

MINUTES FOR TUESDAY, JANUARY 14, 2020
HISTORIC PRESERVATION BOARD MEETING
6:00 PM, ROOM 118, 2101 O'NEIL AVE.

ATTENDANCE:

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

Members Absent: Don Herrold

City Staff: Stephanie Lowe, Mark Christensen

Others: Maren Kallas

ROLL CALL AND BOARD MEMBER INTRODUCTIONS: Chair Bogstie called the meeting to order at 6:00 PM. Mr. Young was noted to be running late while Mr. Herrold was noted to be ill. Mr. Bogstie noted the two new members of the board and called for a round of introductions. Each member introduced themselves, discussed their career, and stated how long they have been on the board. Ms. Tabor-Douglas and Mr. Simpson were introduced as new board members and were noted to have attended board training with Ms. Lowe. Ms. Lowe introduced Mark Christensen, a Planner in her office and explained he will be helping with minutes for the foreseeable future.

NOMINATION AND ELECTION OF OFFICERS & LIAISONS (CHAIR, VICE CHAIR, SECRETARY): Mr. Bogstie inquired as to whether all Board members had the paper ballots for the elections. All confirmed they had their paper ballots. Ms. Lowe called for a brief description of the officer positions. Mr. Bogstie described the duties of the Chair and the Vice Chair as Mr. Young was not yet at the meeting. Ms. McGrew detailed the Secretary position, which included overseeing counting the votes for the evening. Mr. Bogstie then detailed the different liaison positions. Ms. Lowe then described the origins of the different liaison positions and each of their respective duties. It was noted that the Board can use the current liaison positions or introduce new liaison positions as they see fit. She then described the history of the two committees of the Board and how they have now gone defunct. Committees are now introduced and used as needed by the Board. Mr. Young entered and introduced himself. Mr. Bogstie turned the attention to completing the elections. Mr. Sims nominated Mr. Bogstie for Chair and Ms. McGrew for Vice Chair. Both accepted their nominations. Mr. Bogstie entertained nominations for Secretary. Ms. McGrew nominated Ms. Wells for Secretary. Ms. Wells declined due to an extended leave of absence coming up. Ms. Wells nominated Mr. Young, who accepted the nomination. Nominations were extended to both new members, who declined as they wanted to get their bearings first. Mr. Brewster moved the nominations be closed and Ms. Wells seconded. All were in favor. Votes were cast on paper ballots. All positions were voted for unanimously as nominated above.

APPROVAL OF PREVIOUS MINUTES: Mr. Young moved to approve the December 10, 2019 minutes, seconded by Mr. Sims, the motion passed unanimously.

AUDIENCE BUSINESS: None. The citizen attending in the audience was noted to attend some Board meetings and had a general interest in Historic Preservation.

COMMENTS/REPORT FROM CITY COUNCIL REP: None. Councilman Luna was not in attendance.

COMMENTS/REPORT FROM URBAN PLANNING OFFICE REP: Ms. Lowe provided a financial update to the Board including numbers from the ornament sales and updated restricted funds. Ms. Lowe noted ornaments made profit, but the board had also paid American Contracting for work on the Warren Rest House Bench, leading the books to be similar to the previous meeting. Ms. Lowe provided pictures of the work on the Bench

as an attachment in the packet. Ms Lowe reminded the Board they need to work with the State Historic Preservation Office in testing the new database for historic preservation. The Board is meant to update the survey information with the expansion of the Capitol North Historic District through the WyoTrack Database Entry for CN properties. Mr. Bogstie recommended a work session with the new software. Ms. Well agreed, recommending inviting Shane and Sam to help troubleshoot any issues with the new software. The next page in the packet was the 2020 Year in Review. It has monthly meetings, proposed work session meetings, events, grants, and award dates. Ms. Lowe then went into more detail on the Warren Rest House Bench project that was recently refinished and shared photos. The second to last page in the packet was noted to be for discussion under the Design Committee. Lastly, Ms. Lowe described the two grants the Board had going through council. She noted the two trainings the Board has approved while noting the NEPA training was not approved. Ms. McGrew asked for an elaboration to the NEPA training. The NEPA training was noted to be near \$2000 dollars. Ms. Lowe concluded her update to the Board. Mr. Simpson asked for clarification on the budget as a new member. Ms. Lowe clarified the anticipated expenditures to the total budget and how that results in the amount available.

COMMITTEE CHAIRS & LIAISONS REPORTS:

DDA: Ms. Lowe noted Mr. Herrold attended the DDA meeting last month. The previous Director of the DDA moved on and the meeting was largely celebrating her service and the new DDA location. The new office is located at 109 W. 17th Street. The Board is free to stop by, though the building is not finished at this time. Ms. Lowe attended as a Design Committee representative. She talked to the DDA Board about projects for the 2020 FIP. The way the DDA is funding two projects in the FIP is allowing for some rearranging of the FIP timeline which should benefit the projects. The two applicants discussed were Glen Garret with his building at the corner of 17th and Capitol and Dave Hatch with the Hynds Building.

Community Outreach: None.

Education: None.

HCI: Mr. Benner noted the Chair of HCI stepped down. The Board has another meeting next week. The Board still has money left to use to start grants. The Board lost access to their jump drive and are exploring ways to get access back. Two board positions are open at HCI and were offered to the member of the audience, Ms. Kallas. Ms. Kallas showed interest in the position. Mr. Benner described the HCI Board in-depth. Ms. Wells inquired about SHPO attendance at HCI and the Historic Preservation Board and it was noted by Mr. Bogstie that they were likely not attending that evening. Mr. Brenner concluded with stating the meeting the following week would give the HCI Board more direction.

Design Committee with the DDA: Ms. Lowe noted the Grier Building will be updating the sign on the corner for Array. Array will be occupying the entire building, meaning a restaurant will no longer occupy the ground floor and bringing into question what may happen with the liquor license. The sign face is being changed and lit with LED's. There is also potential for live music in the Grier Building. Ms. Lowe stated the other item on the design committee meeting was a new sign for Bejo's. The sign is an illuminated box sign. She noted we do not have design guidelines for signs which makes it difficult to critique sign design effectively. Ms. Lowe stated our design guidelines are not adopted by council so are difficult to enforce but noted there are ways to explore having more input on the way signs look. Mr. Young stated he is on the Design Committee and business owners tend to not like sign restrictions.

Mayor liaison: Mr. Young met with Mayor Orr on Tuesday, January 14. She noted continued support for the potential Demolition by Neglect ordinance. He noted the Mayor also wants to work on ordinance to prevent campers from parking long term in historic districts as they block the views of historic buildings and because historic districts typically have narrow streets. Additionally, Mr. Young said the Mayor indicated the Carey Building should be completed by the end of July. Just the court is going in now as there is currently not a tenant for the second floor. Mayor Orr and Mr. Young will coordinate a meeting with the Board for a tour of the new courthouse and to show where the panels will be. Mr. Young noted a new idea the Mayor had discussed was to explore gambling as an option for Cheyenne. The idea is to look to explore permitting gambling in historic

districts and repurpose historic buildings for gambling. Ms. Wells asked if that would be against state law. Mr. Young stated the Mayor said she wanted to bring tourism and new industry to the community and that the effort may take extensive lobbying efforts. Mr. Young stated the Mayor is continuing to show interest in the care of historic buildings such as making sure the ground floor of the Boyd Building is taken care of. Mr. Young noted the Mayor said the Bell Building was moving along, that there are potential ideas for the Hynds Building, and ideas for residential development in the "Hole." Mr. Bogstie inquired if the second floor of the courthouse would be a shell temporarily. It was noted that a State court was originally supposed to occupy the area but his had fallen through. Ms. Lowe stated she believed the second floor would remain a shell until it was finished.

Mr. Bogstie inquired on if any liaison would like to switch positions. Ms. McGrew stated she would like to give up her board position as the education and community outreach liaison due to time constraints. An interest was expressed into merging these two positions into one. Ms. Lowe noted that Mr. Herrold had been doing some work with community outreach on social media. Mr. Bogstie tabled the liaison discussion for the planning meeting towards the end of the month.

OLD BUSINESS:

- a. Airport Fountain – Ms. Lowe showed the Board the proposed tile for the Airport Fountain. She stated it matched the fountain very well. Ms. Lowe asked for a motion to move forward with the tile as shown. Mr. Bogstie asked about costs. Ms. Lowe stated that the costs should remain the same.

Action Item: Mr. Sims motioned to move forward with the production of the terra cotta tile for the Airport Fountain. Ms. Wells seconded. All were in favor.

Ms. Lowe added that at the December meeting Mr. Carre' offered the Board could partner with the Depot Museum Foundation to receive the funds from the Master Gardeners Association for the Fountain restoration. Master Gardeners are no longer partners for the restoration of the Fountain. This was due to reorganization within their organization as they are likely no longer giving monies to any organizations. It was noted this partnership was the closest to paying for the restoration that the Board has gotten thus far. Mr. Sims added that he plans on using old tiles from the Fountain in new ornaments for next year. The Board saw no issue with the use of the old Fountain tiles. In addition to using the tiles, Mr. Sims relayed concerns about trees around the fountain. He opened the concern to discussion. Ms. Lowe noted the trees look to be ornamental and should not obstruct the views of the Fountain. The Board entertained the idea of removing the trees and locating them along the Greenway. The discussion was brought back to the use of the tiles. Ms. McGrew offered an idea to fundraise with the old tiles. Mr. Sims stated he would collect a large number of tiles to use for whatever projects the Board decides to fundraise with. Ms. Lowe state once work started, she would ensure the Board would have access to colored tiles.

- b. Ornaments – Ms. Lowe has 14 non-dated ornaments left at her office. The museum has 8. Mr. Sims wanted to make sure we had the correct amount of money from the ornament sales. He estimated the Board should have \$15,000. Ms. Lowe noted it would be \$12,000 due to production costs. Mr. Bogstie stated the Board should do a better job of accounting for the ornaments next year. Mr. Sims recommended the Board take over the sale of the ornaments from Ms. Lowe. Ms. Lowe recommended that a retailer sell the ornaments for ease. The Board discussed how this method would work. Mr. Sims likes the latitude with the board and his freedom with the design of the ornaments but agrees to form a better plan for selling them next year. He does not believe the Board should partner as a joint venture with any other entities. Mr. Sims discussed the design for the 2020 ornaments. Ms. Lowe inquired whether the ornaments would be ready for the homes tour. Mr. Bogstie wanted to discuss whether ornaments would replace the homes tour. Mr. Sims did not believe it should, the Board should just do a better job of marketing. Before moving to new business, Mr. Sims asked about whether or not the Board sufficed the bidding requirements for purchasing. Ms. Lowe overviewed the City purchasing policies and noted what the Board provided for the ornaments sufficed.
- c. Historical themed panels in the new Municipal Court Bldg. Ms. Lowe did not print the pictures of the panels to be used in the Municipal Court Building because she had emailed them to the Board for review. Ms. Lowe noted the next meeting for the committee on the panels is Thursday at 1:30 pm in

room 208 and all Board members are welcome to come. She opened the discussion up to the Board for ideas on the different panels. Ms. Lowe stated that as of now they were going to use the photos that Mr. Herrold found of Judge Carey. Mr. Bogstie wanted to show the progression of the area with an emphasis on Carey. Ms. Lowe offered the idea of showing portraits of notable Cheyenne historical figures, such as Judge Carey, Nellie Tayloe Ross, or Esther Morris. Mr. Young had the idea of a picture of JM Carey as Mayor of Cheyenne. Mr. Bogstie wanted to know where the images would be. Ms. Lowe described the location in detail on where the images would be placed in the new building. Ms. McGrew asked what the panels would look like. Ms. Lowe described the panels and a possible digital TV with a rotating information or images. Mr. Bogstie expressed concern over the resolution of the photos Mr. Herrold found. Ms. Tabor-Douglas stated the archives have very good resolution photos of downtown and other historical figures. The design theme group was again noted to be Thursday at 1:30 in room 208 for the theme. Mr. Simpson inquired about the structure of the committee coming up with the theme of the panels. Ms. Lowe described the organization of the design committee for the court house and noted it would be important for a Board member to be there.

NEW BUSINESS:

- a. CPI Conference in Denver, Jan 29-31 (Mr. Simpson and Ms. Tabor-Douglas have first dibs, then Ms. Wells, then Mr. Carre', then Mr. Brewster, then Mr. Bogstie). Ms. Lowe offered the conference to Mr. Simpson and Ms. Tabor-Douglas. Ms. Tabor-Douglas is going. Mr. Simpson said he would let Ms. Lowe know by Friday. Ms. Wells declined because of her 4-month absence. Mr. Carre' stated he would let Ms. Lowe know by Friday. Mr. Brewster declined the invitation. Mr. Bogstie said he will go if Mr. Carre' and Mr. Simpson cannot attend. Mr. Young added the conference is worth it and inspiring. Ms. Wells said the conference may have a different approach as the preservation community is apprehensive about new NEPA regulations.
- b. Staff detailed the work sessions schedule for 2020 on the year in review page. The page contains a list of all 2020 work sessions. There will be no work sessions in November or December. Ms. Lowe noted that if these dates are okay with the Board, she will do a press release. She noted it is easier to cancel a scheduled meeting than schedule work sessions randomly due to public noticing requirements. They are all 2 weeks after the regular Board meeting. Mr. Carre' noted there should not be a meeting January 28 due to Strategic Planning following February 1. It was agreed the meeting January 28 meeting should be canceled. Ms. Lowe noted that work sessions are not mandatory but highly encouraged.
- c. Strategic Planning is to be held on Saturday, February 1, 9-1 at the Old West Museum. Ms. Lowe will bring items noted in minutes from the last meeting along with supplies to complete the process. Mr. Brewster secured space.
- d. Ms. Lowe noted the Women's Civic League grant submittal is due Friday. Ms. Lowe expressed concern about using the funds within 12 months for the Fountain. She inquired whether the Board could spend the money that quickly with the Fountain funding delays. The only thing Ms. Lowe thought may work would be to hire Jerry Berggren for construction drawings for the terra cotta restoration. She does not believe there is a match required. Ms. Lowe stated that her request would be for \$10,000. Mr. Simpson stated that he feels the Board should go for the grant for construction drawings as it is a necessary component of the project.

Action Item: Motion. Ms. McGrew motioned to direct Ms. Lowe to apply for the grant to fund construction drawings for the Fountain restoration. Ms. Wells seconded the motion. In discussion, Mr. Simpson asked how much \$10,000 would cover. Ms. Lowe stated the \$10,000 may be too much for the drawings. Mr. Bogstie inquired what documents the Board would receive with the drawings. Ms. Lowe said we can determine this after discussions with the proposed architect. Ms. Lowe does not believe this would cost \$10,000. Mr. Sims stated we should ask the architect how much it would cost without giving him a budget to get a true proposal. Ms. Lowe stated she would call the architect to get a cost estimate. Ms. McGrew amended her motion to not exceed \$10,000. Ms. Wells seconded. The motion passed unanimously.

- e. Mr. Bogstie stated Brian Beadles from the State Historic Preservation Office wanted the Board to write SHPO a letter of recommendation for the Richard Driehaus award for the work on the Wyoming State Capitol Restoration. The letter would need to be completed by February 3. Mr. Bogstie stated he would draft the letter if the Board wants to support SHPO. The letter would emphasize innovation, positive impact, and the fact that the work was the largest restoration project in Wyoming of its kind. Ms. Lowe inquired on why the award would go to SHPO and not those that completed the work. Ms. Wells expressed concerns over not knowing the full extent of the award and what it means. She noted she is not opposed to supporting SHPO, rather she wanted more information on the award. Mr. Bogstie stated he would get more information for the Board. Mr. Benner stated the Board can vote on February 1 at Strategic Planning once they have more information. Mr. Sims felt SHPO should be at the meeting asking for the support of the Board. Ms. Lowe then described the award from an online source. Mr. Simpson thought the award would be great but also noted he wanted more information. Mr. Young stated they should invite Brian Beadles to Strategic Planning for more information on the Driehaus Award. Ms. Lowe stated that a variety of entities can win the award depending on the nomination. Mr. Sims said Mike Dixon could be the nominee. The consensus was that the Board wanted more information before supporting the letter. Mr. Bogstie stated he will follow up with Brian Beadles, write the letter, and return with more information.
- f. Mr. Bogstie noted he received SHPO's evaluation of the CLG. SHPO seems very pleased with the work of the Board. Mr. Simpson inquired whether SHPO's thoughts on this report would have any bearing on grant funding. Ms. Lowe explained the review process but noted she does not think SHPO would withhold grant funding from the Board as they are the most active in the State.
- g. Ms. Wells shared she will be on assignment detail for 4 months for her BLM position and will not be able to attend meetings. Ms. Lowe explained the by-laws state that a board member cannot miss more than 3 meetings in year. If a member does miss 3 meetings the Board may request the Mayor remove the member. However, it would be up to the Board to request this from the Mayor. Proxy participation is not allowed. Mr. Simpson asked whether something can be considered an excused absence and Ms. Lowe responded that there is nothing in the by-laws. Mr. Young stated that Ms. Wells should be granted the leave as the Board will not pursue action. Ms. Wells let it be known that she does not want to hinder the work of the Board. Mr. Simpson inquired about the detail and Ms. Wells stated she will be Deputy Preservation Officer for the BLM in Denver for the State of Colorado. Mr. Simpson argued that the Board may get a better member back by virtue of the work Ms. Wells will be doing. Mr. Sims inquired what the chances were that Ms. Wells would be kept permanently at the Denver office. Ms. Wells stated she will keep the Board informed of all developments as she has no knowledge of that at this point. It was agreed that the Board would accept Ms. Wells leave so long as she kept the Board updated if the leave were to be any longer than the 120 days specified by her employer.

ADJOURN: Mr. Young moved to adjourn and Mr. Benner seconded, the meeting was adjourned at 7:33 pm.

NEXT MEETING: February 11, 2020, 6 pm – Room 118

Minutes Respectfully Submitted:
Mark Christensen, Planner II, Planning & Development Department