Literature, and Cultural Diversity) including teaches courses, grading coursework and exams, and holding and holding office hours and meeting with students.

**Awards, Grants, and Public Service**

Traditional Arts Apprenticeship Panelist-Wisconsin Arts Board—2018, 2019, 2020  
Folk and Traditional Art Panelist, New Mexico Arts, 2019  
Folk and Traditional Arts Panelist—National Endowment for the Arts—2018  
Research Fellowship—American-Scandinavian Foundation—2017  
Section Co-Convener—AFS Independent Folklorist Section—2018-2019  
Independent Folklorist Travel Award—AFS Independent Folklorist Section—2017  
Traditional Arts Apprenticeship Panelist-Wyoming Arts Council—2017  
Traditional Arts Apprenticeship Panelist-Idaho Commission on the Arts—2017  
Augusta Scholarship-Augusta Heritage Center—2016  
Registration Scholarship-Appalachian Studies Association—2016  
Folk and Traditional Arts Panelist—National Endowment for the Arts—2015  
Transcription Grant-Kentucky Oral History Commission—2015  
Pass with Distinction, Comprehensive Exams-WKU Folk Studies Department—2015  
Archie Green Student Travel Award-American Folklore Society—2014  
Robert Zoellner Undergraduate Philosophy Scholarship-CSU—2011

#### **Volunteer**

*Homeward Alliance*, Fort Collins, CO May 2017-January 2019

Driving the Homeward Alliance van for the Street Outreach team, delivering outdoor survival gear to homeless community in Fort Collins.

*Augusta Heritage Center*, Elkins, WV October 2015-August 2016

Register and check-in musician teaching staff and students for traditional music workshop and festivals.

*Intercambio Uniting Communities*, Longmont, CO August 2012-May 2013

Develop and teach English as Second Language lesson plans to Mexican American students in Boulder County, CO.





www.cheyennecity.org ●

## OFFICE OF THE MAYOR

2101 O'Neil Avenue  
Cheyenne, WY 82001  
(307) 637-6300  
(307) 637-6378 FAX

February 8, 2021

Amber Conwell  
1610 Pioneer Ave.  
Cheyenne, Wyoming 82001

Dear Ms. Conwell:

Congratulations and welcome to your new membership on the Historic Preservation Board. The City Council approved your appointment at their regular meeting on Monday, February 8, 2021. You will fill a 3-year term to expire December 31, 2023.

Thank you for your interest in public service. I appreciate your willing support of our efforts to protect and maintain the areas in our community that are of historic value. My best wishes to you throughout your term of service.

Sincerely,

Patrick J. Collins  
Mayor, City of Cheyenne

cc: Development & Planning  
Office of the City Clerk

# Board application

Submission date: **5 January 2021, 2:30PM**  
 Receipt number: **28**  
 Related form version: **3**

## Applying for

### Historic Preservation Board

Name **Amber Corwell**

Preferred Name **Amber Corwell**

Mailing Address **1610 Pioneer Avenue, Cheyenne, WY**

Home Address **5312 Greybull Avenue, Cheyenne, WY**

Phone **307-775-9970**

Years of Cheyenne Residency **3**

Email **amber@tdsi.us**

Cell Phone **813-504-5472**

Education/Degrees **Bachelor of Architecture, Minor in Business**

Please explain your interest in serving on this Board/Committee/Commission **Historic preservation and restoration have always been a passion of mine. I love to see historic site brought back to life. It is one of the main reasons I became an architect.**

Other City or community volunteer experience

**Skills & Experience**

I'm a license architect here in Cheyenne. I have only lived here three years but have already had the opportunity to work on some of Cheyenne's historical sites. I put together a 487-page report for the 87 historic brick housing on Warren Air Force Base. The report consisted of complete documentation of the wood porches current conditions and recommendations on repair based on the Department of Interiors guidelines. I'm currently working with First Presbyterian Church to update their existing facility and had a new main entry onto the 1961 that will be commentary to the original 1923 building. I have previously worked on The University of Central Oklahoma's Old North Building that was originally constructed in 1893.

Upload resume and/or supporting documents (optional) [Amber Conwell Resume.pdf](#)

**Applicant signature**

**Name of signatory: Amber Conwell**

A handwritten signature in black ink, appearing to read 'Amber Conwell', with a horizontal line extending to the right.

[Link to signature](#)

**Date of submission**

**01/05/2021**



**Amber Conwell**  
ARCHITECT

Amber has recently moved to Wyoming from Oklahoma. She has experience working on commercial, healthcare, higher education, historic preservation, and lab design. She has worked throughout the state of Oklahoma and islands in the Caribbean on renovations, additions, and new construction. Amber has worked with the TDSi team since 2017.

### EDUCATION

Bachelor of Architecture, University of Oklahoma, Norman, Oklahoma, 2014  
Academic Initiatives Abroad, Rome, Italy, 2013  
Associate of Arts, Hillsborough Community College, Tampa, Florida 2009

### PROFESSIONAL EXPERIENCE

- First Presbyterian Church, Renovation & Addition, Cheyenne, WY
- UW College of Business Student Success Center, Laramie, WY
- UW Family Medicine Clinic Renovation, Cheyenne, WY
- Meridian Trust FCU Downtown Renovation, Cheyenne, Wyoming
- First Presbyterian Church Renovation & Addition, Cheyenne, Wyoming
- Pershing Plaza Renovation, Cheyenne, WY
- UW Women's Track Locker Room, Laramie, WY
- UW Men's Track Locker Room, Laramie, WY
- Lotus Townhomes, Cheyenne, WY
- Hickey Residence, Cheyenne, WY
- F.E. Warren Air Force Base, Historic Porches, Cheyenne, Wyoming
- \*University of Central Oklahoma- Old North Historic Academic Building, Edmond, OK
- \*University of Oklahoma- Physics & Astronomy, Norman, OK
- \*University of Oklahoma- Kappa Sigma Fraternity House, Norman, OK
- \*GE Global Research Center- Office & Laboratory, Oklahoma City, OK
- \*GE Global Research Center- Kamps Restaurant, Oklahoma City, OK
- \*American University of Antigua- Academic Buildings, St. Johns, Antigua
- \*American University of Antigua- Testing Center, St. Johns, Antigua
- \*American University of Antigua- Small Group Teaching Renovations, St. Johns, Antigua
- \*University of Medicine and Health Sciences Student Housing and Common Area, St. Kitts, Caribbean
- \*OU Medical Doctor's Dining, Oklahoma City, OK
- \*OU Children's Hospital- Pediatric Intensive Care Unit Renovation, Oklahoma City, OK
- \*OU Children's Hospital- Dialysis Renovation, Oklahoma City, OK
- \*OU Children's Hospital- Post Anesthesia Care Unit Renovation, Oklahoma City, OK
- \*OU Children's Hospital- Women's & Newborn Center, Oklahoma City, OK
- \*Oklahoma Blood Institute- Multiple Lab Renovation, Oklahoma City, OK
- \*Oklahoma Medical Research Foundation- Crystallography Lab, Oklahoma City, OK
- \*Oklahoma Medical Research Foundation- Tissue Culture Lab, Oklahoma City, OK
- \*Appspace- Office Renovation, Dallas, TX

### Cheyenne Historic Preservation Board Meeting Attendance Record 2020-2021

Member	10/13/2020	11/20/2020	12/8/2020	1/12/2021	2/9/2021	3/9/2021	4/13/2021	5/11/2021	6/8/2021	7/13/2021	8/10/2021	9/14/2021	Total Absences
Don Herrold	X	X	X	X	X	X	X	X	X	X	X	X	0
Gary Sims	X	X	X	X	X	X	-	X	X	X	X	X	1
Jason Bogstie	X	X	-	X	X	X	X	-	X	X	X	X	2
Max Carre'	-	X	X	X	X	X	X	-	-	X	X	X	3
CJ Young	X	X	X	-	X	X	-	X	-	X	-	X	4
David Benner	X	X	X	X	X	X	X	X	X	X	X	X	0
Josh Chrysler				X	X	-	X	X	X	X	X	X	1
John Brewster	-	X	X	X	X	-	-	-	X	-	X	-	6
Amber Conwell				X	X	X	X	X	-	X	X	X	1
Cathie Tabor-Douglas	X	-	X	X	X	X	X	X	X	X	X	-	2
Jaime McGrew	X	X	X										0
Milward Simpson	X	-	X	X	X	X	X	X	X	X	X	-	2
Richard Johnson (Council Rep) <sup>1</sup>				X	X	X	X	X	X	X	X	X	0
Mike Luna (Council Rep) <sup>1</sup>	-	X	-										2
Sam Crowley <sup>1</sup>		X	X	X	X	X	X	X	X	X	X	X	0
Mark Christensen <sup>1</sup>	X	X	X	X	X								0

X Denotes those present for meetings

- Denotes those absent from meetings

1 Non-voting Staff or Council Member

Gray shading indicates not appointed yet or resigned

## **CHPB Regular Board Meeting**

**October 13, 2020**

**Called to order at 6:01**

**Present:** Jason Bogstie, C.J. Young, Gary Sims, David Benner, Milward Simpson, Don Herrold, Cathie Tabor-Douglas, Jaime McGrew

**Not Present:** John Brewster, Max B. Carre, Mike Luna

**Non board members present:** Stephaine Lowe, Mark Christensen, Charles Bloom, Steve Long, Denis Frischmeyer, Alessandra, Bill Lindstrom

**Minutes from last meeting approved:** motion by Milward. and seconded by Cathie. Motion passed.

**Minutes from June Work Session:** motion by C.J. and seconded by Cathie. Motion passed.

**Audience Business:** Steve Long and Denis Frischmeyer where available to answer questions about the building they are working on behind the historic governors mansion. We had a general discussion about the location, the type of building, the general guidelines and Charles spoke for how the process would work City in the rezoning process.

### **Liaison Reports:**

- Mark updated us on the planning office. Two new planners will be starting. Charles will be draining the fountain.

### **Old Business:**

- **Rules of Practice**
  - **Historic Design Guideline:** There were no comments by the public. Move to approve rules by Cathie and seconded by Don. Motion Passed.
- **Airport Fountain:** We would like to have an official turning on of the fountain as an event with dignitaries present. There was a concern that the water at the fountain did not have as much pressure as the night went on. Mark will talk with the contractor about the issue.
  - **Cheyenne Cruize:** On Saturday October 10th from 6-9 we hosted a booth at the cruise night. We raised \$1,426.00 between ornament sales and donations. This was a great fundraiser and the board would like to do it again.

- **Next Steps:** We discussed what we need to focus on next. Garry mentioned having Art Students help out in the process. We discussed having a sign about the history of the fountain added.
- **Grants:** Looking at a CLG training, CLG for airport fountain. Grants have to be postmarked by November 17th.
- **Christmas Ornaments:** We discussed shipping ornaments and agreed on shipping them. We discussed \$2.50 for shipping.
- **Demo by Neglect Ordinance:** Most councilmen appear supportive of the ordinance.
- **Awards:** we are working with Wyoming Trophy and Engraving. Mark is working on this and asked if we can look at the first week of December. We are looking at December 8th for Lincoln and December 10th for the House at 6:00 pm. We will have the tour for on the 8th as our regular meeting.
- **Historic Cheyenne Inc.** Councilman Layborn has decided to postpone the pump house project till after the election. We asked about touring the pump house but it was mentioned that it is being inhabited by aggressive hobos that could place board members in danger. We will hold off on tour for now. We discussed at length the MOU with HCI and we will continue reviewing the MOU.

#### **New Business:**

- No new business.

**Meeting adjourned at 7:42** Don made a motion to end the meeting seconded by Milward. Motion passed.



## **CHPB Regular Board Meeting**

**November 10, 2020**

**Called to order at 6:03**

**Present:** Jason Bogstie, C.J. Young, Gary Sims, David Benner,, Don Herrold, Jaime McGrew, John Brewster, Max B. Carre

**Not Present:** Milward Simpson, Cathie Tabor-Douglas,

**Non board members present:** Stephaine Lowe, Mark Christensen, Alessandra, Bill Lindstrom, Mike Luna, Sam Crowley

**Minutes from last meeting approved:** motion by Don. and seconded by Jamie. Motion passed.

**Audience Business:** Steve Long and Denis Frischmeyer where available to answer questions about the building they are working on behind the historic governors mansion. We had a general discussion about the location, the type of building, the general guidelines and Charles spoke for how the process would work City in the rezoning process.

### **Liaison Reports:**

- Mark updated us on the planning office. Sam Crowley is our new leason and introduced herself. Jamie will not be returning to the Board and we already have one opening. We decided to keep 11 board members.
- Don mentioned that DDA is working on Care's Act Funding
- C.J. is going to plan to reach out to the new Mayor.

### **Old Business:**

- **Airport Fountain:** All the irrigation has been winterized.
- **Grants:** We are looking at two CLG grants. One for training and one for the airport fountain. Grants have to be postmarked by November 17th.
- **Christmas Ornaments:** Gary is looking into how many are left to sell. Mark will look at doing a press release. We discussed looking at possible re-releases and maybe holding some back for future years. Motion by John and seconded by Don for \$100 for Gary to place ads for ornaments.
- **Demo by Neglect Ordinance:** We are looking at meeting with new Counsilmembers to see how they feel about the issue. We have largely positive feedback but we may need to do more outreach for this. We will not be able to push it through this year.



- **Awards:** On December 8th we will have a brief meeting on Zoom at 6:00 PM then have a presentation and tour of the Lincoln. Plaques have been ordered. We are canceling our presentation for the home award on December 10th because the homeowner can't make it with Covid going on. We will present the award to them in the Spring of 2021.
- **Historic Cheyenne Inc.** Jason has some samples of MOU's and hopes to have a draft by next month.

**New Business:**

- DDA is going more into development and less into preservation. Our new leason Sam will work with DDA to help promote cross work.
- January we will have our meeting for new elections and then set a date for strategic planning
- We also talked about inviting new elected officials to a meeting to discuss who we are and what we do.

**Meeting adjourned at** 6:52 C.J. made a motion to end the meeting seconded by Max. Motion passed.

# MINUTES FOR TUESDAY, DECEMBER 8, 2020

## HISTORIC PRESERVATION BOARD MEETING

### 6:00 PM

#### **ATTENDANCE:**

Members Present: Jaime McGrew (Vice Chair), CJ Young (Secretary), Cathie Tabor-Douglas, Gary Sims, Max Carre', Don Herrold, David Benner, and Milward Simpson

Members Absent: Jason Bogstie (Chair)

City Staff: Mark Christensen, Sam Crowley, Charles Bloom, Alessandra McCoy

Others: Bill Lindstrom, Jon Jelinek, Renee Jelinek, Megan Rucks

**ROLL CALL AND BOARD MEMBER INTRODUCTIONS:** Chair Bogstie called the meeting to order at 6:00 PM and called roll.

**AUDIENCE BUSINESS:** None.

#### **LIAISON AND COMMITTEE CHAIRS REPORT:**

- a. Save the Bell Project: Ms. Crowley provided an update to the Board. The materials were too expensive due to inflation. Because there aren't sufficient funds for the cost of materials, the project will not go through. However, the \$5,000 raised through Leadership Cheyenne's 2018 Boo Ball was originally intended for the airport fountain and will be returned to this purpose.
- b. New Planner: Ms. Crowley stated that the Planning Department is in the hiring process for a new planner.
- c. West Edge Zoning: Mr. Bloom explained that there will be a future work session with the Planning Commission on January 18<sup>th</sup>. Mr. Christensen will do public outreach to get feedback from different groups in the community on the proposed zoning.
- d. New Administration: Mr. Young updated the Board. He will work on establishing a relationship with the new Mayor starting in January.
- e. HCI: Mr. Bloom will choose a representative for HCI.
- f. City Council Representative: Mr. Bloom informed the Board that the Historic Preservation City Council Representative will be chosen at the first City Council meeting in January.

#### **OLD BUSINESS:**

- a. Grants for 2021: Ms. Crowley provided an update. The CLG grant has been submitted. Ms. Crowley is in the process of applying for a Wyoming Community Foundation grant for the airport fountain in the amount of \$15,000. She will submit it on the 15<sup>th</sup>. Mr. Christensen gave an update on grant closeouts for 2019. Grant closeouts for 2019 are finished. The grant closeouts for 2020 are not required to be closed out until August 31, 2021. Mr. Christensen requested outstanding timesheets from the board members.

- b. Ornaments: Mr. Sims stated that there are approximately 60 left and the museum has over 100. The Board discussed doing another press release and the possibility of selling at the Winter Farmer's Market. Ms. Tabor-Douglas clarified that there were 45 ornaments left at the office.
- c. Demo by Neglect: Mr. Christensen gave an overview. He, Mr. Simpson, and Ms. Crowley met with the existing and new members of City Council. Those members had input on items they would like to see addressed. They will meet with Mayor Collins as well. Mr. Simpson added that it is well-advised to speak with the existing and incoming council members and they seemed very engaged.
- d. Questions: Mr. Simpson asked if when the planning office will know if they've been awarded the grants they applied for. Mr. Christensen clarified that they will hear back about the CLG grant within the month. Ms. Crowley will investigate the Wyoming Community Foundation grant to see when they will hear back.

## **NEW BUSINESS:**

- a. Jaime's last meeting: Ms. Crowley thanked Ms. McGrew for her service to the Board and let her know that the Board will be presenting her with a commemorative brick soon. Mr. Young spoke about her service and offered up a round of applause. Ms. McGrew thanked the Board for the opportunity.
- b. Elections in January: Mr. Young reminded the Board that there will be elections in January. Ms. Crowley clarified that the available positions are the Chair, Vice-Chair, and Secretary positions and interested members can email her or Mr. Christensen. Mr. Bloom explained that new members would be starting in February. Mr. Simpson asked if the new members would be appointed in February. Mr. Bloom replied that he would have a discussion with the Council members and the Mayor-Elect about what size of board they would like to have. Mr. Simpson asked how the opportunity is publicized. Mr. Bloom explained that it will be handled through a press release and social media. He also said that the current bylaws allow for between 5 and 11 members to serve on the Board; currently there are 10 and on January 1<sup>st</sup> there will be 9. He would like to have a conversation with Mayor-Elect Collins about how large the Board wants to be. Mr. Young clarified that they decided to keep it at 11 based on the turnover rate. Mr. Bloom will speak with Ms. Martinez in the Mayor's Office about promoting this. He explained the process of how to apply – go to the city website and fill out the application on the Mayor's webpage for Board/Commission.

Mr. Young asked for a motion to adjourn the meeting. A motion was provided, however, upon deciding to include the award presentation in the meeting, the motion was retracted.

LaClerq Jones Award: Mr. Young gave a brief presentation on the History of The Lincoln building. Megan Rucks spoke about the architecture of the building. The LaClerq Jones award was presented to Jon and Renee Jelinek. The Jelineks spoke about the renovation process and thanked the Board for the award.

**ADJOURN:** Mr. Young asked for a motion to adjourn the meeting. Mr. Carre motioned and Mr. Benner seconded, all were in favor. The meeting was adjourned at 6:32 p.m.

Minutes Respectfully Submitted:  
Sam Crowley, Planner I, Planning & Development Department

**NEXT WORK SESSION:** TBD

**NEXT MEETING:** January 12, 2021, 6 pm – Zoom

**MINUES FOR TUESDAY, JANUARY 12, 2020**  
**CHEYENNE HISTORIC PRESERVATION BOARD MEETING**  
**6:00 P.M., WEBEX MEETING**

**Attendance:**

Members Present: Jason Bogstie (Chair), Jaime McGrew (Vice Chair), David Benner, Cathie Tabor-Douglas, Max Carre', Don Herrold, Gary Sims, Milward Simpson, Jaci Wells, John Brewster

Members Absent: CJ Young (Secretary)

City Staff: Samantha Crowley, Mark Christensen

Others: Alessandra McCoy, Stephanie Lowe

**Roll Call and Board Member Introductions:** Chair Bogstie called the meeting to order at 6:00 PM and called roll. All members were present except for CJ Young.

**Approval of Previous Minutes, Dec. 8, 2020 Meeting:**

**Cathie T.D. moved to approve the minutes. Don H. seconded. Motion passed unanimously.**

**Nomination and election of Officers:**

**A slate of officers was proposed as follows: Jason Bogstie Chair, Jaime McGrew, Vice Chair, Milward Simpson, Secretary. Slate approved unanimously.**

**Audience business:** None.

**Comments/Report from City Council Rep:** None. It was decided that the Minutes would be forwarded to Councilman Richard Johnson's gmail account so he could report to the City Council regarding previous meetings' minutes. Alessandra M. advised that best way to move policy forward is through the city council liaison.

**Comments/Report from Urban Planning Office Rep:** It was announced that Erin Fagan was hired as the new city planner I.

**Committee Chairs & Liaisons Reports:**

None. It was stated that Committee membership carries forward every month until it gets updated at the annual strategic planning meeting.

Samantha Crowley (Sam) – will take over Stephanie L's old role.

**Old Business:**

a. Grants for 2021

Sam C. reported that the CHPB has been awarded the \$20k CLG grant for the airport fountain plus \$15k from the Wyoming Community Foundation (WYCF). We will hear around March 15 regarding a CLG application of \$1,230 for training for the Saving Places Conf. We are also going to apply for \$20k to the WY Cultural Trust Fund (WCTF) for the fountain. The application is due in March.

b. Cheyenne Greater Chamber of Commerce funds for the Airport Fountain – Mark C. reported that \$85k was the "nut to crack" for completing the project and that we're

getting close. There is \$28,500 in our savings account. Funds were moved back to a foundations fund for the Chamber. They decided to dedicate the funds to the training for the terra cotta work.

c. Ornaments:

We sold 63 of the State museum ornament supply. Gary S. has 17 left and would like an inventory of what's in the other stores. All the checks have been turned in but one for \$54.

There are 50 left of this year's ornament. **Cathie T.D. moved, Max C. seconded to give Gary S. control of the processes for creation and sale of the next ornament. Motion passed unanimously.**

Gary S. reported that he paid for a \$100 ad in Trader's and put in to the city for reimbursement.

**Gary S. moved to put an ad in Trader's thanking vendors who helped sell the ornaments. John B. seconded. He will keep it in \$100 range. Motion passed unanimously.**

d. Demolition by Neglect Draft Ordinance

At this point we've met with all the incoming city council members and we met with Mayor-elect on Dec., 20. Jason B. and Milward S. will send their availability to Mark C. for a meeting including Alessandra M. over the next two weeks to decide on next steps. We were shooting for a March, 2021 introduction in Council.

e. Fundraising Arm with HCI: David B. reported that HCI's nonprofit status was reinstated. It was decided to hold off on an MOA until new city council seated.

**New Business:**

a. Annual Report 2020

Sam C. submitted the annual report but was not able to obtain board review. She indicated she will be sure to include the board in submitting future annual reports.

b. New member applications due January 15th

The board wanted a Work Session called by the Chair on 1/26/21 to vote on new members. Sam C. will take that to Charles B. under advisement. Applications close on Jan. 15, '21. New members would go before the City Council on 2/8/21 and they'd be officially approved and with the CHPB on 2/9/21.

The process would be to make a recommendation to the Mayor who has final authority with the approval of the Council.

**Don H. moved to hold a work session to review applicants on Jan. 26<sup>th</sup> Cathie T.D. seconded. Motion passed unanimously.**

Sam C. will do the advertisement. Sam C. indicated she could send the applicants information in advance of the meeting.

c. Fountain Donation - Earl and Carol Kabeiseman

Sam C. asked board members to drop by the office to sign the donation letter by 1/25/21. She said she'd send out a reminder.

d. 221 E. 21 St. Certificate of Appropriateness

It was reported that there will be a pre-application meeting with someone who may want to purchase residential property. It's a little blue house across the street from the Eaton on House. The purchaser will need to add an addition to the house.

Sam C. advised them to come before the board for a Certification of Appropriateness. They're retaining the services of an architect. Milward S. offered to make an introduction for Sam C. to a historic architect with the State Historic Preservation Office (SHPO).

e. Saving Places Conference

It was reported that there is enough money for all of the board Plus Sam C. to go. The conference takes place 2/9 – 2/12.

Mark C. reported that we can't spend the grant money we just received till the grant is signed by the SHPO.

Sam C. will e-mail us with the deadline. Milward S. indicated he had schedule conflicts and offered to give up his slot for Mark C.

f. Capital North Historic District Expansion  
Tabled.

g. Old Airport Terminal

Discussion: The Airport board manages it. They've sent a letter to the FAA asking for an alternative use of the structure. FAA sent list of questions. The predecessor to airport board leased it from the city to sell liquor and provide air service. Looks promising that the airport board will be given permission to decide its fate. They appear to be inclined to demolish the building. The aviation museum is also on the table.

Discussion ensued regarding getting it listed on the National Register and turning it into a museum but it was noted that there is no federal nexus so there's nothing compelling them to do that. There would need to be pressure put on the board to pursue as an alternate use. Tim Barth indicated the board will not pay to convert it to a museum. The board has been invited to go out in May to look at it.

The Alliance for Historic Wyoming has indicated they would help raise money for its preservation. Milward S. asked if the FAA has a cultural resources specialist.

Stephanie Lowe indicated it's only one of two buildings west of the Mississippi n that architectural style. The Airport board said they are maintaining it.

Could extent the boundaries of the old historic district to include the building.

It was mentioned that the "mid mod" period represented here is the future of historic preservation.

**Adjourn:** Meeting was adjourned at 7:44 pm

**Next Work Session:** Jan. 26, 5:30 p.m. to vote on new board applicants to recommend to the Mayor and City Council.

**Next Meeting:** February 9, 2021, 6 pm – Webex

Minutes Respectfully Submitted:  
Milward Simpson, Secretary

# **MINUTES FOR TUESDAY, FEBRUARY 9, 2021**

## **CHEYENNE HISTORIC PRESERVATION BOARD**

### **6:00 PM, ZOOM MEETING**

**Attendance:**

Members Present: Jason Bogstie (Chair), CJ Young (Vice Chair) David Benner, Josh Chrysler, Amber Conwell, Cathie Tabor Douglas, Max Carre', Don Herrold, Gary Sims, Milward Simpson, John Brewster

Members Absent:

City Staff: Samantha Crowley, Mark Christensen

Others: Alessandra McCoy, Stephanie Lowe

**Roll Call:** Chair Bogstie called the meeting to order at 6:01 PM and called roll. He mentioned that the Mayor had a conflict tonight but would try to join us at our next meeting.

Guests: Bill Lindsrom, Rin Kasckow, Stephanie Lowe, Amber Ash, Haylee Chenchar - DDA, Andi Jaspersen -Visit Cheyenne

**Welcome new members:** Josh Chrysler, Amber Conwell. Jason B. congratulated the two new members, and welcomed them to the Board. Each board member introduced themselves.

**Approval of Previous Minutes, Jan. 12, 2021 Meeting:** CJ Y. moved to approve the minutes. Don H. seconded. Sam will correct minutes to indicate CJ Young as Vice Chair. Motion approved unanimously.

**Audience business:** Councilman Laybourn gave a presentation on the pump house. Need to come up with a plan to stabilize the building. The building is connected to the greenway connection, the Reed Ave. Corridor and in plays into West Edge revitalization efforts. He feels the city needs to take care of the building.

Jason B. asked if councilman Laybourn new the costs associated with stabilizing the building. Councilman Laybourn responded he wasn't aware of the costs at this time but expressed interest in a fundraising effort.

Amber C. offered that she thought her firm had worked on the building and had put together renderings preliminary financial numbers on the structural work but she'd have to verify. HCI drew up a resolution. Looking at how to bring that forward. He expressed that this effort is about Cheyenne living up to its heritage and following through on its commitments.

Jason B. asked if a tour could be arranged. Councilman Laybourn indicated yes, perhaps on a weekend.

Jason B. indicated that, if the airport Fountain can be wrapped up this year, the board will be looking for another project. He recommended the discussion continue at the upcoming strategic plan meeting.

Mr. Laybourn had to leave to another commitment.

Stephanie Lowe commented on the pump house on behalf of HCI. She indicated they wanted to create a partnership with the City Council with the first goal being to do some public outreach and see what the community interest is. They haven't met with the Mayor yet. She asked that, if CHPB is interested in partnering, to let them know.

Dave B. indicated that Councilman Laybourn was going to go thru the City Attorney to get the resolution on the agenda.

Milward S. asked Stephanie L. what the vision was and what the resolution is intended to accomplish. She responded the resolution is to create a partnership with the city. Dave B. indicated that the resolution is also intended to determine the wishes of the city in preserving the building or not.

Rin Kasckow, Alliance for Historic Wyoming, next talked about Historic Preservation Month in May. They are working with 25 organizations this year and will focus on safe in-person events and push online programming. They have a marketing consultant coming in.

Next, Andi Jaspersen with Visit Cheyenne, spoke about their "Doors Open Cheyenne" opportunity. They envision this as an opportunity to engage folks with the historic character of Cheyenne. They envision partnering with the CHPB and the DDA. Visit Cheyenne could market it and provide evergreen blog content. They would love to tell the story of some of these businesses in historic buildings. Docents could be recruited to interpret the buildings. They would like us to take a nugget of an idea and help it grow into something that happens every year. If CHPB wanted to move forward with this, we would have Visit Cheyenne's full support. Jason B. mentioned that this idea was similar to what the CHPB used to do with the "Tour the Legend" program that was discontinued due to difficulty in mobilization. It barely broke even with expenses. Simpson offered that having two other organizations partnering might make the difference.

Cathie D. weighed in that people want to get out right now and the marketing support with this proposal could make a big difference. She asked to put the Doors Open program on the strategic plan agenda. Jason mentioned we could reexplore old contacts with Eagles and Masons. Andi proposed that the three organizations should get together to come up with a marketing plan.

Amber Ash mentioned that the DDA is supportive but wanted to be cognizant of how busy the May schedule is becoming with two other events and a staff of three. They will need to know who's doing what so the event is easier to manage. They are happy to reach out to businesses and property owners and are already aware of some owners who are interested. Jason B. will add to the strategic plan agenda and get back to them 1<sup>st</sup> of March.

**Comments/Report from City Council Rep:** Councilman Richard Johnson expressed concern with putting the cart before the horse with the Demolition by Neglect ordinance. He feels that the way the ordinance stands, someone could claim the city was negligent in fixing its own property.

Jason B. replied that there were few city buildings on the contributing structures list and thought that the Pump House wouldn't qualify to be on the list because it's been altered with additions. Stephanie L. weighed in that she hasn't read the latest version of the ordinance but suspects that the pump house is a non-contributing.

Sam C. mentioned that they don't have an updated contributing structures list yet but should soon. Richard advised that, if there are any city-owned properties that can be used against the



ordinance, we need to be prepared by understanding what is and is not on the contributing structures list.

Further discussion ensued regarding the importance of being prepared to respond to potential optics around the city being perceived as a negligent building owner if any city-owned buildings on the contributing structures list may be subject to a demolition by neglect ordinance.

**Comments/Report from Urban Planning Office Rep:** No report at this time.

**Committee Chairs & Liaisons Reports:**

Don H. gave a report on the DDA. They recently reviewed their audit. They are looking for another banking institution and they have reviewed their recent Main Street application which was approved.

David B. provided more updates on HCI. In addition to the Pumphouse, they want to get started on the MOA and the fundraising with the CHPB. They are waiting on comments from the CHPB on their draft. Jason – we will add this as a strategic plan item.

Jason B. also reminded the board that if anyone wanted to switch committees or liaisons, we'll also be discussing that at the strategic planning session.

**Old Business:**

1. Ornament Sales

Sam C. reported that there were \$14,410 in ornament sales. There are 9 ornaments left in the city office.

2. Women's Civic League Grant Extension

Sam C. reported that the Women's Civic League has granted a one-year extension from the original April 2021 deadline to spend the funds. Grant was \$2k for construction bidding documents to restore the terra cotta on the airport foundation.

3. 221 E 21 st St Certificate of Appropriateness

Sam C. reported that she put Linda Kiisk, Historic Architect with the SHPO, in touch with the owner. She hasn't heard if they've gotten together yet.

4. Demolition By Neglect Ordinance:

Jason B. and Milward S. will present the ordinance to the City Council at their work session on 2/19/21 at noon and gather their thoughts on the ordinance. Then, we will hold a public forum to get public feedback. This could be streamed on facebook live. Mark C. encouraged other CHPB members to attend and support the ordinance. 2/19 – noon. It was agreed to have a dry-run meeting and to create an agenda. Other Old Business: Max C. reported that Sat. Aug. 7, 2021 will be the date for the next Cruise Night. We will not have to share the event this year.

## **9. New Business:**

- a. Business Tours for Historic Preservation Month – The “Doors Open” program had been discussed earlier in the meeting.
- b. Strategic Planning Meeting - The meeting is Saturday 2/27 at Cathie T.D.’s place from 9 a.m. to Noon or 1 p.m. It will be a hybrid meeting. Jason explained the process to the new board members.
- c. Saving Places Conference – Sam C. indicated that everyone who registered should have received an e-mail and if not to let her know. She is asking that each person attend at least three sessions. The programs can be viewed by registrants up to a year after the conference. She’ll be contacting those who attend for timesheets.
- d. Cheyenne Great Western Corral Plaque – It was located on O’Neil and 21<sup>st</sup>. It was said to be the largest stable in the west and was closely tied to the beginning of Cheyenne Frontier Days. Sam C. ordered a mounting plate and pole. The funding will come from the small grant match account.

**Adjourn:** Meeting was adjourned at 7:44 pm

**Next Work Session:** Jan. 26, 5:30 p.m. to vote on new board applicants to recommend to the Mayor and City Council.

**Next Meeting:** March 9, 2021, 6 pm – Zoom

Minutes Respectfully Submitted:  
Milward Simpson, Secretary

Final Minutes: Cheyenne Historic Preservation Board

Tuesday, March 9, 2021 Board Meeting

Meeting Place: Electronic meeting – Zoom

Agenda:

1. Roll Call

Meeting called to order at 6 p.m.

Board Members Present: Jason Bogstie, CJ Young, Gary Sims, Max Carre, David Brenner, Don Herrold, Cathie Tabor-Douglas, Amber Conwell, Milward Simpson.

Absent: John Brewster, Josh Chrysler

Guests: Stephanie Lowe, and Bill Lindstrom, Jerry Berggren  
City Council Representative, Richard Johnson

2. Approval of Minutes from February 9, 2021 regular meeting

**\*Cathie T D moved, Don H. seconded to approve the minutes from the Feb. 9 regular meeting. Approved unanimously.**

**\*CJ Young moved, Max C. seconded to approve the Strategic Planning Minutes. Approved unanimously.**

3. Audience Business: There was no audience business.

4. Comments/Report from City Council Rep.

Milward S. thanked Richard for attending our meetings and activities. Councilman Johnson asked if the Albany ever a tap room. He had thought there was a mention that Adolphus Coors had been there before he moved to Golden, CO. Stephanie L. offered that Mike Castle at the Old West Museum would probably know. Bill Lindstrom recommended Maren Kallas on the HCI Board would also probably know. Don H. offered to do some research.

5. Comments/Report from Urban Planning Office Rep.

CJ Young asked Mayor Collins if he could set up a regular liaison meeting with the CHPB liaison. His staff indicated he's not interested in regular liaison meetings but that we could e-mail if there was something pressing or something

we wanted him to know about. CJ asked if the Mayor would be open to setting up a special meeting, phone call or zoom-type meeting if we had a special project. He hasn't gotten a response yet. Jason asked for confirmation that Mayor Collins would try to attend our next meeting. Sam C. indicated she spoke with Holly who said she'd put a block on his calendar for next month's meeting. Jason indicated that we could ask him at that time what level of involvement he wants with us if he shows up and what his priorities are.

## 6. Committee Chairs' & Liaisons; Reports

Don H. asked Amber C. if she had gotten anything on the design committee meeting. He's under the impression that the DDA has to appoint someone to the design committee. Amber responded that Amber Ash with the DDA had invited her to their meeting taking place the following day. Don offered to introduce her during the meeting.

**Jason B. asked the subcommittees to try to have meetings this month so we could have more to talk about in April.**

## 7. Old Business

### a. Demolition by Neglect Ordinance

The public forum on Fri., March 12 will be at 5:30 p.m. CJ Young offered to send his notes from the previous City Council Work Session and attend to assist Jason B. Sam C. confirmed that the meeting recording will be made available on the city's Facebook page.

Richard Johnson asked Sam C. if there was any feedback after the planning session when the WTE ran their story? Sam C. indicated there was no feedback.

Cathie T.D. reiterated that we should highlight that it applies to contributing structures only.

**Sam C. offered that it'd be good to have a work session sometime over the next couple of months to go over mock-Demolition By Neglect ordinances.** Doesn't have to happen before it's introduced to council. The board indicated support for the idea.

Cathie T.D. commented that there was no good list of the contributing structures. She's concerned the public wouldn't understand what a contributing

structure was. Sam. C. indicated she's been working to put the list on the website, but it's been taking a while because it involves checking the National Register for each property. Cathie has been helping her verify the information on the existing spreadsheet. Cathie mentioned some of the information on the spreadsheet needs a lot of work. Jason B. indicated he thought contributing structures were recorded with the County Real Estate office. Sam C. indicated that someone doing due diligence would have to ask because all that a title search reveals is that your property is on the National Register.

Stephanie L. indicated that anything that is contributing should have a certificate on file with the County Recording Office. Cathie responded that when she did a search on her property, nothing came up. It wasn't listed in the Assessor's office either.

Cathie thinks it would be wise once we have an accurate list to do a notice from the board to put on the contributing properties and actually record it so buyers would see it appear on a title search

Milward S. commented that, good clarity and community outreach will come from doing this overdue housekeeping work and thanked Sam and Cathie for their work.

Discussion ensued about the need to continue moving forward with the ordinance while moving forward with the contributing structures verification work. Although the legal onus is on the buyer to do due diligence, finalizing a verified list for the public will be good public outreach.

#### b. Airport Fountain

Jerry Berggren joined the meeting. Sam C. reported on the Terracotta restoration. She talked to Jerry this afternoon regarding the feasibility of doing bidding documents and getting a contractor to come in versus the benefits of having someone come in to train local people or board members. Cathie T.D. asked the cost difference between the two.

Jerry B. responded that the project is pretty small and the contractors who do the work are willing to come from anywhere in the country but it'd probably be a year before anyone could come in. He hasn't heard anything on the cost but it is doable. The size of the project made them think it's be good to do a workshop. If someone got trained it might be a benefit for someone to learn a

new trade and have the potential to pick up other work and would be a way to secure someone who could do cost-effective maintenance.

Sam C. will ask Mark C. about John Harry, who Jerry understood was asked to address the topic with the board previously.

Jerry B. mentioned that they could put together documents to put the bidding process together. It's costly because it's a small job that would involve travel and they can't absorb the set-up costs but he's willing to proceed.

Milward asked if it made sense to contact Preservation Colorado to see if they knew of anyone who could do the work and find efficiencies there. Jason indicated that we need to know what each option would cost and that we want to get the project done this year. Jerry indicated could we do a quick survey of local painters or local masons to see if there'd be interested in taking this on as a secondary line of service. He wondered if we could do a quick survey of local folks. Jerry indicated would be happy to make calls and describe the process and try to entice interest if we could provide a list. Cathie T.D. mentioned the concern about hosting a class and ending up with no participants.

Gary S. asked what the cost and time duration would be. **Jerry B. will compile the details on the duration and cost of the training for the April meeting.** Max C. asked if tile installers would be another trade as there are not many masons here. Jerry B. concurred. **Jason B. said he'd try to cobble a list of folks together for Jerry to contact.** Cathie wondered if we should reach out to Homebuilder's Association to see if they might have sub-contractors who might be interested. **Amber C. offered to provide Sam C. some names of sub-contractors she was familiar with. Sam will then forward a list to Jerry.**

#### i. Backflow part

Backflow part. Sam reported that they will be replacing the backflow preventor that blew out in the fall. They're working with Merit plumbing and the city is paying for it. It doesn't come from the CHPB budget. It will come from the Planning Department budget. **Milward asked Sam to thank Charles Bloom.**

### 8. New Business

#### a. HCI MOU

HCI - Sam C. proposed to have the Fundraising Subcommittee meet with Bill Lindstrom to hash out details. Jason recommended to reach out to John B. to plan a subcommittee meeting. Sam will call John.

David B. reported that HCI is having a meeting tomorrow and they'll bring it up. They based it off of a similar agreement with Arts Cheyenne. **Sam will forward an example copy to the board.**

b. Revised Pumphouse Resolution

Sam C. indicated that Bill L. revised the resolution to reflect the strategic planning meeting discussion to support the resolution and asked if the board thought it looked good. Jason B. commented that the previous typos hadn't been corrected but that he felt it looked fine otherwise.

c. Cultural Trust Fund grant

**Sam C. indicated the grant was due April 1, '21 and that she would send it to Milward S. for his review and editing assistance.**

Cathie notified the Marketing Subcommittee that there'd be a meeting in her office in two weeks.

9. Adjourn

**Cathie T.D. moved, Don H. seconded to adjourn. Meeting adjourned at 6:45 p.m.**

## Cheyenne Historic Preservation Board

FINAL Minutes:

Tuesday, April 13, 2021 – 6:00 pm

Electronic meeting – Zoom

Cheyenne Historic Preservation Board Ex-Officio City Council Representative (invited)  
Urban Planning Office Representative (invited) Mayor (invited)

### 1. Roll Call

All present with the following members absent: CJ Young, Gary Sims, John Brewster

### 2. Approval of Minutes from March 9, 2021 regular meeting

**Don H. moved, Cathie TD seconded to approve minutes as submitted. Approved Unanimously**

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

#### a. Mayor Collins Introduction

Mayor Collins expressed his appreciation and support for the efforts and activities of the Board and asked to be kept informed.

He expressed interest in the board's vision for the Pumphouse and what it could become. He'd interested in our input on looking for an adaptive reuse of the building that could pay its own way.

### 4. Comments/Report from City Council Rep.

### 5. Comments/Report from Urban Planning Office Rep.

Sam C. shared that we were informed we did not receive the WY Community Foundation Grant we applied for. We applied for another grant in April and are awaiting the results.



## 6. Committee Chairs' & Liaisons' Reports

Cathie TD reported on the activities of the Marketing Committee. The Committee will review current marketing materials and bring the recommended changes and strategies to the board. The committee is also proposing a mini-event at 11 a.m. on Sat., May 22 to start-up the Airport Fountain in honor of Historic Preservation Month. She asked who might be able to help secure permission for parking in the Airport parking lot. Stephanie Lowe agreed to contact Tim Barth to make the arrangements. Other projects include twice weekly facebook posts highlighting historic "fun facts" about Cheyenne. She asked for full board participation and for board members to e-mail ideas to her.

The Committee is also looking to revamp the historic walking tours and revisiting the historic building "bar crawl" as part of the DDA and CVB's proposed "Doors Open" project slated for the fall. Finally, the committee would like to compile historic car facts for the annual "Cruise Nights" on August 7. Sam C. said she'd look into the status of the board's Instagram account.

Jason asked the committee to keep the DDA and CVB in the loop.

Sam C. indicted that Amber Ash was looking for a specific date from the board for the Open Doors project. Cathie mentioned we had tentatively picked sometime in September.

The Fundraising Committee met with Bill Lindstrom to discuss the HCI MOU.

Jason asked that the Saving Historic Places committee to meet soon to discuss the National Register issue and other items to get organized for the year.

## 7. Old Business

### a. Demolition by Neglect Ordinance

Sam reviewed recent public meetings that have been held and the feedback that has been garnered. It's been decided that the feedback warrants making amendments to the draft ordinance. Sam proposed the idea of, once amendments have been drafted, having a "mock demo by neglect" case to demonstrate how the ordinance would work in practice. 3000 Capitol Ave. would be the possible case study.

Milward S. summarized the areas of the ordinance that would be amended including what kinds of structures the ordinance would apply to, creating a connection to the International Property Maintenance Code, looking for more coordination of the city codes that will be applicable, addressing the practicability of the enforcement provisions and the level of adherence to strict historical preservation in mandating repairs and maintenance. There are also housekeeping items to remove redundancies and obsolete language. He also wanted to take into account Richard Johnson's preference not to bring the ordinance before the city during the City's budget process. Alessandra mentioned she would not be working during the summer and won't be able to run ordinances until September but that we could work with City Attorney Mike O'Donnell during that period.

Alessandra expressed concern that the current incomplete status of the city's contributing structures could be a major problem for the ordinances' prospects. Sam C. explained that a complete and accurate contributing structures list does currently exist on the SHPO's website but that she and Cathie wanted to update the City's contributing structures list and make it searchable. David asked if the building at 3000 Capitol was the old Lummis house.

Jason would like a mock-ordinance exercise to happen during a future work session and not a regular board meeting.

Councilman Laybourn expressed his concerns regarding the practicability of various provisions in the draft ordinance including the Economic Hardship and enforcement provisions. He thanked the board for its work and for the effect it's had to raise awareness and knowledge about the issue.

#### b. Airport Fountain

##### i. Denver contractor for Edison Coating

Sam reported that she spoke with Jerry Berrgren and that he found a contractor in Denver that could do the Edison Coating. Jason mentioned the importance of knowing the cost and asked if Sam could research that and get the info. to the board prior to the next meeting.

##### ii. Saved by the Bell account - leftover funds

\$452 was left over and Councilman Johnson recommended it be transferred back to the CHPB. Jason thanked Mr. Johnson who explained that the CHPB had previously donated \$1,000 to the project several years ago.

Charles Bloom reported that a new backflow preventor has been installed and noted that the fountain ran through Cruise night weekend last year. He noticed that the pump had to work very hard and that if it failed he believed he had accounted for a possible source of funds to replace it.

Councilman Laybourn asked if the Airport board has never contributed. Jason responded that it hadn't. Charles Bloom explained that the Airport Fountain is not owned by the Airport Board but by the City. He mentioned that he would be interested in discussing the possibility of the City of Cheyenne help getting us over the finish line. Don H. shared his research finding that the City had originally funded and built the fountain as a way to beautify the entrance to the airport.

#### c. HCI MOU

Alessandra from the City Atty's office made draft edits to the MOU. Bill Lindstrom from the HCI board indicated he'd reviewed them but that the entire HCI board had not seen it yet.

Alessandra discussed the issues related to HCI's interest in managing funds on behalf of the board. The City Accounting office does not want to manage funds in another account that HCI controls. An extensive discussion followed regarding the purpose of the MOU, and other similar arrangements that could be considered. Stephanie L. explained the advantage of HCI being able to facilitate the board to do things the board cannot do as a city entity such as accept credit card payments and mount "Go Fund Me" types of efforts. Bill L. asked if the current arrangement between the City and Arts Cheyenne to facilitate the work of the city's former Art In Public Place program could serve as a model. Alessandra agreed to look at the Arts Cheyenne example and further advise the board regarding possibilities.

Issue tabled until the May meeting.

#### d. CTF Grant

Sam C. reported that Milward helped her with the grant and that we applied for \$15k and will hear the results on May 15. Jason asked how far this would take us to completing the Airport Fountain project and she indicated she believed the remaining gap would be around \$30k. She will try to get us a precise dollar amount.

### 8. New Business

Councilman Laybourn suggested that the draft HCI resolution regarding the Pumphouse could be submitted for consideration on April 28 so it could be put on the May 11 council meeting agenda so it could pass during Historic Preservation Month. He asked the HCI representatives to send a copy of the resolution to Alessandra. Stephanie L. indicated she would get it to her. Jason indicated that the board had voted to support the resolution during its strategic planning meeting.

a. Logo ideas

Sam shared logo ideas that had been created by a graphic designer in Denver that Gary Sims recommended. Don indicated that the Marketing Committee had discussed taking this on during the strategic planning meeting.

Sam will ask Gary to forward the board's input to his contact to revise the preferred logo for the board to vote on at the next meeting.

b. Capitol North Historic District Expansion Petition

i. "I move to initiate a petition to the Governing Body to designate the Capitol North

Historic District Expansion in accordance with the Terracon survey of 2019."

Sam indicated there would be an informational meeting May 3<sup>rd</sup> and a mailing would go out two weeks before the public hearing on May 11. It would then go to the City Council for approval. **The above draft motion was moved by Milward and seconded by Amber. Motion passed unanimously.**

9. Adjourn

**Don H. moved, Max C. seconded to adjourn.**

Meeting adjourned at 9:05 p.m.

## **Minutes: Cheyenne Historic Preservation Board Meeting**

Tuesday, May 11, 2021 – 6:00 pm

Electronic meeting – Zoom

Cheyenne Historic Preservation Board Ex-Officio City Council Representative (invited)  
Urban Planning Office Representative (invited)

1. Roll Call – All present except John Brewster, Jason Bogstie and Max Carre.
2. Approval of Minutes from April 13, 2021 regular meeting

**Josh moved, Cathie seconded to approve the Minutes. Motion approved unanimously.**

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

A member of the public, David Palacios – wants to build an extension in front of the street in the Gov. Mansion Protective Area. 315 E. 21<sup>st</sup> St. It will be a 22' x 22' extension. The material he uses will look similar to what it looks like right now.

Milward S. asked about the timing. He will replace the roof and the windows and do maintenance around everything. Then will do the extension within 5 months. It was originally built in 1890 and he believes it was remodeled in 1950.

Don H. asked what the city knows about the project.

Sam C. responded that Mr. Palacios had approached her today and she advised him to attend this meeting to get a sense of how the board would respond to his project in terms of a Certificate of Appropriateness.

JY asked if it was on the Contributing Structures list. Sam responded she'd look into it.

Amber asked if the whole exterior was stucco. He responded "yes." She also asked if the intent was to mimic what was already there on the façade. Mr. Palacios responded that it was.

Milward asked if the Protective Area Ordinance can be sent to Mr. Palacios and mentioned the importance of following the process for applying for the Certificate of Appropriateness.

Mr. Palacios indicated his interest in coming back to the June meeting for approval. Cathie asked if the house was in the Rainsford District. Milward indicated it was.

Sam indicated it didn't appear the house was "contributing" but that she would check the National Register and get back to the board.

Milward mentioned that the ordinance does not stipulate that it only applies to contributing structures.

#### 4. Comments/Report from City Council Rep.

Richard Johnson – Reported that the Pump House Resolution was passed on Consent Agenda and that the Council was standing by to learn where the Board was at on the Demo By Neglect ordinance.

#### 5. Comments/Report from Urban Planning Office Rep.

Sam asked what the board's preference was for meeting in person or virtually going forward.

Discussion ensued with expressions of support for returning to meeting in person and for a hybrid of meeting in person and people being able to attend virtually if they prefer.

**JY moved that we move our meetings to a hybrid of in-person and zoom. Milward seconded. Motion passed unanimously.**

#### 6. Committee Chairs' & Liaisons' Reports

Don H. – DDA Liaison - Committee met on April 15 and Sam C. was appointed to the design committee. They brought up the Demo By Neglect ordinance. Amber asked the board to review the public work session video. Milward asked if the "Open Door" event was discussed and advised that the board needs to propose a date for the program in September.

Dave B. reported on HCI activities. Pumphouse resolution passed. They decided not to make any changes to the MOU. HCI will be meeting to discuss where it wants to go on the Pumphouse and the MOU.

DDA Design Committee: Amber indicated that the committee meets again tomorrow.

Historic Places Committee: A meeting hasn't been scheduled yet.

Marketing Committee: Cathie reported on plans for the Airport Fountain Fire-Up on May 22<sup>nd</sup> and that Don H. has been active posting historical information on our facebook page for Historic Preservation Month.

Milward asked about hosting a pub crawl for the "Open Door" event in September. Councilman Johnson indicated relative to the open container ordinance that we would need to request an open container permit if it's "transient" where people would drink a beer between locations.

The Committee will pick a date for "Open Door" in September to bring to the board in June.

Fundraising Committee: No report.

## 7. Old Business

### 1. Demolition by Neglect Ordinance

Sam and Jason met with the City Attorney and the Planning Dept. - Jason and Milward will edit the ordinance. The board would tentatively approve and Alessandra would review at. The plan is to take it before the City Council on Sept. 22. The board would continue to do public outreach in the meantime. When the draft is finished we could still hold the mock demo-by neglect workshop.

They talked about taking out the economic hardship provision and the 'eligible structures' language, making changes to the lien provisions, removing language about entering buildings and not being able to enter a building in five years.

The Cheyenne Board of Realtors contacted Cathie about attending the September meeting and expressed concerns about the ordinance and preferences for how to keep the public informed about the ordinance details.

Discussion ensued about how to ensure robust public outreach and about the pros and cons of deleting the economic hardship provision and the balance between revision of key provisions and proposing an ordinance that has the desired effect.

#### b. Airport Fountain

Sam reported we're working with Jerry Berggren at Berggren Architects and Doug Elting. They contacted Building Restoration Specialties Co. in Denver. The proposal is to use the \$2,500 from the Women's Civic League grant for bidding documents for Berggren to do for us. Sam then gave an overview of the proposed costs and available funds in our account and from grant seeking, etc. Will hear back on the Cultural Trust Fund grant on May 15.

Milward asked about the training costs (\$5,000) and indicated a preference for making the training available to boost local restoration skills. Josh asked how often maintenance would need to be done on the terra cotta. Sam indicated every 30 years. Dave B. indicated there were a lot of Cheyenne buildings where those skills could be applied. JY expressed a preference to assure that there would be an audience for the training.

**JY moved to move forward with the Colorado company based on their estimate with the caveat that a training could be added once we assess local interest. Amber Seconded.**

**Discussion:** Don H. asked Councilman Johnson about the possibility of the city contributing funds. Richard indicated that the Wards no longer had contingency funds.

**Motion passed unanimously.**

#### c. HCI MOU

JY proposed to make it a work session topic with the idea of prioritizing the Capitol North project first. David B. asked if we could ask the Attorney's office why the new language was inserted.



## 8. New Business

### 1. Capitol North District Expansion

18<sup>th</sup> – open house, Cheyenne Activity Center. 3121 Carey Ave. 6 p.m. Masks encouraged.

25<sup>th</sup> official public hearing

Sam indicated she sent out a mailing including forms where people could indicate they approved the expanded contributing structures list. Sam asked the board to encourage folks in the district to sign the approval forms. 50% is required to pass.

Richard Johnson asked how we wanted citizens to engage the planning dept. on this. Sam indicated the code required her to send letters to everyone. They would have to mail it back, bring it in person. A third option is she and Mark C. will sit at the building from 8 – 11 on the 21<sup>st</sup> for folks to bring them by then.

He asked Sam to send him the particulars so he could help promote it

### b. DDA #WyoWednesday Campaign

Sam reported that the DDA highlighted historic buildings for their campaign. They highlighted the Historic Plains Hotel, St. Mark's Episcopal Church, the Depot, the Nagel Warren Mansion all highlighted in their campaign

Other Business: Gary S. reported that he submitted his ornament design for this year which will be the Airport Fountain. He'll be incorporated segments of the tiles into each ornament.

Sam C. and Richard Johnson were thanked for their time and involvement in board activities.

## 9. Adjourn

Don H. moved, Josh seconded to adjourn the meeting.

Looking Ahead:

Next Work Session: May 25, 2021, 5:30 pm – Zoom

Next Board Meeting: June 8, 2021, 6 pm – Zoom

## FINAL Minutes: Cheyenne Historic Preservation Board Meeting

Tuesday, June 8, 2021 – 6:00 pm  
2101 O’Neil Ave, Committee Room 104/Zoom

### Agenda:

Cheyenne Historic Preservation Board Ex-Officio City Council Representative (invited) Urban Planning Office Representative (invited)

1. Roll Call - Max, Amber, CJ absent. Jason won’t be here next week due to wedding.
2. Approval of Minutes from May 11, 2021 regular meeting  
Josh moved. Gary seconded to approve the minutes as submitted. Motion passed unanimously.
3. Audience Business: Comments from the Audience (Each limited to 5 minutes, please)

No audience comments.

4. Comments/Report from City Council Rep.

Councilman Johnson wondered if we’ve had questions regarding what the Mayor has said in his Mayoral Minute about the Urban Renewal Authority. Looking for serious investors in the Hynds building. He has potential investors in the Hitching Post.

“100 years of the Hynds” is part of the art-walk series.

5. Comments/Report from Urban Planning Office Rep.

Charles – Within 30 days, they’ll put the Capitol North expansion in front of the Council. The new urban use overlay zoning district put forward for the West Edge which allows for adaptive re-use.

New Urban Renewal Authority was created in city code (similar to DDA). It will allow urban renewal districts and could collect a tax increment. It’s doing a “blight study” (the Hole, Reed Ave. Corridor).

6. Committee Chairs’ & Liaisons’ Reports

DDA – They revised their design procedures to be more in line with the Main Steet Guidelines.  
Mike O’Donnell – A cooperative deal is in the works between Visit Cheyenne and DDA. They’re looking for new board members too.

## 7. Old Business

### a. Capitol North District Expansion Public Hearing Continuation

Sam indicated that we met the minimum number of signatures and that the public meeting could be closed. The minimum number of signed approval forms was met (50% of the property owners in the district).

John moved, Cathie seconded to close the public hearing. Motion approved.

Milward moved, Cathie seconded to send the Capitol North Extension to the City Council. Motion approved.

### b. Historic Cheyenne Inc., MOU

Discussion ensued regarding issues with the MOU as drafted including questions of impacts to liability, grants from the SHPO to the board as a CLG, public transparency and future city appropriations to the board.

Gary Sims moved, \_\_\_\_\_ seconded to postpone the MOU indefinitely.

Motion approved with one "Nay."

The board asked the City Treasurer to look into whether the Board could accept credit cards, and social media donations.

### c. Airport Fountain

i. Sam reported that the \$25,000 Cultural Trust Fund Grant was accepted in full. The cost estimate from Building Restoration Specialties was \$71,280. The combined grant funds received thus far plus the funds in the Historic Preservation Board will fully fund the project with a balance remaining of \$3,763.23.

Sam indicated Building Restoration Specialties had a team available anytime from this August through next January to complete the work. As soon as she hears back she will start the bidding process.

ii. Schedule set for Spring/Summer of 2021. (Tuesdays, Thursday, Saturdays from 4:30 – 6 p.m. and on 7/4 and Cheyenne Day from 11:30 a.m. – 1 p.m.)

Motion by John, second by Milward to reimburse Gary S. \$85 for the process for cleaning the tiles for the fountain that he will be using in next year's ornament.

## 8. New Business

Sam told the board that the Design Committee was looking at reinstating the Mayor's award for excellence and asked the board for input. The board agreed that, if the Design Committee wanted the board to review their guidelines for any duplication with the board, the board would be receptive.

Josh proposed that the Board should consider advocating for preservation of the Hitching Post Sign and mentioned other cities where similar activities have take place such as Tuscon, AZ. It was mentioned that the sign is not city owned. Sam will talk to the Mayor about what the possibilities might be.

## 9. Adjourn

Looking Ahead:

Next Work Session: XXX, 2021, 5:30 pm – Zoom Next Board Meeting: July 13, 2021, 6 pm – Zoom

John & David moved to adjourn @ 7:15 p.m.

## Cheyenne Historic Preservation Board

### Minutes from July 13, 2021 Meeting

Gary Moved, Cathie seconded to approve minutes as amended during discussion.

Motion carried unanimously

### Audience Business:

None

### City Council Representative Report (Richard Johnson):

Richard reported that the Capitol North District was approved on consent agenda yesterday

Three ordinance changes on 3<sup>rd</sup> reading last night pertaining to the city's collection of liens. All three were all postponed indefinitely – Councilman Laybourn brought up Demo by Neglect during the discussion.

Richard wrote to Mayor today asking if anyone on CHPB would be interested in being on the Stakeholder's Committee for the Lien Process. Would be good for the board to be aware of How the city is going to approach its liens on blighted properties.

Cathie volunteered to be the CHPB's liaison, CJ agreed.

Max moved, Josh seconded to approve Cathie as the liaison to the Stakeholder Committee.

Motion passed unanimously.

### City Planning Dept. Update – Sam:

Revolving loan fund has been meeting (Hitching Post purchase).

BOPU and the city have spoken preliminarily about xeriscaping some public islands in the city as a water conservation measure. Would the board be interested in the airport fountain grounds being included?

After discussion regarding the need to ensure that the fountain remains visible with any xeriscaping, CJ indicated that the board's direction to Sam was that it was favorable to the idea.

Cathie asked about the possibility of integrating solar electricity for the fountain. Sam will look into the possibility and cost and report back to the board

### DDA Liaison Report:

No Report as Don was out of town for the DDA's last meeting.

Richard shared that the DDA and Visit Cheyenne merger is being approached as a six-month pilot project with a dual board.

#### Historic Cheyenne Inc. :

Mr. Benner indicated that HCI has a contract with Westedge Collective to come up with a Pump House Logo and some PR materials.

Also trying to set up another inspection of the Pump House itself. Concern that it's deteriorating fast. The roof is bad and may not make it past the next couple of winters. Amber reported that TDSI has just submitted a proposal for a demo and mothball plan. They're setting up a meeting with Stephanie Lower and HCI next week to go over the plan.

#### DDA Design Committee:

No new news given the transition with the merger with Visit Cheyenne

#### Historic Places Committee:

No report

#### Marketing Committee:

Met on June 22. Although there are other local events on that date, the committee wanted to see if the board would be ok with having it on 9/11. Milward reported that, with the DDA merger, they indicated they would still want to support the Open Door concept. Discussion ensued regarding event conflicts during September.

Milward recommended reaching out to the one of the bars located in historic buildings to get their opinion. They include BlackTooth, the Crown, Dilingers, and Danielsmark.

#### Fundraising:

No report

#### Old Business:

Capitol North District Expansion. The expansion was approved by the city during the July 12 meeting. Sam thanked Richard for sponsoring it and indicated that she believed the city pays for the signs with input from the board.

Airport Fountain – Sam asked if the board wanted to dedicate any available funds for the maintenance of the fountain. The city has a grant matching account and the Humanities Council

has a round of America Recover Plan (ARP) funding available. Discussion ensued regarding how to secure maintenance for the fountain long-term, who should be responsible and what funding sources are available.

Gary stated for the record that the city should take care of the maintenance. Otherwise becomes a property management organization. If not, it could fall into disrepair again and the board shouldn't have to have it be something it has to constantly raise funds for.

Gary gave an update on the ornaments project and showed the board his ornament design and process for 2021.

#### Logo:

Milward moved, Max seconded that the logo with the key become the logo of the Cheyenne Historic Preservation Board. After discussion a friendly amendment was proposed that the board have an opportunity to see a colorized version on letterhead prior to final approval. Milward and Max accepted the amendment.

Motion passed with two nays (Don and Gary).

#### New Business:

Max provided an update on the Aug. 7 Cruise Night fundraiser.

Gary reported on some ideas for historic designation plaques for homes that he got from having visited historic districts in Kalispell, MT. The plaques will be added as a new business item for next meeting.

Concern was expressed for the deteriorating health of Bill Dubois. Milward gave a testimonial to Mr. Dubois' seminal influence on behalf of historic preservation in Cheyenne and in the state.

Gary raised concern about the deterioration of the airport terminal building. It is one of only two examples of the parabolic terminal building structure left extant in the country.

After discussion, it was decided to bring it up in future meetings for consideration regarding how to be a good advocate on behalf of preserving the building.

Richard J. brought up Mary Guthrie as someone with a lot of colorful stories about Cheyenne. CJ recommended that someone reach out to Mary to see if she'd be willing to be interviewed as part of the State Archives Oral History program. Milward said he'd reach out to her.

Josh brought up the Hitching Post sign and the possibilities of advocating with the developer on behalf of its preservation. CJ recommended keeping the issue on our watch list.



Max moved to adjourn, David seconded. Meeting adjourned at 7:10 p.m.

## FINAL Minutes, Cheyenne Historic Preservation Board

Meeting Date & Time: Tuesday, August 10, 2021 – 6:00 pm

Meeting Place: Hybrid: City Council Chambers + Online

Agenda:

2101 O'Neil Ave, Committee Room 104/Zoom

Cheyenne Historic Preservation Board Ex-Officio City Council Representative (invited) Urban Planning Office Representative (invited)

1. Roll Call - Milward S., Cathie T., Jason, Gary S., Max C., Don H., Josh, Amber, Jason B., John B., Dave B.

CJ not present.

### 2. Approval of Minutes from July 13, 2021 regular meeting

Cathie T. moved, Don H. seconded to approve the Minutes as submitted. Motion passes.

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

Mr. Erik Cox joined the meeting. He's writing a book on the historic tunnels under the state capitol complex and is looking for information.

The board gave advice on various avenues to pursue and people to talk to.

### 4. Comments/Report from City Council Rep.

Richard Johnson reported on the URA meeting. Extensive discussion ensued about whether a Demo by Neglect ordinance could play a part in preventing historic buildings from deteriorating to a point where it can help prevent situations from occurring that would result in the lien issues the working study group is concerned about.

It was decided that Cathie T. would be included in all CHPB meetings involving the Demo by Neglect ordinance and Sam will make her aware of them as they're scheduled.

### 5. Comments/Report from Urban Planning Office Rep.

Urban Renewal Authority update – each project has to have a plan that goes to council and is approved. 1<sup>st</sup> project is the Hitching Post. If approved, it will take place on Aug. 23.

Westside re-zoning: Open house in early September. Should go to Planning Commission by Oct.

Jason asked how receptive the Council was to using Tax Increment Financing (TIF)? Jason has an idea to use TIF to pay for remediation of any demo by neglect. Could revenue from a TIF be limited to all the contributing structures to generate revenue to use to pay for maintenance/repairs?

\* Sam will do some research but it is possible that you would have to declare the entire historic district to be blighted.

## 6. Committee Chairs' & Liaisons; Reports

HCI – David B. reported that they have a logo for the Pump House. They're working with the city to identify ways to mothball the building.

Marketing - Cathie proposed Oct., or Nov. for the historic bar crawl. Still need to reach out to the bar owners.

Cathie reported that she sat on the work study group for the ordinances for the city for priority lien. Bankers Assoc., Chamber, Title Companies, etc. attended. Concerns were expressed about the ordinances being proposed. Puts an issue on title insurance – concern that it would lower the value that lenders would be able to lend and increase interest rates. Work study group is going to tell the Mayor they want the ordinances killed. Cathie recommended that the Demo By Neglect ordinance could be an avenue for preventing buildings from getting to the point that this concerns apply.

## 7. Old Business

Don reported on this year's 'Cruise Nights' event. The location and traffic flow was changed and wasn't as favorable as last year. \$275 was raised. Dave B. mentioned that we weren't as obvious this year because we were selling ornaments the previous year.

### a. Airport Fountain

\$2,500 grant from Women's Civic League allocated to pay for the architect's "scope of work" Working with city purchasing dept. on the bidding process. Will keep the board informed.

Cathie T. moved, Don H. seconded to reimburse Gary for his \$54.19 in expenses working on the blocked orifices on the fountain.

Gary brought up the importance and urgency of providing for the maintenance of the fountain given the focus, time and effort the board has put in to it. Jason expressed that the Parks Dept. should be responsible. They already take care of the water line. He asked what would be involved in designating the triangle that includes the fountain as a city park.

M. Simpson asked what the official process is for the city to establish a new park. Sam will speak with Charles B. and ask if we can have a conversation with Parks about it and then check into the requirements.

Jason asked that this be an agenda item for the next meeting.

### Ornaments

Gary gave an update and shared the ornament design. They'll be sold for \$25 apiece. If someone buys 100 of them the price is \$20 apiece. He asked the board's support for the idea of working with the state museum on some kind of custom ornament.

Ideas for marketing the ornaments were discussed. Sam indicated that adequate funds were available without necessarily needing ornament proceeds. Gary mentioned that the proceeds can be allocated to other projects but he wants to make sure the airport fountain is fully funded first.

Jason and Milward offered that proceeds could be allocated for things like benches or interpretive signage or administrative expenses related to a future pocket park.

New Logo – Gary proposed this be put on the agenda for next month.

### b. Airport Terminal

Jason provided an update. Jason and Stephanie Lower reached out to Tim Barth today. They're wrapped up in the reconstruction of the runway. He feels the future of the terminal went by the wayside when they concentrated on the runway. Tim will get back to him on doing a tour of the old terminal. He's retiring and we want to make progress before then. A successor hasn't been named.

He will make sure the board's aware of the tour date and time.

Other:

Councilman Johnson gave us a vehicle and we received \$168 cash for picking it up.

Gary reported on the Dubois Award house on 17<sup>th</sup> St. The owners were asked to give a date and time that would work for them. He advised that the presentation will take place on short notice.

## 8. New Business

### a. SHPO Videos/ Lunch and Learn Topics

Annual report – Sam – She and Jason met with the WY SHPO's office to talk about the past year of our work as a CLG. . They have training videos available. She sent them to us via e-mail. Are there other topics we'd like to see addressed by the SHPO? Every other Thursday @ lunch time. Linsa Kiisk mentioned she was pleased with our work as a board and asked us to keep up the good work.

Board recommendations for topics included writing national register nominations, using TIF's for historic preservation and other creative funding sources and established historical districts. Sam will explore these ideas with Linda Kiisk.

#### b. Wyoming Humanities Council ARP Funds

Sam outlined the two kinds of grants available, project and operations at \$5k each. Funds would have to be expended in the grant period which ends Dec., '22.

Milward recommended a focus on replacing the funds that were cut from the city budget as a consequence of COVID.

Josh suggested it would be a good time to establish a Historic district for the west side.

Milward asked if a taskforce should be created to come up with suggestions. Jason responded yes and asked that the recommendations be supported by the strategic plan.

Jason suggested a work session to consider and vote on the proposals on Aug. 31. At 5:30 p.m.

Other:

Milward proposed drafting a resolution to dedicate October as Bill Dubois Arts and Humanities Month in Cheyenne.

Richard Johnson provided guidance on the process and timeline required with these resolutions and expressed his willingness to sponsor it.

#### 9. Adjourn

Don moved, Max seconded to close. Motion approved.

8/31 5:3 p.m. – work session to approve ARP funding request.

Looking Ahead:

Next Work Session: XXX, 2021, 5:30 pm – Zoom Next Board Meeting: September 14, 2021, 6 pm – Zoom

## **FINAL Minutes, Cheyenne Historic Preservation Board**

Meeting Date & Time: Tuesday, Sept. 14, 2021 – 6:00 pm

Meeting Place: Hybrid: City Council Chambers + Online

### Agenda:

2101 O'Neil Ave, Committee Room 104/Zoom

Cheyenne Historic Preservation Board Ex-Officio City Council Representative (invited) Urban Planning Office Representative (invited)

1. Roll Call – Present: CJ, Gary, Max, Don, Amber, Jason, Josh, David

Absent: John, Milward, Cathie

### 2. Approval of Minutes from Aug. 10, 2021 regular meeting

CJ moved, Max seconded to approve the Minutes as submitted. Motion passes.

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

No audience members present

### 4. Comments/Report from City Council Rep.

Richard Johnson reported that it was a bad week for grants for the City with 3 turned down. Cap City News did a story on the Bill Dubois resolution. The resolution goes to Public Service next Monday then to the City Council the next Tuesday. Richard will give the staff report as sponsor. He will indicate it was a board-initiated initiative.

He read a resolution sponsored by Councilman Seagrave addressing the Historic Pumphouse and proposed that funds from a moribund \$100k + City Annexation account be re-allocated to assist with the process. Mr. Seagrave indicated people could call his cell phone with any questions: 307-421-1951.

He then read a letter from Stephanie Lowe with HCI expressing the ways they are supporting the Pumphouse efforts including hosting a public stakeholders meeting.

It's referred to the Finance Committee next Monday. Amber C. indicated she'd be there and can report to us in-re.

### 5. Comments/Report from Urban Planning Office Rep.

Westedge re-zoning supposed to go ahead in Oct. Hitching Post is moving forward. Have started abatement process.

## 6. Committee Chairs' & Liaisons; Reports

HCI – David B. reported that he recently updated the Mayor. SHPO reported to them that if the metal part of the Pumphouse was removed, it would be eligible for listing on the National Register.

Amber showed an example of the Pumphouse sticker with the logo that will be passed out as part of PR efforts.

DDA – no report.

## 7. Old Business

### a. Airport Fountain

Sam reported that they're Going forward with Scope of work. Pre-bid meeting on the 23<sup>rd</sup>.

There are two organizations that will likely put in a bid. The Scope of work will cost \$2,500 that the architects produced. \$2k would come from the grant and \$500 from our account.

Max moved and **Josh or David (?)** seconded to approve the invoice for the scope of work. Discussion – Gary thought he remembered that the architect had already agreed to do the scope of work and that we had already paid for it. After discussion, he agreed to support paying the invoice.

Motion approved.

Sam reported that the fountain has been winterized. She's had difficulty getting costs projections for maintenance of the fountain. Charles is going to ask for a budget amendment so maintenance will come out of the planning dept. and not the board's budget and planning will talk to parks about the landscaping.

Jason asked if this was a normal process for city owned properties.

Sam responded that lack of specific expertise in fountains and expense and liability concerns are why there's a hesitancy to commit to take care of the fountain and wanting to contract it out.

Jason asked about the prospects for turning it into a park. Sam indicated that the process would be to vacate the right-of-way, then ask the adjacent property owners if they'd agree to give it back to the city. She understanding this as something related to what would have to happen if it was to be "dedicated."

Milward asked when the budget amendment would happen. Richard indicated within the next few weeks.

Milward proposed an in-person meeting with city parks and city planning leadership to get to the bottom of all of these issues.

Richard offered that he had shared with City Council that there has been no city park named after a woman.

Sam offered that she's set up a meeting next week and we would be invited to attend and have the discussion during that meeting.

Don put forward the name Ellen Church as someone the fountain could be dedicated to. She was a flight attendant who was involved in the early history and was instrumental in the flight attendant training program.

Sam indicated that the city is getting a new pump for the fountain.

b. Airport Terminal

The tour is taking place on Sept. 28<sup>th</sup> at 10:00 a.m.

c. Demolition By Neglect

Sam reported that Allesandra is back from maternity leave and she asked if the board needed any help from her.

Milward and Jason are still trying to coordinate their schedules to get together to discuss amendment to the draft ordinance.

Jason asked if there's an update on whether TIF funds can be used. Sam is still looking into it. Milward recommended Sam contact Artspace in Minneapolis, MN who is knowledgeable about applying TIF to adaptive re-use of historic buildings. She will also work with Rin from the Alliance for Historic Wyoming.

d. Wyoming Humanities Council ARP Funds

Sam has only had limited time and hasn't been able to work on the grant application which is due tomorrow. Milward recommended that the board apply in October instead of September. Josh offered to help review the board's grant application.

e. Pump House – Sam reported that there'll be a Council work session the board could attend on Oct. 8 to discuss “end use” of the building.

f. Ornaments. Gary just turned in \$4,300 worth of checks for ornaments that have been sold. He asked the board for its ideas on getting rid of the rest of them. There are approximately 450 left. The board discussed different ways to get the word out through print and social media and other avenues.

## 8. New Business



a. The Cheyenne Heritage Interview

Sam got a call from Michael Skinner. CGI from New York will be doing promotional videos for the city. They called her and asked if anyone on the board would be available for an interview about general Cheyenne history. This can happen any time from the 21<sup>st</sup> to the 23<sup>rd</sup>. She asked for volunteers and Don H. volunteered.

b. DDA Façade Improvement Program.

Sam reported the DDA is partnering with the planning dept. to get this going again. The grant hasn't been applied and Sam will keep us updated about façade grants that come in.

Sam explained that the DDA is under Visit Cheyenne now. Their boards are merged and there are 6 DDA representatives. They still have a separate budget. Councilman Pete Laybourn is one of their liaisons now. Jason expressed that it was good to have the Façade program back.

Milward recommended that the board monitor the DDA's adherence to the requirements for maintaining Cheyenne's designation as a Main Street program, given all the changes taking place. Don said he'd stay on top of it and it was mentioned that the DDA's Bruce Heimback was a big adherent of the program.

Josh brought up the Hitching Post Sign and the board's interest in seeing it preserved. Now that there's a building buyer, he asked if we could have a role. Jason recommended the board send a letter to the new owner expressing our opinion that the sign should be preserved. Josh offered to initiate a draft and, once finalized, Sam would make sure it gets to the new owner.

Amber indicated she's meeting with Stephanie White and would be happy to talk about the sign with her. Sam said she'd cc her on the letter. Sam asked the board to let her know if anyone is interested in the activities of the URA (Urban Renewal Authority).

9. Adjourn

**Josh moved, Max seconded?** to close the meeting. Motion approved. Meeting adjourned at 7:17 p.m.

Looking Ahead: – Zoom Next Board Meeting: Oct. 12, 2021, 6 pm – Zoom