

WYOMING SHPO -- CLG ANNUAL REPORT FORM 2021 - 2022

Due Date: DECEMBER 31, 2022

Report Inclusion Dates: OCTOBER 1, 2021 through SEPTEMBER 30, 2022 (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 and Resume 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. Please highlight contact for
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.
6. Documentation of training.
7. Description of all major accomplishments of the CLG commission during the federal fiscal year (10/1/21 to 9/30/22).

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

Lonnie Olson, Planner I
Preparer's Name & Title

12/13/22

Date


Signature

12/13/22

Date


CLG Chair Signature

12-13-22

Date


Chief Elected Local Official Signature

12-15-22

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

- Commission vacancies were filled within 30 days ☒ Yes ☐ No ☐ N/A
- 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 National Register? ☐ Yes ☐ No ☒ N/A

- 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)

- | | |
|--|--|
| <input checked="" type="checkbox"/> becoming more visible in the community | <input checked="" type="checkbox"/> dispelling myths about preservation |
| <input checked="" type="checkbox"/> promoting historic preservation activities | <input checked="" type="checkbox"/> establishing the credibility and trustworthiness of the commission |
| <input checked="" type="checkbox"/> protection of cultural resources | <input checked="" type="checkbox"/> garnering support and/or enthusiasm for historic preservation |
| <input checked="" type="checkbox"/> 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: ☒ Yes ☐ No

☒ 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, if checked describe below:

**NEWLY APPOINTED COMMISSION MEMBER
SIGNATURE PAGE**

We, the undersigned members of the Cheyenne Historic Preservation Board in Cheyenne, Wyoming, have read and are familiar with both the ordinance and bylaws of our commission.

SIGNED:

Elizabeth Bales

Digitally signed by Elizabeth Bales
DN: cn=Elizabeth Bales, o=Cheyanne, email=Cheyanne@cheyanne.com, cn=Elizabeth Bales
Date: 2022.12.13 09:31:30-0700

12/13/2022

Name

Date

Name

Date

Name

Date

Name

Date

Name

Date

CLG –2021 to 2022 Contact List
Cheyenne, City of: Cheyenne Historic Preservation Board

Website: <https://www.cheyennecity.org/HPB>

Local Government Contact

Lonnie Olson

2101 O'Neil Ave.
Cheyenne, WY 82001
(307) 637-6307
lolson@cheyennecity.org

Don Herrold
6539 Moreland Avenue
Cheyenne, WY 82007
(307) 638-4440
banjax@yahoo.com

Max B. Carre'
2900 Pioneer Avenue
Cheyenne, WY 82001
(307) 634-5757
Maxc@burnsia.com

Elizabeth Bales
424 W. 1st Ave.
Cheyenne, WY 82001
(307) 689-5653
libbybales@gmail.com

Amber Conwell
1610 Pioneer Ave.
Cheyenne, WY 82001
(813) 504-5472
amber@tdsi.us

Jason Bogstie
4613 East 14th Street
Cheyenne, WY 82001
(307) 220-2371
jason.bogstie@gmail.com

Board Contact

Milward Simpson
3102 Spruce Court
Cheyenne, WY 82001
(307) 421-4956
milward62@gmail.com

David Benner
7013 Evers Blvd.
Cheyenne, WY 82009
(307) 778-7461
Chaparral19_2d@yahoo.com

Josh Chrysler
907 W. 27th Street #3
Cheyenne, WY 82001
(720) 684-9026
Chrysler.joshua@gmail.com

Gary Sims
1829 Concha Loop
Cheyenne, Wyoming 82009
(307) 851-1911
gasims@Bresnan.net

Cathie Tabor-Douglas
719 East 17th Street
Cheyenne, Wyoming 82001
(307) 632-4414
cathie@tsqttitle.com

John A. Brewster
2810 Plain View Rd.
Cheyenne WY 82009
(307) 634-7205
clazzy@aol.com

Please explain major accomplishments of the CLG commission during the federal fiscal year (10/1 to 9/30).

The Cheyenne Historic Preservation Board continues to remain active and continue in the furtherance of its mission to preserve the history of Cheyenne.

The Board was able to host a regular meeting every month this past fiscal year. Due to ongoing concerns over COVID-19 and in an attempt to maximize participation, every meeting was hosted in a hybrid manner, with options for virtual and in-person participation. Each meeting was attended by a representative from Cheyenne's Planning and Development Office, as well as a designated City Council Representative. This continues to foster a productive on-going relationship between the Board and City leadership.

The board is excited to announce that the decade's long Airport Fountain Restoration project was finally completed in August, 2022, which was on track with last fiscal year's scheduling. The Fountain was restored to its original luster and the terra cotta was restored and clear coated with a special protectant that should provide 25 – 30 years of weather protection. The updated electrical, lighting and the repaired pools will ensure the continued enjoyment of this NRHP-Listed historic property for years to come. In addition, the board has successfully collected the required signatures to designate the fountain and the island it sits on as an official city park. The named selected has changed to "Airport Fountain Park" from the initial idea of "Stewardess Park" out of respect to gender sensitivity concerns expressed by Cheyenne residents. It is anticipated that the naming resolution will be introduced and completed by early 2023. A celebration of this significant board accomplishment and milestone is slated to occur during good weather in 2023.

Multiple board members attended the National Alliance of Preservation Commissions Forum to continue board education on preservation topics.

For the fourth year, the Christmas ornaments have been a fundraising staple for the Board. Proceeds from the sale of these ornaments fund ongoing board preservation efforts. It is anticipated that ornament sales will continue as a viable replacement to the historic tour conducted by the board prior to the ornament sales.

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

City of Cheyenne

2022 Annual Historic Preservation Report

October 1, 2021 through September 30, 2022



Phase II of Airport Fountain Restoration Work
August 2022

Photo: Lonnie Olson



2021 LeClercq Jones Award
(Townsquare Title, 719 E 17th Street, Awarded
in May of 2022)

Photo: Cheyenne Historic Preservation Board

STATE OF HISTORIC PRESERVATION REPORT: FY 2021 – 2022

Date: December 31, 2022

Board Actions

- *Annual LeClercq Jones Award (Townsquare Title, 719 E 17th Street) (Given May 2022)*
- *Annual Dubois Award (1214 W 32nd Street) (Given May 2022)*
- *Two board members and two staff members attended the CPI Conference in Denver (February 7-8, 2022)*
- *Two board members and two staff members attended the NAPC Forum in Cincinnati (July 15-17, 2022)*
- *Finished Phase II restoration work on the Airport Fountain*
- *Received grant awards in the amount of \$7,666.67 for Architectural Assistance Program, \$9021.10 for Board and Staff Training, and \$6,000 for Hynds Building CAD analysis from the State Historic Preservation Office*
- *Applied for grants for 2023 CPI conference*
- *Received a dedicated budget, in conjunction with the Planning & Development Department*
- *Updated the yearly strategic plan*
- *Held 12 monthly meetings, two work sessions, one subcommittee meeting, new-member orientation, and multiple events throughout the year*
- *The Board's Facebook page has over 3,600 likes and actively post facts about Cheyenne's history*
- *Board members also attended meetings of the DDA/Main Street, Historic Cheyenne, Inc., and Cheyenne City Council*

Designations and Changes to Landmarks, Districts, etc.

- *None*

Demolition/Moving Review Cases

- *None*

Board Training

- *CPI Saving Places Conference – Board members Don Herrold and Amber Conwell as well as Sam Crowley and Mark Christensen, staff, attended the 2022 Colorado Preservation, Inc., conference utilizing a CLG grant.*
- *National Alliance of Preservation Commissions Forum – Board Members Elizabeth Bales and Josh Chrysler as well as Charles Bloom and Lonnie Olson, staff, attended the 2022 NAPC Forum utilizing a CLG grant.*

STATE OF HISTORIC PRESERVATION REPORT: FY 2021 – 2022

Planned Board Actions

- Annual Saving Places CPI Conferences (CLG)
- Annual Dubois & LeClerc 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	2024 (2 nd term)	Cathie Tabor-Douglas	2022
Gary Sims	2024 (3 rd term)	Elizabeth Bales*	2023
Jason Bogstie	2022	David Benner	2023
Max B. Carre'	2023	Don Herrold	2024 (2 nd term)
John Brewster	2022	Amber Conwell	2023
		Josh Chrysler	2024 (2 nd term)
		*New member	

City Staff

<i>Name</i>	<i>Affiliation</i>	<i>Name</i>	<i>Affiliation</i>
Richard Johnson	City Council	Lonnie Olson	City Staff

Board Appointments

Elizabeth Bales was appointed in place of CJ Young to finish out their remaining one-year term. John Brewster, Jason Bogstie, and Cathie Tabor-Douglas all have terms expiring at the end of 2022. Cathie will seek reappointment for new three-year terms beginning in 2022. John and Jason do not seek reappointment.

Election of Officers

At the beginning of 2022 Milward Simpson was elected Chair, Max Carre' Vice-Chair, and Cathie Tabor-Douglas Secretary.

Annual Budget Audit Report

A copy of the City's Audit Report for FY 2021 is attached to this report:

<https://www.cheyennecity.org/files/sharedassets/public/departments/city-treasurer/annual-financial-reports/fy2021-annual-financial-compliance-report.pdf>

STATE OF HISTORIC PRESERVATION REPORT: FY 2021 – 2022

Staff and Volunteer Hours:

<i>Project</i>	<i>Staff Time</i>	<i>Volunteer Time</i>
Historic Airport Fountain, Phase II	80+ hours	30+ hours
Capitol North Historic District Expansion	40+ hours	15+hours
Regular monthly meetings	29.1 hours	145.5 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

New Member Applications

Attendance Record

Meeting Minutes



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



Cheyenne Historic Preservation Board Strategic Plan 2022

~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.

2021 ACCOMPLISHMENTS: Received a \$25,000 grant from the Wyoming Cultural Trust Fund for Phase II of the Fountain Restoration, updated the Capitol North Historic District, worked with the City Attorney's office and Planning Department to edit the draft Demolition by Neglect Ordinance, continued the ornament fundraiser selling limited edition ornaments for the Airport Fountain restoration project, held the Cheyenne Cruise Night Fundraiser to fund Phase II of the Airport Fountain restoration, wrote

a resolution to honor Bill Dubois and name October Dubois Art and Humanities Month, signed onto resolution to establish City support for the Pumphouse restoration.

Objective, Strategy	Action/Event	Plan of Action
<p align="center">(Goal #1) Save Historic Places</p>	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	Draft content for interpretive signage and plan celebratory end-of-project event. Fountain naming resolution.
	National Register of Historic Places Nominations	Capitol North Expansion (finish signage). Warren Rest House– Project lead is Gary. West Edge District – Project lead is Josh.
	Demolition by Neglect ordinance	Introduce ordinance to Council by December 2022 – Project lead is Milward.
	Ames Pumphouse	Write a letter to the City Council stating CHPB support for restoration – Project lead is Milward.
	Review Guidelines	Develop new/additional review guidelines for historic districts – Project lead is Amber.

<p align="center">(Goal #2) Community Engagement & Awareness</p>	Marketing and Community Outreach Committee	Members include Cathie, Don, Max, Milward, and Amber. Head of the committee: Don. The committee has a discretionary spending allowance of up to \$500 per occurrence.
	Marketing Materials	Create digital brochures (updated version of current brochures) and make them available digitally across multiple platforms (City, DDA, Visit Cheyenne) – Project lead is Cathie.
	Homes with History Tour	Create plaques with a QR code detailing the history of a home. Prioritize the previous LeClerq Jones and Dubois Award and current National Register Properties - Project lead is Gary.
	Partner Outreach	Reach out to partners to find out plans to promote historic preservation during May. Visit Cheyenne – Milward Alliance for Historic Wyoming - Don
<p align="center">(Goal #3) Resource Development & Fundraising</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, and a City budget request due by December)
	HCI Fiscal Sponsorship	Research process for establishing a fiscal sponsorship relationship with HCI.

<i>~2022/2023 Watchlist~</i>	
Historic Districts / Local Listings	First Presbyterian Church, Mid-mod district
Walking Tour	Evaluate and examine existing walking tour materials, possibly incorporate Homes with History project.
Outreach & Education	<ul style="list-style-type: none"> -Review school district standards regarding local history and partner with schools to assist with Cheyenne history. Possibly do outreach about America 250. -Partner with local service clubs and realtors to educate the community regarding activities and historic preservation.
Ames Pumphouse	Monitor developments
Airport Terminal/Control Tower	Continue to be part of the conversation with the Airport Board, schedule a tour for the Board



www.cheyennecity.org ●

OFFICE OF THE MAYOR

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

March 29, 2022

Elizabeth Bales
424 W. 1st Ave.
Cheyenne, WY 82001

Dear Ms. Bales

Congratulations and welcome to your new membership on the Historic Preservation Board. The City Council approved your appointment at their regular meeting on Monday, March 28, 2022. You will fill an unexpired 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: **18 March 2022, 2:49PM**
Receipt number: **133**
Related form version: **8**

Applying for

Historic Preservation Board

Name

Elizabeth Bales

Preferred Name

Libby

Mailing Address

424 W 1st Ave, Cheyenne, WY 82001

Home Address

424 W 1st Ave, Cheyenne, WY 82001

Phone

307-689-5653

Years of Cheyenne Residency

9 months

Email

libbybales@gmail.com

Cell Phone

307-689-5653

Education/Degrees

**BS Architectural Engineering, University of Wyoming;
MS Civil Engineering, Virginia Tech**

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

I am interested in serving on the Historic Preservation Board because I am passionate about the preservation of our community's history. The best part of my professional work is bringing life back to a structure, and watching the community enjoy it. Education around the preservation of our historic homes should be more widespread, and I want to work to share any knowledge I find or develop. Being a newer resident of Cheyenne, I am eager to spend my time and efforts with the board. Thank you for your consideration!

Other City or community volunteer experience

Habitat for Humanity Rebuilding Together, Chicago, IL 2018-2021. See attached CV for additional volunteer experience.

Skills & Experience

Structural design for adaptive reuse of historical buildings; terra cotta façade inspections; design of façade repairs for historic masonry. See attached CV for additional skills and experience.

Upload resume and/or supporting documents (optional) [CV_Bales_Libby.docx](#)

Applicant signature

Name of signatory: Elizabeth Bales

A handwritten signature in black ink that reads "Elizabeth Bales". The signature is written in a cursive, flowing style.

[Link to signature](#)

Date of submission

03/18/2022

Libby Bales

libbybales@gmail.com

307.689.5653

Knowledgeable in structural new design, investigation, and repair projects. Passionate about leveraging technical skills to support community development through education.

Employment

<u>Martin / Martin Wyoming</u>	<u>Cheyenne, WY</u>
Professional Engineer	August 2021 to Current
<u>Simpson Gumpertz and Heger (SGH)</u>	<u>Chicago, IL</u>
Project Consultant - Structures	June 2016 to July 2021

Project Highlights

- Visual condition assessment of early 1900's mass masonry buildings.
- Condition assessment and structural analysis evaluation of existing timber framed warehouse and feasibility studies for rooftop deck.
- Evaluation of an existing 45-story high-rise steel building for lateral frame modifications for feature stair and large floor opening in Chicago, IL.
- Adaptive reuse of 1900's mass masonry and timber structure for increased occupancy and masonry shear wall modification. Responsible for evaluation of increased live loading and design of operable partition support.

Volunteer

Tutor, Tutoring Chicago September 2016 to July 2021
Tutored weekly with elementary-aged students for homework help and general education topics. Tutoring Chicago focuses on serving the needs of low-income students.

Associate Board, Tutoring Chicago September 2018 to June 2019
Developed a tutor introduction program to increase tutor satisfaction and retention. Coordinated fundraising to support the mission of Tutoring Chicago.

Coursework Developer & Mentor, inSTEM September 2018 to July 2021
Co-developed a structural engineering summer education program. inSTEM provides middle school girls opportunities to engage in STEM activities.

Mentor, iMentor Chicago

September 2018 to May 2020

Worked with a student from a low-income high school to prepare her for success in post-secondary education. iMentor Chicago aims to increase the number of students attending college through three-year mentor relationships.

Education and Licensure

Structural Engineering License, Illinois

June 2021

MS Civil Engineering, Virginia Tech

May 2016

GPA 3.88

Via Scholar

Thesis: *Chloride Penetration Resistance and Link to Service Life Design of Virginia Bridge Decks*

BS Architectural Engineering, University of Wyoming

May 2014

GPA 3.95

College of Engineering Student of the Year 2014

Engineer-In-Training License, Wyoming

June 2014

CHARLES C. YOUNG II

March 2, 2022

City of Cheyenne
Historic Preservation Board
2101 O'Neil Avenue
Cheyenne, WY 82001

Dear Mayor Collins,

Serving with the Cheyenne Historic Preservation Board (CHPB) has been both a privilege and an honor. Unfortunately, I have family that have become older and need care which is taking a great deal of my time. As a result, I have not been able to provide the time I would like to the CHPB. Therefore I must humbly resign my position on the CHPB.

Thank you for the opportunity to serve the City of Cheyenne.

Sincerely,

A handwritten signature in black ink, appearing to read "CJ Young", written in a cursive style.

Charles (C.J.) Young, II JD, MPA

Cheyenne Historic Preservation Board Meeting Attendance Record 2021-2022

Member	10/12/2021	11/9/2021	12/14/2021	1/11/2022	2/8/2022	3/8/2022	4/12/2022	5/10/2022	6/14/2022	7/12/2022	8/9/2022	9/20/2022	Total Absences
Don Herrold	-	X	X	-	X	X	X	X	X	X	X	X	2
Gary Sims	X	X	X	X	X	X	-	-	X	X	X	X	2
Jason Bogstie	X	-	X	X	-	X	X	-	X	-	X	-	5
Max Carre'	-	-	-	X	X	X	-	X	-	X	X	-	6
CJ Young	X	X	X	X	-	X							1
David Benner	X	X	X	-	X	X	X	X	X	X	X	X	1
Josh Chrysler	X	X	X	X	X	X	X	X	X	X	X	-	1
John Brewster	X	X	X	-	X	-	-	X	-	X	X	-	5
Amber Conwell	X	X	X	X	-	X	X	X	X	-	X	X	2
Cathie Tabor-Douglas	X	-	X	X	X	X	X	X	X	X	X	-	2
Milward Simpson	X	X	X	X	-	X	X	X	X	X	X	X	1
Elizabeth Bales							X	X	X	X	-	X	1
Richard Johnson (Council Rep) ¹	X	X	X	X	X	X	X	X	X	X	X	X	0
Lonnie Olson ¹								X	X	X	X	X	0
Charles Bloom ¹	-	-	-	X	-	-	-	X	-	-	X	X	8
Mark Christensen ¹	-	X	X	-	-	-	X	X	X	X			4
Sam Crowley ¹	X	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

Cheyenne Historic Preservation Board

Meeting Date & Time: Tuesday, October 12, 2021 – 6:00 pm

Agenda:

Zoom

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

1. Roll Call

Max, Milward, Jason, Amber, Josh, Gary, John, Cathie present
CJ, David, Don absent.

Guests: Richard Johnson, Pete Laybourn

2. Approval of Minutes from September 14, 2021 regular meeting

Secretary Simpson doesn't yet have draft minutes prepared for the August, '21 Work Session or Sept. regular meeting. He will finish them and forward to the Board ASAP.

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

No Audience Business

4. Comments/Report from City Council Rep. Richard Johnson

Richard reported that our Bill Dubois resolution resulted in community members wanting to name a triangle park after him. We will have to follow the City's Naming Policy which means we'll need 300 signatures on a petition. The City Clerk will give us a template petition and signature sheets. The signatories have to be Cheyenne residents.

Sam can forward the word document draft of the policy

Discussion ensued regarding pros and cons of possible names for the park including former WY Secretary of State Thyra Thomson, Flight Attendant leader Helen Church, the local aviation pioneer Ralph Johnson and the idea to name it generically as in "Flight Attendants Park." Sam mentioned that it would still have to go through the Naming Policy process.

Amber mentioned that one of the reasons Helen Church was mentioned was that there are no Cheyenne parks named after a woman.

Richard further explained the process: signatures go to the City Clerk to review for accuracy. The signatures then go to the City Atty for legal review, then to the Governing Body for a vote.

Jason recommended holding a Work Session to come up with a name on 10/26/21. Sam indicated she'll be out of town but will set up a virtual work-session.

Richard then reported on an Ordinance change process regarding the DDA authority. The City is examining all Cheyenne boards to determine whether they should have a board liaison who is a voting member. We should expect a review of our Board within the next two weeks.

Milward asked if there would be any potential conflict of interest situations that could arise with liaisons being voting members. Richard responded that there would likely not be because the standard is financial gain and there would be none in this instance.

Jason pointed out that we would have to update our rules of practice if there's a change.

Richard asked about the status of the Demo By Neglect Ordinance. Milward and Jason responded that they still need to meet to take all of the previous comments and deliberations into account in amending the draft.

Richard then brought up the 1903 tunnel at the East Cheyenne Community Park and the drainage issues to put on the board's radar. It was a drainage culvert that the proposed master plans's drainage components would impact.

Jason pointed out that the tunnel may be eligible for the National Register as a stone-lined brick tunnel.

Councilman Laybourn offered to give Sam some pictures of the tunnel. He described it as a unique arched tunnel that was originally designed for drainage. The north side is the Community Park and the south side is the open space. The stone arch will be the path under the tracks.

Sam indicated that the Cheyenne Greenway Administrator wanted to have historic preservation interests on the steering committee and so she is representing the Board on the committee for East Park. It appears there's support for preserving the historic nature of the tunnel and that she'd continue to monitor the situation.

5. Comments/Report from Urban Planning Office Rep.

Sam reported that the Planning Department received Planning Team of the Year Awards by the American Planning Association and Western Planners. Mark Christensen was also separately recognized. The Board congratulated Sam and the Planning Dept. for the recognition.

She reported that Robert Chamberlain the new Hitch Owner. Josh sent a letter to him regarding preserving the historic sign and Mr. Chamberlain intends to keep the sign. He's still doing asbestos abatement and still planning construction in the spring. He commented to the city that he's planning to restore the sign and Josh's letter invited him to come to the Board for information on restoring it. Josh also encouraged him to keep the tube lights vs an alternative.

6. Committee Chairs & Liaison Reports

Sam – HCI just met to talk about end-use ideas for the Pump House. They had a larger meeting to discuss themes for the Pump House including the Greenway, recreation and art. They will propose those ideas at a Council Work-Session, Noon on Oct. 18. The Mayor wants it to have an end-use. David represented the CHPB.

Amber –The Design Committee has brought the façade improvements program back and there is a meeting tomorrow. The Design committee approved a CIG application for some garage doors on an older building that's painted white. It was the first meeting in several months.

No other liaison reports.

7. Old Business

a. Airport Fountain

i. Prebid meeting

Sam apologized for how long it's taken. Building Restoration Specialties can't fit the project into their schedule this year. A company called Mountain Masonry in Salt Lake City is interested and is coming up for a site visit on Mon., 10/18, 8:30 a.m. The board is invited to come. The next steps would be a question submission and an addendum response by the City and then a bid opening. Sam will keep us updated.

Jason asked if this meant the work wouldn't take place until the spring. Sam responded that, although most of the work would be done in the spring, some of the terra cotta work may be able to be done in the winter. Jerry with Berggren Architects vetted this person and he seems qualified.

ii. Draft resolution

b.

iii. Spring Clean-Up Airport Terminal

Sam reported that the City is willing to maintain the Fountain and asked the Board if it would be willing to do a spring clean-up of the fountain every year. Sam will check with Jerry regarding the kind of maintenance work that would need to be done (pressure washing, etc.). We'd need to do it in Mid-May (Preservation Month) and could tie those two together somehow.

Gary mentioned that it only took an hour to clean the fountain during the algae fiasco and expressed his support for the Board pitching in.

Jason asked Sam to find out some details on what they'd like us to do and let them know we're interested. He also mentioned that we could do further planning for this during the February Strategic Planning session.

Airport Terminal Tour:

Max reported that Amber, Max, Don and CJ attended the tour of the building. Amber reported that they discussed the process and timeframe of approximately 6 months for having the building's ownership "released" by the FAA. It seemed that they're interested in someone coming in to do something with it and not necessarily demolishing it. They reported it would take just under \$9m to get the shell back in working order. They seem to be open to any and all options once the title search is done. Max will attend an Airport Board meeting this Thursday the 14th where updated costs will be provided.

c. Demolition by Neglect

Jason, Milward and Cathie will coordinate schedules and try to get together soon.

Other Old Business: Josh brought up the ARPA Wyoming Humanities grant and indicated surprise that their grants administrator told Sam we were ineligible because we weren't a nonprofit when their written criteria allows local governments to apply.

Sam indicated she'd reach out to them again for clarification.

She explained that the funds that were cut was an amount in The Board Support account managed by the City Planning Dept. that is split equally 3 ways: between the CHPB, the Planning Commission and Board of Adjustment. She was told that, if we wanted to restore the money to that account, we could ask the Council to include it in the next budget appropriation.

She believed it has been used as board support, small grant matches, etc. but recommended that this would be a good question for the City Treasurer.

She further explained that all grants need to go through City Council via a resolution to the Council including the CLG grants. Josh asked how much lead time we would need to have to apply through the City Council.

Richard explained that a request for a resolution would have to start with the City Attorney's office to be put on the City Council's agenda and through second reading which is a four week process.

Sam wanted to remind us not to communicate through reply-all e-mails because doing so constitutes the conducting of city business.

Gary brought up the need to market the Christmas ornaments.

We will do another press release and another ad in Traders. Max will check on events in the Depot. Milward asked if there are other entities that put out newsletters that we could advertise in.

Richard asked for someone to talk to Carmen at WY Home about whether she could sell the ornaments. Gary indicated he'd talk to her and that she's sold them in the past.

It was decided to add this topic to the agenda for the upcoming work session.

8. New Business

Cathie asked to be included in the discussions on the Demo by Neglect ordinance.

Jason mentioned that we're due to award the LeClercq Jones award. It's usually awarded to a business. The board comes up with some nominees and we vote on it. The Dubois Award has been given to a residential building.

We will try to come up with nominations for both awards for the November meeting and schedule the recipient awards in December.

Gary indicated that he intends to nominate the TownSquare Title of Wyoming, LLC building for the LeClercq Jones award.

Sam will send the criteria to the Board.

9. Adjourn – 7:27 p.m. John moved, Max seconded. Motion approved.

Looking Ahead:

Next Work Session: Oct. 26, 2021, 5:30 pm – Zoom
Next Board Meeting: November 9, 2021, 6 pm – Zoom

FINAL Minutes, Cheyenne Historic Preservation Board Regular Meeting

Meeting Date & Time: Tuesday, November 9, 2021 – 6:00 pm

Meeting Place: Zoom

Attendees: Cheyenne Historic Preservation Board

Ex-Officio City Council Representative (invited)

Urban Planning Office Representative (invited)

1. Roll Call

CJ Young chaired due to Jason being out ill.

All members present except for Max C. and Jason B. (both excused)

2. Approval of Minutes from October 12, 2021 regular meeting

Josh moved, Don H. seconded to approve the minutes from the Oct. meeting.

Motion approved.

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

No audience business

4. Comments/Report from City Council Rep.

Richard J. reported he would touch base with Alessandra on her progress in considering the questions the Demo by Neglect committee had proposed. He described his PR process regarding proposed ordinances he sponsors, including writing op eds.

He brought forward some questions regarding the ornaments transaction process and the board discussed plans for selling them at various venues, including the Historic Governors Mansion Tinel Through Time event and the Christmas Parade.

Regarding the park naming resolution, he gave advice regarding the petition process and indicated he'd be helping collect signatures.

Richard then reported on other City Council projects such as mothballing the Pump House, the Greenway, the Dubois Triangle petition which was approved, the Belvoir Ranch, and the Greenway Historic Tunnel in the East Community Park.

5. Comments/Report from Urban Planning Office Rep.

Sam asked the board to do a better job of keeping her in the loop on board activities mentioning a recent lack of communication with her regarding recent work on the naming

resolutions and the Demo By Neglect ordinance. The Board was also reminded not to communicate via reply-all as it constitutes city business.

The Board and Sam discussed how to strengthen the working relationship between the board and the Planning Dept. including communicating with Charles Bloom who had intended to speak to the board at this meeting but had taken ill. The idea of a Board Training was also mentioned after the first of the year as part of having a fresh start.

Mark Christensen reported that, in discussion with Cheyenne LEADS, they're looking to submit a CLG grant to do an architectural survey and get CAD drawings of the Hynds building to help market it as a re-development option.

Mark asked the board to use the City's phone lines and e-mail addresses to communicate with city staff on official business.

6. Committee Chairs' & Liaisons' Reports

No reports.

7. Old Business

a. Airport Fountain Naming Resolution

Milward reported that the board members present at the Oct. 26 work session: Gary, Max, David Don, Cathie, Josh and Jason were present and voted to name the park "Stewardess Park."

Sam indicated that the board would need to get 300 signatures and then go through legal review and then to the city council resolution process.

Dave asked if sheets could be printed off for board members to pick up. He emphasized that there needs to be a name on the petition so folks know what they're signing.

b. Airport Fountain

i. Bid Opening

Mountain Masonry put in a bid for \$68,541 to do the Terra Cotta work to finish up the fountain. We have \$45k in grants that will cover it which will leave \$23,541 to be covered through the board's fundraising. The current balance in the account is \$27,366.33.

The project needs to be finished by Aug. of 2022 which is the end date for the grants.

CJ expressed that finishing this project would be one of the board's biggest accomplishments.

Gary moved to accept the bid and use the board's account funds to cover the \$23,541 remainder. Cathie seconded.

Motion approved.

c. Airport Terminal

No new information provided.

d. Demolition by Neglect

Milward reported that Jason, Milward and Cathie had met to update the ordinance based on previous feedback as had long been planned. Jason had asked Alessandra for her input on the proposed changes to the draft ordinance and hadn't heard back from her yet.

8. New Business

a. Board administration - term expirations

Don, Milward, Josh & Gary have terms that are expiring.

Deadline to put in for re-appointment is the end of November 2021 so the reappointments could get on the city council agenda for the 28th of Dec.

Reappointments are typically made for a calendar year.

b. ARP Grant

Sam introduced guests Alessandra Fakelman and City Grant Manager, Renee Smith. Charles' position is that the CHPB can apply for SHPO grants as a CLG but any other grants would have to have the approval of the City Council.

Renee Smith provided her interpretation that the City can apply but only through a 501 c 3 nonprofit due to the rules for accepting federal funds from the National Endowment for the Humanities (NEG). So there would need to be a fiscal agent.

Cathie asked for clarification on the timeline for applying under these circumstances. Renee Smith recommended 5-6 weeks.

Some discussion took place regarding a possible 501 c 3 to apply through, including Historic Cheyenne Inc.

Josh asked if CHPB had received grants in the past outside SHPO or if this is a new arrangement. Milward responded that the board has received numerous grants outside of SHPO grants over the years including the Wyoming Cultural Trust Fund.

Ms. Smith explained and Ms. Fakelman confirmed that the threshold for city approval is \$35k.

Ms. Smith further explained that the City Treasurer has to approve all grants so she can be aware of, for instance, any matching funds requirements, therefore anything below \$35k would need to go through the City Treasurer and legal and anything above would need to go before the City Council for its approval. She recommended going through legal in general, especially if there are contracts involved.

Milward recommended HCI as a good potential fiscal agent given their historic preservation mission.

After some discussion, **Milward Moved, Josh seconded that the Board ask HCI to serve as our fiscal umbrella for an ARP grant application through the WY Humanities council under \$35k.**

Discussion:

Dave B asked whether the money would go to HCI and then go to the City for use by the board. Ms. Smith clarified that the money would go to HCI who would then disburse it to the board. She recommended an MOU with HCI would be required.

Motion approved.

c. LeClerq Jones Award

Milward reported that award was discussed during the work session.

Gary moved, Amber seconded that the Townsquare Title building, 719 E. 17th St., be given the LeClerq award. Several testimonials followed regarding the excellent historic preservation work represented by the building.

Motion approved with Cathie abstaining.

d. Dubois Award

1215 W. 32nd St. was discussed. Attempts have been made to speak with the owner.

3. Plaques - Dubois Block and Expanded Capitol North

Members of the Dubois block reached out to Sam regarding getting historic signs for their properties. Sam asked if the board had information about how funds for these kinds of signs were acquired. She said the process would probably be that she'd ask the city council to allot the funds for it – Sam will check on who's responsible for paying for them.

The board expressed support for going forward with the project.

e. Annual Report to SHPO

Josh offered to help Sam with the SHPO annual report due at the end of the year.

Sam will be applying for 2 CLG grants: \$13,000 for the the Architectural Assistance Fund grant and the annual Training grant for the board to attend conferences. \$18k is the approximate combined amount for the grants.

Other Business ...

Sam reported that we almost had a Certificate of Appropriateness process go forward in the Historic Governors Mansion Protective Area. An inspector is checking into the status of work at the property in question and will keep the board informed.

Cathie asked if the Contributing Structures List could be put on the agenda for next month.

9. Adjourn

Milward moved, Cathie seconded to adjourn the meeting. Motion approved.

Minutes respectfully submitted by Milward Simpson, Board Secretary.

Minutes approved at the January 11, 2022 meeting.

FINAL Minutes:

Cheyenne Historic Preservation Board Regular Meeting, Dec. 14, 2021

1. Roll Call: Amber, Jason, Cathie, Josh, Don, Gary, John, David, Milward present
Max absent
2. Approval of Minutes from November 9, 2021 regular meeting
Minutes not submitted. Will approved at next month's meeting.
3. Audience Business: Comments from the Audience (Each limited to 5 minutes, please)
No audience business
4. Comments/Report from City Council Rep.
5. Comments/Report from Urban Planning Office Rep.
Sam reported that the Hitching Post Tax Increment Financing (TIF) application approved in early Dec.
6. Committee Chairs' & Liaisons' Reports
No reports
7. Old Business
 - a. Airport Fountain Naming Resolution
Richard J. reported that he has collected close to 50 signatures for the petition. 300 signatures needed.

Discussion ensued regarding the proposed name of the park (Stewardess Park) and whether a name change should be considered due to concerns having been raised among some petition signers. It was mentioned that interpretive signage could be used to help explain the history of the school and address how the industry has changed. There are funds available for this.

The board decided to move forward with the name as-is but proactively communicate through our facebook page to explain our intentions and plans for the park.

Cathie moved to move forward with creating signage to explain the history of the Stewardess School and the evolution of the stewardess name until today.

Gary Sims called the question and the Motion was approved with one abstention.
 - b. Airport Fountain

i. Airport fountain bid approved by the Governing Body on Monday, 12/13 for Mountain Masonry in Colorado for \$68,541. \$45k to be covered by grants and remaining covered by the CHPB's account. It will leave about \$10k in the account. They will begin work in the spring and completion is due August of 2022.

Richard J. shared that Dr. Aldrich on the Council asked him to share her compliments to the board for its efforts.

Discussion ensued on how to thank the Governing Body, including a public thank-you during a City Council meeting. Jason will also write a thank-you letter on behalf of the board.

c. Airport Terminal

Nothing new to report.

d. Demolition by Neglect

Richard J. expressed several concerns about the current state of the draft ordinance and amount of work and revisions that may be required to alleviate the concerns of interest groups such as the Board of Realtors that are currently inclined to be opposed based on a perception that it infringes on personal property rights, the length of the ordinance, how to distinguish between intentional versus circumstantial neglect, and concerns about the name of the ordinance among others.

He also pointed out clarifications that need to be made in the draft regarding which city departments have jurisdiction over certain processes and the necessity that those departments sign off on it. Finally he attempted to articulate the overall spectrum of issues the city is dealing with (staffing, etc.) that will play into consideration of the ordinance.

Milward cautioned regarding watering down the ordinance to the point that it loses its meaning and ability to address the problem.

Richard J. indicated he'd get with the incoming City Attorney and work with her regarding the ordinance and the concerns that have been expressed.

e. LeClerq Jones Award (719 E 17th St)

Sam informed the board that the award plaques usually take 6 weeks to produce and cost around \$430. She proposed the February board meeting to present the award.

The board discussed the status of funds for purchase the plaque. Milward moved to allocate unrestricted funds to the purchase. Sam reported that remaining funds in the small grant matching account are allocated to the pump.

Milward withdrew his original motion and moved that any remaining unrestricted funds be allocated to the purpose of award plaques. Motion passed with Cathie abstaining.

f. Dubois Award (1214 W 32nd St)

Gary reported that he visited with the Brewers who own the building which is in the Dubois block. He reported the house is in good condition and moved that the house be given the 2021 Dubois Award. Cathie seconded. Motion unanimously approved. Gary indicated he'd get in contact with them and Sam and coordinate the particulars.

g. Contributing Structures List

Sam reported that Dr. Aldrich had asked for the current contributing structures list. She feels it is a priority of the Council to see the list. Cathie reported on the challenges involved in getting the list in a solid format and getting it updated. She expressed her hope that the structures in the districts in the spreadsheet attached to the agenda could be distributed among the board for assistance with updates. Lengthy discussion ensued regarding the details around the status of documentation, surveys and records regarding the list.

Several board members volunteered to help Cathie and Sam.

Discussion ensued on the Board's previous access to the WyoTrack Database. The Board moved to put this item on hold until they have access to WyoTrack. Sam will contact the SHPO to ask about making accounts for the Board again.

8. New Business

Gary inquired as to the status of board reappointments. Sam indicated she hadn't heard anything specific yet.

a. Airport Fountain – Lighting

Gary has an anonymous donor who wants to contribute to the airport fountain project and asked if there were ideas for what kind of project to ask the individual to donate to.

Interpretive signage was recommended. Milward offered to check into the approximate costs.

Don offered to get ahold of some associates on helping with the verbiage.

b. CLG Grants – second round of funding

A second round of funding is available due Feb.15, 2022. Gary proposed a project to create and disseminate signage recognizing Cheyenne historic homes. He was asked his opinion on how we'd get the history of the homes. He recommended starting with the historic homes tour info. we already have. Jason indicated we could also prioritize previous award winners as we have plenty of research on those.

Sam offered to create a form that can be filled out on the CHPB's web page. She will also check on how much can be applied for. She asked if we would also like to apply for funds for the Historic District Signs (Dubois and Capitol North). The consensus was "yes" and Sam will be more information back at the January meeting.

Josh spoke up for the importance of moving forward on the West Edge and Mid-mod district as well.

Gary asked how we get a list of houses that are on the National Register. Sam responded that they are on the SHPO website.

c. HCI fiscal sponsorship

Sam clarified that a fiscal sponsorship would be different than the MOU that was previously proposed. Gary explained that this would simply be a contract so HCI would be a conduit for funds that can only be given to a nonprofit 501 c 3. An administrative fee for HCI would be negotiated. HCI is interested in doing this.

The next step would be to ask HCI to send a sample document. Jason proposed that the Fundraising committee research the ins and outs of this type of agreement and present on it with a recommendation next month.

d. 2800 E. Pershing Blvd. – Section 106 Consultation

The board's questions regarding the project were discussed.

Jonn moved to approve the project moving forward. Don seconded. Motion passed.

e. WYDOT I-80 Roadway Restoration – Section 106 Consultation

The board's questions regarding this project were discussed.

Milward moved that we approve the project. John seconded. Motion passed.

f. Annual Report Review

Sam thanked Josh for writing the “accomplishments” section. Don moved to approve. Jason asked that the reference to ex officio members be changed as the board does not currently have ex officio members. Milward seconded the motion. Motion passed. Milward thanked Sam and Josh for their work.

9. Adjourn

Jason reminded the board that next month was elections and that he was ineligible for reelection.

Sam reported that Charles wanted the board to know that there was a board training coming up that the board could participate in.

Milward asked about the work proceeding on the Historic Governors Mansion Protective Area. Jason responded that the Governors Mansion staff reached out to him about it. It was looked into and It’s being used as a staging area for hospital renovations so the activity doesn’t trigger the ordinance provisions.

Milward asked that the relevant parties be made aware of the ordinance. Sam indicated that engineering and the building dept. are aware of the ordinance.

Gary moved to adjourn. Motion passed.

Meeting was adjourned at 8:22 p.m.

Minutes respectfully submitted by Milward Simpson, Board Secretary.

Minutes approved at the January 11, 2022 meeting.

**Cheyenne Historic Preservation Board Regular Meeting
Tuesday, January 11, 2022**

Present:

Jason Bogstie, Milward Simpson, Gary Sims, Max Carre', Cathie Tabor-Douglas, Amber Conwell, Josh Chrysler

Not Present:

Don Herrold, CJ Young, David Benner, John Brewster

Non-Committee members present:

Stephanie Boster, City Attorney
Charles Bloom, City of Cheyenne Planning Director
Gunner Malm
Councilman Johnson

Minutes from last meeting approved:

November 9, 2021 minutes reviewed. Moved to approve by Cathie Douglas, seconded by Jason Bogsti. Approved by all.

December 14, 2021 minutes reviewed. Moved to approve by Cathie Douglas, seconded by Josh Chrysler. Discussion was held to add that contributing structures list was put on hold pending WyoTrack access for verification. Approved by all as amended.

Audience Business:

None

Comments/Report from City Council Rep.

Richard reported that not much has happened that pertains to the Board.

Comments/Report from Urban Planning Office

Samantha made introductions for Stephanie Boster, City Attorney. Board took a moment to welcome her. Stephanie did let us know she has 18 years' experience and 10 years in Cheyenne, but was originally from Casper. She did request if we need anything to please email her.

Committee Chairs' & Liaisons' Reports

Chair requested that the fundraising committee meet to discuss HCI MOU

Cathie Tabor reported that the Marketing Committee had not met, but wanted to have a meeting in 2 weeks to discuss the Open Doors that had been talked about doing this year.

No official reports

Old Business:

Elections:

Jason spoke about current elections – he is not eligible for a new term. Elections to be held by Menti software. Instructions provided by Sam Crowley. Nominations put up on software – board will log in and do silent voting.

Chair: Milward Simpson nominated by Jason Bogstie, seconded by Cathie Tabor. Moved to close nominations by Max, seconded by Cathie. Milward accepted nomination. Vote by Menti – abstention by Milward. All approved – 7 yes, 1 abstention.

Vice Chair: Max Carre' nominated by Cathie Tabor, seconded by Amber Conwell. Max accepted nomination. Vote by Menti – abstention by Max. Majority approved – 6 yes, 1 abstention.

Secretary: Cathie Tabor-Douglas nominated by Gary Sims, seconded by Max Carr. Cathie accepted the nomination. Vote by Menti – abstention by Cathie. Majority approved – 6 yes, 1 abstention.

Elections closed and meeting turned over to new Chair Milward Simpson as Jason Bogstie excused himself from the meeting.

Board Training:

Charles Bloom presented overview of the Roles and Responsibilities of the Cheyenne Historic Preservation Board. Power point for the presentation was emailed to board for reference later.

Demolition by Neglect:

Gunnar Malm (acting as a member of the Board of Realtors) requested to see if there is any update on this. No update at this point. The committee is still working with the City Attorney for changes and modifications that need to be made. Cathie was requested to continue to keep the Board of Realtors updated on this going forward.

Funding for Award Plaques:

Samantha had checked on the funds in the account and they are earmarked for the fountain. So these will need to be used for the fountain. There are funds in the small grant match that were dedicated for the pump, but could be used for the awards and the needed funds for the pump can be paid out of the fountain fund designation. Josh moved to pay \$860.00 from the small grant matching account for this year's LeClerq and Dubois awards and \$1,875 to be paid from the Historic Preservation Board fund account. Seconded by Max. Approved by all

CLG Grants:

Deadline for the grant applications is February 15th and there is \$75,000 available. Discussion was had regarding what we could apply for. District signs would be approximately \$35.00 per sign and would need 15 in Capital North and another 5 for the Dubois block. Sam can write the grant even though it is a small amount. Public works has agreed to put the signs up for us.

Jason put forth the idea of doing a grant for the West Edge or Mid Mod district. Josh thinks this is an important thing for us to do as a board and we should consider applying for a second grant for this. Charles discussed the tax benefits to the homeowners from being in a historic preservation. Gary reminded the board that in the past we had a survey done of the West Edge and there was not enough integrity left in the area to give a designation. With not knowing if this would work for a new district we should re-look at the survey that was done. A new survey could run a little over 18,000. And there is a 40% grant match funds required for these.

Charles Bloom did state that the City has a line item in the City budget for grant matches. He did say that he could possibly put \$6,000 back into the Cheyenne Historic Preservation for use as funds for a grant match in his budget. But the budget will not be finalized until June.

Discussion was had on possibility trying for a West Edge and if not doable change to a Mid Mod. But concerns are if either are at a point to begin to write a grant application. A subcommittee could be set up to establish a boundary for a Mid Mod. With everything in mind it is in the best interest to just apply for a West Edge district.

Historic District Signs (Dubois Block and Expanded Capitol North:

Dubois Award – the home that was awarded this has sold the home. We had agreed to continue to give the award to the home. The park across the street was just named the Dubois Park and they are looking for funding to put in a name sign and park bench. The owners are willing to do home tours around the block that would arrange and charge for. These funds would be able to be used to help with the cost of signage and bench in the park. It was proposed to have this on our strategic planning to organize by the entire board.

Ornaments:

Gary had put up \$200 in his own funds for ads for ornaments and has asked for the reimbursement. Charles will follow up on that check.

We did not sell out this year on ornaments but we should get an inventory of what we have left. Cathie stated there are approximately 53 at the office. If all other board members can gather counts and locations so we can make a plan to sell the remainder. Please report numbers to Sam. Charles made a suggestion to do a 2 pack special with the new ornaments at the end of the year.

New Business

WyoTrack/Contributing Structures List:

Board started inputting information for contributing structures that has not been completed. There are 3 slots to fill for this purpose. Board members wanting access would be Cathie Tabor-Douglas, Josh Chrysler and Amber Conwell. All three are willing to help with verifying the list. Sam has reached out to Shane McCreary and he can pull a list for how many contributing structures in each district and can provide every three months.

Strategic Planning Meeting Dates:

With members out we can look at doing one after March 2 and get available dates for all. Milward will put out a poll for the first two Saturdays in March and see who is available. Cathie is willing to host the meeting at the office if need be.

Moved by all to adjourn the meeting, seconded by most.

Meeting adjourned

Respectfully submitted,

Cathie Tabor-Douglas, Secretary, Cheyenne Historic Preservation Board

Minutes, Cheyenne Historic Preservation Board Regular Meeting

Meeting Date & Time: Tuesday, February 8, 2022 – 6:00 pm

Meeting Place: Zoom

Attendees: Cheyenne Historic Preservation Board

Ex-Officio City Council Representative (invited)

Urban Planning Office Representative (invited)

Meeting called to order by Max in the absence of Milward

1. Roll Call

Milward Simpson, Chair
X Max B. Carre', Vice Chair
X Cathie Tabor-Douglas, Secretary
Jason Bogstie
CJ Young
X Gary Sims
X David Benner
X John Brewster
X Don Herrold
X Josh Chrysler
Amber Conwell

Others Present: Councilman Richard Johnson, Sam Crowley, City Planning

2. Approval of Minutes:

Minutes reviewed from January meeting. John moved to approved as presented, Jason seconded. Approved by all

3. Audience Business:

None

4. Comments/Report from City Council Rep.

Richard Johnson attended and provided the board with updates on the East Community Park and the Historic Tunnel under the tracks. They are trying to develop more sufficient drainage for the area. Pictures were there to review. He also discussed DEQ issues with the Ames Pump House which came up when he attended the Native Plant Forum. He will be busy in the month ahead as he is introducing a new bill on hate crimes and expects a lot of feedback and Legislature starts next week.

5. Comments/Report from Urban Planning Office Rep.

Sam discussed the city is doing an expanded blight study but has not gone before council yet. This would expand the study to areas like the URA area, areas on Lincolnway and Dell Range. It would allow these areas to come forth with different projects to the board more easily. These can be viewed on the city website under the City Planning office and URA. The URA is going forward with business as usual. No updates on the Hitching Post at this time.

6. Committee Chairs' & Liaisons' Reports

David did state that HCI met last week but there was nothing new to report. They are discussing assisting with the moth ball project at the pump house. No other committee reports as committees will be changing at the strategic planning meeting.

7. Old Business:

Historic District Markers & Dubois Block plaque - Sam discussed that signage does not qualify for CLG grants. Residents of the Dubois block approached Sam for possible help/partnering with fund raising for a bench, pad and plaque for the Dubois Park they have designated. This plaque will be more expensive than the normal historic markers. Sam estimates in the thousands.

Sam also mentioned that it will also be necessary for the board to do fundraising for the historic district street signs for Capital North Historic District Expansion and the Dubois Block. This amount is approximately \$700.00.

Both will be added as topics for the strategic planning session to see what can be done.

Richard discussed possibly creating a line item for city projects. He does private fundraising which goes into the line item that could possibly be used by the Historic Board. He also thought that public works might have funds in their budget for signage. Sam will look into this with engineering and report back to the board. They could possibly incorporate this into their budget for this year.

Demo By Neglect – it was suggested to go through the document and try and consolidate it and base it on the current guidelines that the City uses by Richard Johnson. Concerns are that the current document might have departments monitoring the process that do not currently do this process. Or possibly incorporate some of this in the current code instead of the new ordinance. He would like to have compliance be involved in the development of this document as well. Cathie volunteered to go back to current code and review based on what is in the current document.

Airport Terminal – Richard discussed some options of what could be done to do a kick starter function to get interest in this project. Suggestions from constituents were a 1940's ball or possibly a brewery in the terminal.

Strategic Planning meeting is set for March 5th at 9 am. This will be held at the office of TownSquare Title at 719 E 17th Street and can be presented as a hybrid meeting for those not comfortable being in open groups.

8. New Business

Primrose Retirement contacted Sam about having one of the board members come and do a short presentation on the Historic Preservation Board with a Q & A session. March 9 at 3 pm. Sam and Milward were planning on attending, but Milward is not sure at this time. Jason volunteered if needed in Milward's absence.

HCI is open to discussion of having a fiscal sponsorship agreement and has sent over a basic sample of the contract to a few members of the board. It was forwarded to the Fundraising Committee. This will be different from the MOI that the board was working on, as this will be specific to individual items such as applying for grants. Once this has been modified for our purposes it should not need to go to the governing body, but should go through the city attorney and then back to HCI for approval per Richard. But this is an assumption without seeing the current document. Sam will double check on the route we need to take and report back to the board at the next meeting.

Other Business:

West Edge District was discussed and it is the memory of some of the board that a previous survey had been done and the area had not maintained enough historic features to qualify as a historic district. Sam has the survey from the 80's and can send that to the board for review. Josh is thinking that something was done within the last 5 years. Sam will look into this and see what she can find. This will also be discussed at the strategic planning session. Richard mentioned that we should compare this to the current URA to check on conflicts. Also check on information from past demo projects that came before the board in the west edge.

WyoTrac – email should be going out to people requesting access. It should be apparent what was worked on and what still needs to be tackled. We can look at additional training on how to use the database. SHPO will be updating the contributing structures list and get Sam the list and she will get that to the board and on our website.

DDA and Visit Cheyenne approached Sam because they are looking into doing a paid walking tour through downtown Cheyenne. They wanted to check if the board would like to participate. Sam felt this is not in the board's responsibilities. But if any of the board would like to volunteer to possibly be a tour guide, they can contact either of the organizations.

9. Adjourn

**John moved; Josh seconded to adjourn the meeting. Motion approved.
Next meeting is March 8, 2022**

Minutes, Cheyenne Historic Preservation Board Regular Meeting

Meeting Date & Time: Tuesday, March 8, 2022 – 6:00 pm

Meeting Place: Zoom

Attendees: Cheyenne Historic Preservation Board

Ex-Officio City Council Representative (invited)

Urban Planning Office Representative (invited)

Meeting called to order by Milward

1. Roll Call

X	Milward Simpson, Chair
X	Max B. Carre', Vice Chair
X	Cathie Tabor-Douglas, Secretary
X	Jason Bogstie
X	Gary Sims
X	David Benner
	John Brewster
X	Don Herrold
X	Josh Chrysler
X	Amber Conwell

Others Present: Sam Crowley, City Planning, Councilman Richard Johnson, Stefanie Boster, City Attorney

2. Approval of Minutes

Minutes were reviewed. Jason Bogstie spoke that he was in attendance, Jason moved to approve with change, seconded by Josh. Approved by all.

3. Audience Business:

None

4. Comments/Report from City Council Rep.

Councilman Johnson reported there is nothing in Legislature that he feels affects the Historic Preservation Board.

Council had a work session regarding drainage. Pump house was brought up and they will continue to work on that.

Council did get done with firefighter negotiations and it went quickly which is not the normal. City council is working on the liquor license that is coming up. There are currently 11 applications for the one available license. There are a few applications that could affect the west edge. One that may be of interest to the Board is the old grain elevator.

The hitching post sign is still in the plan to be kept on the site.

5. Comments/Report from Urban Planning Office Rep.

Sam presented the West Edge Urban Overlay hopefully will be approved by July.

Sam's last day will be April 15th. Mark will stand in after she is gone. The city is advertising the position currently.

6. Committee Chairs' & Liaisons' Reports

No committee reports due to the newness of the committees.

Jason would like to be a part of the Historic Places Committee

Strategic Plan that was established last week will be coming out from Sam shortly.

7. Old Business

HCI Fiscal Sponsorship- Milward spoke regarding the fiscal sponsorship that we had been discussing. The sponsorship will be used to do some fundraising for the board through HCI. Questions were presented to Stephanie regarding this type of fiscal sponsorship.

Is this allowed? Stephanie reported that this is allowed but she thinks an MOU would be better. The MOU was already voted down as trying not to get that complicated. Per Stephanie the MOU would set out more communication and rules that needed to be followed. Maybe a simple MOU could be done, but David reported that HCI may not be willing at this point after all of the previous work done on the first and it was voted down. David reported that HCI is interested in signing fiscal sponsorship for individual grants or projects. Milward and David will work with HCI to see what can be done.

Is there any liability that the board should know about with using the HCI and fiscal sponsorship? Her standard MOU has some specific language in it to discuss liability. She would like to address this on each individual agreement.

Does it need to be tied to a specific project or purpose? Whatever fund raising is done, the board would need to let the donors know where the funds are going to.

Can the board raise funds for general expenditure or general operating either through the sponsorship or under the Historic Preservation Board? Stephanie reported that this can be done to a point, but would need to be disclosed to the donors that it is for general use.

In the past the board has had 2 separate accounts – one for the airport and one for miscellaneous expenses like grant matches or marketing material. The board would like clarification on what is allowed so all the funds are not restricted for one project.

Airport Fountain Naming Resolution – During strategic planning there was discussion about letting the old petition to name the park Stewardess Park and go forward with Airport Fountain Park. The board would like Councilman Johnson opinion. Richard thinks this would be fine and doesn't think that the people he had talked to would have issues with it. And we can do interpretive signage to tell about the history of the school. Don moved to start a new petition

to name the park Airport Fountain Park, Jason seconded it. All approved. Sam will send all a new petition with the reason for the petition on every page.

The board decided to attend Farmers Market March 19 from 9-1. Sam will check with Christy at the Depot to see if this will work for them. We need 300 signatures in total so all the board needs to help and get this finalized. That would mean 30 signatures per board member and we can have it done. And Councilman Johnson will continue to get signatures as well. Gary also discussed using our contact list from the ornament sales and reach out to see if they would be willing to come in and sign our petition.

Dubois Block Fundraiser- Sam reported that she spoke with Bob Farr and not sure what their expectations are with the signage. This will be much higher cost as compared to the signs we have been looking at. Gary has been talking to Martha who was a former board member. They discussed possibly doing a home tour on some of the houses in the block. Details have not been discussed about profit but we can charge like the previous home tours and possibly doing a 50/50 split of the profit. The board agreed that this is a good idea. Gary will check with them and get more answers to bring back to the board.

8. New Business

City Budget 2022- Sam reported that Charles's budget had already been turned in his budget, but he has one pot for memorials and trophies in the amount of \$1,000 that would be used for the Dubois and Lequerc Jones Awards. He also has requested a grant match fund of \$6,000 to support the CLG Grant that was previous by the board. Richard commented to keep a date of December in mind if we want to address a city budget request. This would go to the department heads and then submitted to the City for approval in March.

9. Other Business

WyoTrac – Access has been established and Sam has not gotten any response as to training from Shane McCreary with SHPO

Milward discussed the resignation of CJ. Sam will get him his recognition brick and check on planning department paying for it. Sam discussed that it is up the planning department to put out the applications for a new board member and not for the board to seek out applicants. Charles will speak with the Mayor on this. Per Jason in the past the board has put out a notice of vacancy with applications. Applications go through the Mayor's office to the board and the board makes recommendation to the Mayor for filling the position. Sam will discuss this with Charles to see what the process is.

In the planning meeting it was discussed about Milward sending a letter regarding the Hynds Building. Gary thinks the letter should go to the Mayor along with a copy to all the city council. The Board agreed. Milward will take care of getting this done.

Gary discussed that the bronze statutes start at \$15,000. This should be taken off the strategic planning list. There are better projects that we could do for that amount of money.

Cathie would like to see if the parties developing the grain elevator would be willing to come in to the Board. It would be nice to see what their plans are. Sam discussed that they had asked to come and meet with the board, but it was to request us to write a letter recommending them for a liquor license. Sam had let her know that that was not in our purview. But they were invited to our previous meeting. Sam will see if they would like to come and discuss what they have in store for the building. They will be doing a presentation Tuesday, March 28, at the City County work session. The board can tune in to see this if they would like. It is the last item on the agenda.

10. Adjourn

Max moved to adjourn; Josh seconded. Motion approved.

Minutes, Cheyenne Historic Preservation Board Regular Meeting

Meeting Date & Time: Tuesday, April 12, 2022 – 6:00 pm

Meeting Place: Zoom

Attendees: Cheyenne Historic Preservation Board

Ex-Officio City Council Representative (invited)

Urban Planning Office Representative (invited)

Meeting called to order by Milward

1. Roll Call

X	Milward Simpson, Chair
	Max B. Carre', Vice Chair
X	Cathie Tabor-Douglas, Secretary
X	Jason Bogstie
	Gary Sims
X	David Benner
	John Brewster
X	Don Herrold
X	Josh Chrysler
X	Amber Conwell

Others Present: Sam Crowley, City Planning, Councilman Richard Johnson, Stephanie Lowe, Stephanie Boster, City Attorney, Mark Christensen, Bill Lindstrom, HCI, Libby Bales

Cathie read letter from Gary stating due to illness he is requesting a leave from the board at this time with hopes to continue in the future. Board wishes him well and have no desire to ask him to resign from the board. Board would like to go through the coming months and would like to give him time to heal and gain his health. He has been a valuable member and the board would like to see him back.

2. Approval of Minutes: Don moved to approve minutes from March 8th; David seconded. All approved

Strategic Plan minutes reviewed Don moved to approve, Amber seconded and approved by all.

3. Audience Business:

None

4. Comments/Report from City Council Rep.

Councilman Johnson reported the City Council ran very long due to the liquor license being reviewed. Several are applying for the license with a few that might be of interest to the

Historic Board to include 20th and Reed by Westby's, the Old Grain Elevator, Mid Mod Building and the Aces Range.

Redistricting is not possibly due to conflicts on the number of ward districts due to timing involved.

Grier building liquor license was transferred to Horse Palace which is planning on putting 2 million into renovations on the top 2 floors of the building.

Moth ball work for the pump house there was \$20,000 ear marked for the work and would need to be done soon. Richard presented that this was put into a strategic plan for the pump house and will be used as needed.

Airport is looking for a Brokerage for lease or sale of the building Chair Milward discussed from what was written in the paper.

5. Comments/Report from Urban Planning Office Rep.

Sam's position has been filled and will start later in May and will be trained by Mark. Mark may be sitting on the board for a bit during the transition. The municipal building is going to open soon and we can begin having in person meetings if the board would like and can be hybrid. Board would like hybrid at this time.

Charles discussed that the Urban renewal is holding an open house on Thursday evening from 5 to 6 at the municipal building if any of the board would like to attend. The purpose for the meeting is to discuss the blight study along 15th and Bent Avenue and to possibly make some of the properties available for funding opportunities. Milward would ask the board to consider attending.

6. Committee Chairs' & Liaisons' Reports

Marketing – Don discussed Historic Preservation – He had contacted Megan Stanfield with Alliance for Historic Preservation – they have no plans at this time but would be willing to help us out on anything we need assistance.

Charles discussed having the mayor do a proclamation for Historic Preservation in May. This will be discussed in new business section.

7. Old Business

Board position has been filled. Sam reported that the new board is Elizabeth (Libby) Bales had been selected by the mayor and has a background in architecture. Libby is a structural engineer in Cheyenne. Worked in Chicago on a number of historic projects and is excited to be

a part of the Cheyenne board. Milward discussed a background on what the board does and is currently working on.

HCI MOU – Sam discussed at our last meeting it was recommended for an MOU with HCI. HCI after their most recent meeting has decided that they are willing to continue the conversation with the board on this. Charles reported that the city needs to meet internally to evaluate prior material and would need additional time to review.

Stephanie Lowe with HCI stated that HCI is willing to look at it again if it is needed for the Historic Board. Stephanie believes it would be beneficial for Bill Lindstrom to work with the board to make this a good agreement for all. The board agrees that the fundraising committee should reach out to the HCI Board as the City takes more time to review the documents that were presented before. Libby is willing to sit on the fundraising committee with Gary being out and John Brewster is out with work.

Airport fountain naming resolution – we have a little over 50 total signatures with 300 needed. This will need to be presented to the City Clerk when all signature have been obtained. Plans to sit at the Farmers Market again on Saturday – Don and Gary could do this Saturday. Last one is May 7 so there are 2 more that we can participate in.

Airport fountain phase II – Mountain Masonry has obtained contractor licenses and permits and are starting preliminary work with hopes of being finished in late August.

Dubois and LeClerc Jones Award dates – plaques are ready to present. This year we can make arrangements to do them at the next general meeting on May 10th if that works for the property owners and possibly do at the same time as the city proclamation. Next year we would like to present the awards during the fall in 2022 and then in 2023 get back to May and fall as normally presented.

Historic street signs – Approx. \$600 to \$700 will need to be raised. Fundraising plans will need to be made for this. These are for the Dubois block and Capitol North. Sam had reached out the engineering department and they do not have funds that could be used for this. Once the signs are obtained public works will put them up.

8. New Business

Historic preservation month – Don discussed the St. Constantine is celebrating their 100th anniversary this year and could be a good opportunity for us to do an open house at the church. Don has had preliminary discussion with the Church board for this. They have created a great history of the church and Greek history at the location. This could be done possibly Saturday May 21st from 1 to 3 for historic preservation month. This could be a good opportunity to get more signatures on our naming petition for the airport fountain park. The board feels like this is a good opportunity for the board.

9. Other Business

Sam told the board thank you for all you do for Cheyenne and for the time she worked with the board. She has learned a ton and is excited to see what she can do in other areas.

10. Adjourn

Don moved to adjourn, Amber seconded, all approved.
Meeting adjourned.

Minutes, Cheyenne Historic Preservation Board Regular Meeting

Meeting Date & Time: Tuesday, May 10, 2022 – 6:00 pm

Meeting Place: Zoom

Attendees: Cheyenne Historic Preservation Board

Ex-Officio City Council Representative (invited)

Urban Planning Office Representative (invited)

Meeting called to order by Milward

1. Roll Call

X Milward Simpson, Chair
X Max B. Carre', Vice Chair
X Cathie Tabor-Douglas, Secretary
Jason Bogstie
Gary Sims
X David Benner
X John Brewster
X Don Herrold
X Josh Chrysler
X Amber Conwell
X Libby Bales

Others Present: Mark Christensen, City Planning, Charles Bloom, City Planning, Richard Johnson, City County Rep

2. Approval of Minutes:

No minutes presented – Mark and Cathie will get together for recording to get them typed up and can be reviewed on the next meeting.

3. Audience Business:

Historic Preservation Month – The mayor read the Historic Preservation Month Proclamation for the board designating May Historic Preservation Month for the City of Cheyenne. The mayor complimented the board on their efforts in historic preservation for Cheyenne. Pictures were taken at the meeting. Due to scheduling conflicts the two awards will not be presented this evening and future plans will be made.

4. Comments/Report from City Council Rep.:

None

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

Mark reporting for the planning department. Planning office is busy working on the west edge rezoning and urban renewal. New employee – Lonnie Olsen has been hired and will be assisting the board and was introduced. Lonnie just recently graduated from University of Utah with a Masters in urban and regional planning. Originally from Laramie, Wyoming and glad to be back to the state.

Charles reported Wednesday night there will be an Open House at the Depot to discuss the 15th street railroad experience. And just following is the west edge open house. The board is welcome to attend. Currently they are in the budget adoption process. They have designated an account for the two awards given by the board annually.

Update on the Hynds building and the hole project – Mark reported both have been classified as blighted and are outlined as renewal projects in the URA. Both plans are posted on the city site for urban renewal. Charles presented some information on how blight is established for the URA.

6. Committee Chairs' & Liaisons' Reports:

Gary had asked who would be the representative for HCI Board. Charles will represent the city on the HCI Board.

Marketing committee – Don discussed the need to keep an eye out on how we can market for the Dubois block.

7. Old Business:

Airport Fountain naming resolution: At this time, we have approximately 60 signatures. The pages can be delivered to the planning office. Winters farmers market is done. Possibly places to get more signatures are Kiwanis meetings and Fridays on the plaza. Fridays on the Plaza start in June. Board thinks this is a good idea. Kiwanis have meetings that we could do a presentation at one of their meetings. Amber can check with one of her employees as he is a member and will email the board back on what is possible.

Pump phase II update – pump is being put in at the end off May. Sprinkler system has some issues and the repairs are being made and should be finalized by the time the pump is in. Tiles will be installed in August.

Historic District Signs – confirming there is approximately \$700 needed to be raised for these signs. Fundraising committee will need to discuss some plans for this.

8. New Business:

The open house with the Church is not going to go through for Historic Preservation month.

Possibility is to do a small gathering at TownSquare Title for the LeClerc Jones award. Cathie said an open house is possible on May 24th from 4-6. Cathie will make arrangements for drink and snacks for the even and have office available for tours. Good promotion for Historic Preservation month. Award to be given around 5:15 so any board that can be present can attend. Press release will be taken care of by Mark if need be and Cathie and Don will get together for marketing material.

9. Other Business:

Libby would like to be on the Saving Places committee. This would be over a quorum so Milward will check with Jason to see if he wants to continue on it. David would be willing to step down if needed as he sits on 2 others. David will step down and Libby will sit on this committee.

Design Committee is on hold for now. Not sure how long this will be on hold and not sure if it will happen in the near future. Don and Milward discussed the need for the board to be included in these discussions when they are held.

Milward mentioned a website update for members of the board. Update was done during the meeting. Charles is working on updates for information that was outdated on the website.

Mark reported meetings will continue to be in council chambers with hybrid option.

10. Adjourn:

John moved to adjourn; David seconded it. All approved.

Minutes, Cheyenne Historic Preservation Board Regular Meeting

Meeting Date & Time: Tuesday, June 14, 2022 – 6:00 pm

Meeting Place: Zoom

Attendees: Cheyenne Historic Preservation Board

Ex-Officio City Council Representative (invited)

Urban Planning Office Representative (invited)

Meeting called to order by Milward

1. Roll Call

X Milward Simpson, Chair
Max B. Carre', Vice Chair
X Cathie Tabor-Douglas, Secretary
X Jason Bogstie
X Gary Sims
x David Benner
John Brewster
X Don Herrold
X Josh Chrysler
X Amber Conwell
X Libby Bales

Others Present: Lonnie Olson and Mark Christensen, City Planning, Councilman Richard Johnson

2. Approval of Minutes: Minutes were reviewed for past two meetings. April and May were moved to approve by Amber and seconded by Jason. All approved.

3. Audience Business: None

4. Comments/Report from City Council Rep.

Councilman Johnson reported from chambers – City council approved URA and TIF funding for Hynd's building without the condemnation and eminent domain language going forward.

Richard discussed there are issues with the URA and Overlay issues with 15th Street development. This is not conjoined with the rail car experience so they are possibly looking at turning it into a one-way street to help with parking issues that were brought up by the community that attended the meeting.

Billy Jacks and Westby's building are applying for a bar and grill license. Last bar and grill license to go through counsel will be for Paris of the West which would leave none for the city. Richard wrote a resolution to create more liquor license to keep new businesses coming into the area. Richard has asked the board to reach out to counsel to support the resolution.

Amber questioned moth ball project at the pump house – No updates but City Planning can gain an update on that.

5. Comments/Report from Urban Planning Office Rep. None

6. Committee Chairs' & Liaisons' Reports

Amber reported DDA design committee still on hiatus. No update for now. Also, the saving places committee Amber has looked at design guidelines shared by Sam but thinks committee should meet soon and review that information together.

Councilmen Johnson reported council had postponed budget review as DDA has not approved it through their own committee.

Cathie reported the Historic Preservation event at the TownSquare office went very well and we had quite a few people come and tour the house.

7. Old Business

Naming resolution: Cathie has around 55 at the office. Planning has about the same amount there. Total needed is 300. Kiwanis & Rotary Club both are happy to have us and Amber can help set this up for us. Kiwanis is doing the same type of resolution for their own park so we should be clear that this is for the Airport Fountain. Fridays on the plaza and Super Day are possibly good opportunities. Milward and Libby are willing to be at Super Day to gain signatures. Board set a goal to have all 300 signatures by next meeting.

Fountain Phase II: New pump has been installed. Mountain Masonry will be here on Friday and still plan to have it done in August. The board agreed that we need to do a celebration event for the completion of this project. It was decided to do this on September 5th, Labor Day at 1:00. Milward and Richard will work on a resolution for Proclamation. We will need one of the board members to write up the history of all the work that has been completed to be read at the celebration event.

Historic District Signs: \$600 - \$700 is needed to have these done. Fundraising committee will get to work on what fundraising can be done to raise these funds. Gary, John, David and Milward will meet.

NAPC Forum will be in July. Libby, Josh, Charles and Lonnie will be attending with funding from the CLG Grant.

Lonnie will get name tabs made for the new board so that these can be worn at functions we are attending.

Dubois Block home tours was supposed to be set up for the time when the flowers are in full bloom. Saving Historic Places to take over and get this planned with the homeowners. Gary will contact them to see about a date. Saving places committee will need to meet prior to the July meeting. Set for June 28th at noon by the committee.

8. New Business:

Gary discussed the ornament fundraiser – this has been done for the last couple of years to benefit the fountain and restrict funds to that. He would move that funds raised will be put to a general fund for historic preservation efforts in the future, Jason seconded. Approved by all.

New ornament for 2022 – has been negotiated for \$10.40 a piece including shipping. Gary would like to order 750 again. It will be of the Historic Governors Mansion. State museum will sell them for us as well as the Governors Mansion. He thinks the cost of the ornament should be \$20.00 which would double our money but can be discussed as we go forward. Jason pointed out that there is no money as it has all be reserved for the fountain. \$7800 is needed for the initial investment of the ornaments. Planning department will look into the funding that was designated for the fountain and see if it can be reallocated once the fountain is paid in full through the City Treasurer. No motion necessary at this time.

9. Other Business:

None

10. Adjourn: Moved to adjourn by Don and seconded by Amber. Approved by all.

Minutes, Cheyenne Historic Preservation Board Regular Meeting

Meeting Date & Time: Tuesday, July 12, 2022 – 6:00 pm

Meeting Place: Zoom and Council Chambers

Attendees: Cheyenne Historic Preservation Board

Ex-Officio City Council Representative (invited)

Urban Planning Office Representative (invited)

Meeting called to order by Milward

1. Roll Call

X	Milward Simpson, Chair
X	Max B. Carre', Vice Chair
X	Cathie Tabor-Douglas, Secretary
	Jason Bogstie
X	Gary Sims
X	David Benner
X	John Brewster
X	Don Herrold
X	Josh Chrysler
	Amber Conwell
X	Elizabeth Bales

Others Present: Lonnie Olson and Mark Christensen, City Planning,

2. Approval of Minutes:

Minutes reviewed for the June 14th meeting. It was moved by Don to approve, John seconded.
All approved

3. Audience Business:

None

4. Comments/Report from City Council Rep.

None

5. Comments/Report from Urban Planning Office Rep.

Lonnie reported that Mark will be leaving the planning department on Friday. The board wishes him well and has appreciated his work with the board. The city is starting to work on annexing projects for the next few months. Ornaments are ready to go.

6. Committee Chairs' & Liaisons' Reports

David reported that HCI met and nobody seems to know about the \$20,00 held for work on the pumphouse. They are still waiting on the Memorandum of Understand from the Board.

Libbey reported with Saving Places Committee – Committee has reviewed design guidelines and they are outdated. Laramie has some good ones to use as a guide to update ours. The committee will work on changing ours for current use with modernized guidelines.

7. Old Business:

Naming Resolution – More signatures gained at Super Day. Libbey will reach out to the Rotary to see about attending. Cathie will reach out to Sunrise Rotary. We can check on attending Fridays on the Plaza. Possibly CFD – we do have more people, but mostly visitors.

Board decided that if all members to get 13 more signatures and we could get this process complete. All board members except Cathie feel that they can gain 13 by August 9th. Lonie will get the board an official count.

Phase II update – The mason has brought in samples and they look good. Work will begin 1st week in August. An additional \$10,000 was obtained from the CLG grant and can be used for this so less will be used out of the boards account.

Ornaments have been approved to fund the purchase. 500 being ordered at this time and can order more. Cost will increase to \$11.00 per ornament.

Airport Fountain Celebration – Marketing & Saving Places to meet in the next couple of weeks to discuss. Don is working on getting this set up. Both committees will work together for planning and marketing.

Historic district street signs – no update. Fundraising committee will need to meet to plan to raise \$600 – 700 for the signs.

8. New Business:

None

9. Other Business:

Gary mentioned that we do not have as much progress in our committees and he feels that this is do to the lack of in person meetings.

10. Adjourn:

John moved to adjourn, Gary seconded it. All approved

Minutes, Cheyenne Historic Preservation Board Regular Meeting

Meeting Date & Time: Tuesday, August 9, 2022 – 6:00 pm

Meeting Place: Zoom and Council Chambers

Attendees: Cheyenne Historic Preservation Board

Ex-Officio City Council Representative (invited)

Urban Planning Office Representative (invited)

Meeting called to order by Milward

1. Roll Call

X Milward Simpson, Chair
X Max B. Carre', Vice Chair
X Cathie Tabor-Douglas, Secretary
X Jason Bogstie
X Gary Sims
X David Benner
X John Brewster
X Don Herrold
X Josh Chrysler
X Amber Conwell
Elizabeth Bales - Excused

Others Present: Lonnie Olson and Charles Bloom, City Planning and Richard Johnson, City Council

2. Approval of Minutes:

Minutes reviewed for the July 12th meeting. Moved to approve by John, 2nd by Don. All approved.

3. Audience Business:

Angela Wolf from the Laramie County Library spoke that it had been a long time since we had a liaison from them, and she would be happy to be of assistance with this. She has a master's in Cultural Preservation and Digitalization. Board would like to have a liaison and would appreciate her time and willingness to be a resource to the Board.

4. Comments/Report from City Council Rep.

Richard discussed that he is co-sponsoring a resolution regarding racial covenants to try and assist in getting these deleted. No new information on the old tunnel and the pump station. Some work sessions and town hall meetings on the 15th street rail project. One of the conversations was with the Railroad was to relocate Big Boy to the 15th street rail project. Richard and Eric Fountain have been discussing a possible zoom call to discuss the Demo by Neglect that we had presented. As soon as they get done with compliance it will go to Charles

and his team at planning and development. Hoping to have this meet our plan of December of 2022.

Gary posed a question regarding the Airport Fountain Park and what was posted on social media on him not willing to support one that is not named after a women. He did state that unless another park is named after a female first, he would not be vote in favor of the name.

5. Comments/Report from Urban Planning Office Rep.

Lonnie reported the mason has started working on the fountain. Fountain is without power currently and they are working on getting this resolved. This should be completed for our airport event, and we should continue with planning. He will keep us posted on this repair.

He was updating the website and noticed a discrepancy in the Capitol North expansion. The city code and bylaws do not align with the state or national process. The expansion is a local historic ordinance. Upon talking with State SHPO we would have to re-do the survey to align with the process needed. Charles Bloom has a meeting scheduled with Bryan Weeks to get a better understanding of what was missed. They hope to have more information at our next meeting. Milward would like to be involved in that meeting.

Lonnie is working with the DDA as they updated their grant program to see how our architectural assistance will align with that. Amber spoke from DDA – design committee has been dissolved so no information on that from their perspective. We have not had a liaison with DDA for a while. The position was generally dissolved, but Milward felt if we requested a position we would not be declined. Board felt the position was valuable and we should pursue. Moved to reach out to the DDA for a liaison position by Don, 2nd by David. All in favor. Milward will reach out to Dominic.

6. Committee Chairs' & Liaisons' Reports

None

7. Old Business:

Airport Fountain naming resolution: Gary turned in 105 signatures on the petition. 18 more were turned in from John. 39 from Max were turned in. This would put us close to the goal. Please turn in signatures to Lonnie so we can get a count. Josh has some and will turn them in after being sick. Lonnie will get us a total afterward.

Board does have some concerns that our City Counsel Rep will introduce the resolution, but not support it. It would have a stronger chance of passing if we had a Rep that can introduce and support the name. The board would like to continue the way we are going and possibly find another sponsor.

Airport Fountain phase II update: Lonnie repeated that the masons are working and hope to have the power issue resolved. The grant has been completed. The work must be done by August 31st and this is in line for that timing.

Review of 2022 Strategic Plan: Milward reported that he feels like we have lost steam on our plan, partially due to other issues going on and COVID. He would like to review and see if our plan is still able to be done, or we need to revisit it.

Gary spoke and talked about 500 ornaments to sell and planning the event for the fountain. He feels that this is enough to keep us busy for the rest of the year. He feels that it would be good to make a smaller list and focus on that, and then add on if we can.

Amber talked about design guidelines and their committee is working on reviewing them to modify. They are making progress; it will just take time to complete.

Remainder of the year we will focus on guidelines, fountain and ornaments and we can revisit a plan for next year.

8. New Business:

Airport Fountain Celebration: Don discussed naming the event. Ideas included Fountain Celebration, Festival of the Fountain, and Fountain Festivity. It was decided to go with Festival of the Fountain.

Plans include Milward to present history; Don will discuss Historic Preservation; Gary will talk about all the fundraising done to make this happen; PA system will be taken care of by Don; Don will bring a podium; Cathie will take care of water & sheet cake; special invites will be sent to former board, City Council and Mayor. We will need volunteers for the clean up crew to clean prior to the event and after the event to be sure the area is neat and clean.

Gary discussed advertising in the newspaper and a contact would be Will Carpenter. He also feels that we should see about blocking off the street for the event.

Gary discussed that we could market the opportunity to make a wish on the fountain with a coin to keep it going in the future. And let everyone know that all funds thrown into the fountain would be used for ongoing maintenance.

Saving Places and Marketing Committee will take it from there and reach out to the other Board members if needed. Committees will have a work session so we can get this done and still be in line with a quorum. This will be held the 16th at 6:00 pm at TownSquare Title and Lonnie will take care of posting for the public.

9. Other Business:

2022 Ornaments: Ornaments have been ordered and there will be 500. These will be sold for \$22.00 apiece. Gary has presold 106 already.

Historic Governor's Mansion Protected District – there is a house across the street undergoing construction with no permits after checking with Lonnie. This will fall inline with compliance for the area. Amber and Josh do recall the owner did come to the Board to ask for some recommendations on the property to be in line with the guidelines and we have not heard back. City planning will check into this in the following days and let the Board know about the process. Lonnie did let the Board know that this would go through compliance and Lonnie will notify them of a possibly violation so that they could look into it.

We will need to change the next 2 meetings as Lonnie will be out of town for a conference and training. He will check with the scheduler and let us know other times that could be available. Or he can see if Charles is able to sub for him.

10. Adjourn:

Meeting was adjourned

Minutes, Cheyenne Historic Preservation Board Regular Meeting

Meeting Date & Time: Tuesday, September 20, 2022 – 6:00 pm

Meeting Place: Zoom and Council Chambers

Attendees: Cheyenne Historic Preservation Board

Ex-Officio City Council Representative (invited)

Urban Planning Office Representative (invited)

Meeting called to order by Milward

1. Roll Call

X Milward Simpson, Chair
Max B. Carre', Vice Chair
Cathie Tabor-Douglas, Secretary
Jason Bogstie
X Gary Sims
X David Benner
John Brewster
X Don Herrold
Josh Chrysler
X Amber Conwell
X Elizabeth (Libby) Bales

Others Present: Lonnie Olson and Charles Bloom, City Planning, Richard Johnson, City Counsel

2. Approval of Minutes:

No minutes were presented. These will be posted by the next meeting for review.

3. Audience Business:

None

4. Comments/Report from City Council Rep.

Richard discussed the racial covenants and there will be a meeting October 20th. Resolution did pass. Dan with Habitat and he has reached out to First American Title and Richard had forwarded that to Cathie. Attorney and Title Company will be present if anyone would like to attend.

City council goal session was held. One thing that came up is City's acquisition of 11 rail cars to be put on the 15th street project. Some will be at the 15th street project and others will be stored and be refurbished. If the city could not refurbish them, they could sell some of them.

Hynds building did close in August. No updated on the whole and still under the ownership of LEADS.

Finance committee yesterday was 1.4 mil dollars to go into the downtown core district. A lot went into the plaza, parking garage and some enhancements into the depot. There is still 4.5 mil left that can be collected in the 6th penny tax which the Board could possibly see if any of our projects align with the verbiage on the tax that we could tap into.

Amber was wondering if the Artist Guild where a car ran into would qualify for this? Richard does not feel that this would qualify as it is out of the downtown development district. Pump house may be in the district. The tax was drafted as economic development so it would have to align with that. Boundaries are 22nd on the north, House Ave. on east, Snyder on the west, and UP Railroad at 15th on the south and one block that extends all the way to 3rd street on Central as reported by Charles Bloom. Amber brought up the Bell building as well. Richard did discuss other avenues of funding that the current owners are aware of.

Richard discussed the process if we had something in mind for some of these funds.

5. Comments/Report from Urban Planning Office Rep.

Lonnie reported that they had a couple of other property owners contact them about grants for their properties and they were directed to SHPO such as Netford building. 520 East 21st Street could be coming forward for roof extension.

6. Committee Chairs' & Liaisons' Reports

Milward met with Councilman Aldredge at her request. There is an effort to shore up some bylaws and processes of some of the boards and commissions. Richard described this as Title 2 of City Code that goes through City Board to look at codes as they are written to see if current practices are in line with current happenings.

7. Old Business:

Pump house: Charles discussed funding on the pump house. There is 20,000 that is dedicated to the project. They are working on double checking with the purchasing department and will go forward with the project. They will be doing looking at previous plan and prepare a structural pan done to prepare the building for the moth balling to occur.

Airport fountain naming resolution: We have 289 signatures at the City for this. We are 11 short, and we need about 10% more to send in. Gary would like to find a council person that would support the resolution to go forward. Moved to reach out to other council in Ward 1 to support the name by Gary, 2nd by Josh. All approved. The board will reach out to other council people to ask for a sponsor was approved. Milward is willing to go to the Farmers Market to get signatures. Gary voiced his opinion on we need an additional 20-30 signatures to be sure that we have enough. We also need to make sure all the board members sign it as well.

Airport fountain phase II: Lonnie reported that phase II is more or less to complete. Mason will be back to do some final work and repair some hairline cracks. Grant reimbursements are being done now and invoices being paid. Celebration has been cancelled. The power issue is outside of Blue FCU on an island, and it had been repaired, but is now shorting out and limited

power to the fountain. The celebration should be postponed until the repair is totally complete. There also appears to be something on the breaker that could be causing the issues. There are a couple of panels that are broke on the stained glass that Gary could fix as he has stained glass experience. Per Richard we would need to get clarification to be sure that this is allowed under guidelines and insurance in case of any accident. Richard does not feel that this would be ok. Charles will discuss with the City to see what is necessary to get this repaired. We do have an extra \$10,000 extra from the grant that the board still has for the fountain so this can be used for the repairs. A press release was put out that the celebration was cancelled but there may have been something in the paper still announcing it. Boards opinion is that we should put out some sort of story telling the large amount of construction to finish phase II to explain to the public the work and why the fountain is not on as was advertised. Don will reach out to Cowboy State News to see if we can get something run.

Ornaments are in and numbered. Invoice was provided to be paid. Gary has been marketing them and he gave funds to the City to cover almost all of the cost of them. All other funds received should be profit. He also put an ad in the traders and gave an invoice to the city. These are ¼ page ads and 3 will be run. Gary suggested that we put something on the website to advertise for the ornaments. Also suggested that we could use the list that Cathie has to call or email these parties to see if they have any interest.

Gary talked about the house across the street from the Governor's Mansion. The board had been made aware that there is a current permit for foundation work, however Gary noted that that there is much more work being done. Gary asked the board to drive by the house on their way home to see the amount of work. Charles will talk to the building department to see if there are any other permits and will ask for the building department to go and take a look at it. This property is 315 E 21st.

8. New Business:

Capitol North Expansion – Milward met with SHPO, Lonnie and Charles. Lonnie reported that based on the conversation with Brian with SHPO and he had made comments on the survey used and those comments were not addressed. The organization of the structures table was not as commented on or has been done in the past. There were also a few minor grammar fixes and other changes that are easy fixes. This can be fixed as a board organized group and make changes to resubmit to the State Review Board and they have a November meeting and February meeting. We have missed the November so we can work towards the February.

Bylaws Update - Lonnie presented that there were some items that were missing in the Bylaws that explains the national historical district process. He is updating them to be more specific.

9. Other Business:

David brought up a book called the Lantern House. He thought that the Community Outreach Committee could reach out to the schools with 2nd grade +- a year or two in a historic district. Possibly see if the kids can draw or paint their houses and give them a copy of the book. David

is willing to work with the committee to see if we can get this going. Gary brought up possibly have children draw historic buildings, do our own book and sell that.

10. Adjourn:

Milward adjourned the meeting.