

MINUTES FOR TUESDAY, FEBRUARY 11, 2020

HISTORIC PRESERVATION BOARD MEETING

6:00 PM, ROOM 208, 2101 O'NEIL AVE.

ATTENDANCE:

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

Members Absent: Gary Sims, Milward Simpson, CJ Young (Secretary)

City Staff: Stephanie Lowe, Mark Christensen

Others:

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

APPROVAL OF PREVIOUS MINUTES: Ms. Tabor-Douglas moved to approve the January 14, 2020 minutes, seconded by Mr. Carre', the motion passed unanimously.

AUDIENCE BUSINESS: None

COMMENTS/REPORT FROM CITY COUNCIL REP: Not present. Ms. Lowe noted she believed Mike Luna will still be the representative from City Council.

COMMENTS/REPORT FROM URBAN PLANNING OFFICE REP: Ms. Lowe noted all updates from the Urban Planning office will be addressed during the old and new business sections of the meeting. However, she noted she still has ornaments available for sale.

COMMITTEE CHAIRS & LIAISONS REPORTS:

DDA: Ms. Lowe noted the previous DDA meeting focused on the search for the new director. The DDA meeting also noted that the Bell Building is moving forward. Ms. Lowe noted Mr. Christensen had visited the building earlier in the day and that almost all the environmental clean-up was complete. Ms. Lowe then mentioned rezoning efforts in the West Edge were underway along with the 17th Street Project. She then described the self-evaluation that was given by a state main street official to the DDA Board, which was noted to take the majority of the DDA meeting. Ms. Lowe finished the DDA update by noting that Visit Cheyenne is looking to enhance the re-ride program and that Amber Ash reported that the first concert at the Archer Events Complex would be Tech Nine. Ms. Ash was noted to have started her position as the DDA Director.

Community Outreach: None.

Education: None.

HCI: Mr. Benner noted the HCI Board has met twice since the last meeting of the Board. Maren Kallas, who was present at the last Historic Preservation Board meeting, was voted onto the board of HCI. Ms. Kallas will be working with HCI to fill two additional board spots for HCI. The HCI Board is currently working on a rating table for grant proposals. Mr. Benner noted that contact has been made with the past HCI Board President to get passwords and the jump drive with important information. Mr. Benner noted that if money is not granted to home improvements soon, they may look to other projects to fund.

Design Committee with the DDA: Ms. Lowe gave a brief update to the Design Committee at the last DDA meeting. Ms. Lowe noted the Design Committee will not be meeting this week and that there were no other updates.

Mayor liaison: Mr. Bogstie noted that Mr. Young had sent an email stating he shared the strategic plan with the Mayor. She was supportive of the work being done.

OLD BUSINESS:

- a. Airport Fountain – Ms. Lowe stated the Terra Cotta tiles were supposed to have been shipped and should arrive in approximately 7 days. They will be stored at a Parks facility until they can be installed. Ms. Lowe also noted that Pole Mountain Electric will work to install the time clock for the light controllers on the fountain. The estimated time of completion is March or early April. Ms. Lowe and one of the facilities managers will receive training on how to operate the time clock. Marv's Plumbing will do the work on the lower pool plumbing for the airport fountain. Work will be started when the weather gets warmer.
- b. Historical Themed Panels in the new Municipal Court Building – Ms. Lowe, Mr. Simpson, Mr. Sims, and Mr. Benner attended the committee meeting for the selection of the historic photos to be used on the panels at the new Municipal Court Building. Ms. Lowe was able to obtain a rendering in which she shared where the panels were going. They will be in the hallway next to the Court rooms and at the landing on the stairwell between the two floors. The panels will be four feet by eight feet. The Committee has asked the Board for 25 images and 25 newspaper clippings to make collages. Once the committee makes the collages they will be sent back to the Board for their opinion. It is still unclear as to who has the final decision on the design. Mr. Bogstie inquired whether the panels near the stairs would be visible as the second floor is currently planned to be unfinished. Ms. Lowe confirmed that though the second floor will not be open yet, she still believes they will be visible. Ms. Lowe discussed the internal layout and where the official governor portrait of Carey would go. Mr. Brewster stated he knows where to obtain images of Carey when he was governor of Wyoming at the State Museum. The photo of Governor Carey is still under copyright so it was discussed what could be done with the image. The copyright of the image of Governor Carey may prohibit the image from being manipulated too extensively.

Mr. Herrold showed images of proposed to be shared with the design committee. The images were in three categories. Images from the American Heritage Center, images from the State Archives, and lastly those from the internet. He still needs to look into what uses of the images would be permitted. The images showed a variety of streetscapes in historical downtown Cheyenne, primarily around Carey Avenue. Ms. Lowe discussed with State Archives on what components of photographs would be permitted to manipulate. Turning colored photos into Sepia is permitted, but a user is not allowed to color them if they are black and white. However, it is acceptable to turn colored images into black and white. It is not permitted to skew images as to what the street scene is and was. Additionally, buildings and blocks cannot be taken out. Photos from State Archives must be labeled. All in all, there is a good amount of flexibility with the use of the photos for the design team. Mr. Herrold described the images as he flipped through and the group gave their thoughts on the images. Commentary on architecture. It was noted that the Mayor's family owned the Kassis Dry Goods business that was located where the new municipal court would be placed. The group inquired whether she may have photos of the building. The Board then questioned whether more community members may have photos from Frontier Days parades or other events. Ms. Lowe noted this is a possibility, but the images would need to be provided to the design committee by the end of the week. The Board decided to post on Facebook to ask for more photos and that Ms. Lowe will follow up with the Mayor on the possibility of more photos. Mr. Herrold continued to flip through the photos while the Board discussed the content. Ms. Lowe added a discussion of the size and quality of the images to make sure they can be blown up. Ms. Lowe recommends the Board narrow down photos, check the quality, and then buy from State archives. Mr. Bogstie asked where the money was coming from for the project. Ms. Lowe explained that the money is coming from the budget for the construction of the courthouse. The budget for the panels is \$12,000-15,000. The photos are \$8.00 apiece. If costs go over Ms. Lowe explained the Board may be able to help or help look for some sort of sponsor, but she believes a nice end product can be achieved by the budget already allocated. Ms. Lowe offered the Board the opportunity, if they had time individually, to look for old newspaper ads at the archives on the microfiche for more content. Ms. Lowe

added that Frontier Days parades may be a good source from the collection that has not yet been digitized. Mr. Brewster added that he has a certificate of appointment for John W. "Jack" Meldrum to Clerk of Court for the 2nd Judicial District from Judge Carey in January 1876, which may be good to include in the collage. Mr. Brewster described Jack Meldrum's significance as acting governor when Wyoming became a State. The discussion moved on to a discussion of Sanborn Maps. Ms. Lowe detailed that the group decided not to use the maps as the general public may not be able to understand them. Ms. Tabor-Douglas then discussed pulling all the deeds of owners in the building as another potential item for the collage. The Board decided on a Friday deadline for any additional collage materials for the panels.

The Board then discussed the potential tour of the new municipal court. However, Ms. Lowe noted there would be a quorum present for the tour so it would have to be advertised. The issue that results from this is that the public could not be present. Ms. Lowe noted that Charles Bloom asked whether two different tours could be organized so public meeting laws are not applicable to the event. Ms. Lowe expressed that this may be difficult to organize. She inquired whether the group may be available a couple different days of the week for the tour. This led to discussion on if the quorum rules should apply in this situation. Ms. Lowe also noted the group is not supposed to discuss items via group emails. Ms. Lowe set in motion potential tours on Tuesday or Thursday at 4:30. Ms. Lowe will follow-up with the final dates and times. Mr. Bogstie requested clarity on the rules for a quorum at the next meeting of the Board.

- c. CPI Conference in Denver – Mr. Bogstie inquired about the conference. In general, the attendees found it to be very beneficial. Ms. Tabor-Douglas noted she attended a session on mobile application networking for historic presentation. The applications help organizations distribute information on historic preservation. The gist of the session was that newer generations want to access historic preservation info on their phones and not on paper. She had the idea of using the applications for the walking tour. Ms. Tabor-Douglas also enjoyed a session on underrepresented communities in history. Mr. Carre' enjoyed a session on social media for marketing and projects. Mr. Herrold asked if the board had done videos before. Ms. Lowe explained it had been attempted by a previous board member but did not ultimately work out. It was noted that an annual short film contest was also attempted. The Board then discussed the vlogger they had met at a previous Board meeting. He had completed video work on the Cole Shopping Center during demolition. The group inquired whether they should reach out to him to do outreach for the Board. The Board then went back to discussing sessions. Mr. Carre' went to a session on Longmont where their board did walking tours for downtowns and other historical sites. These tours are free of charge to raise awareness for historic preservation, which often translates into donations. It was noted to be a great conference with great learning opportunities. The next conference available through the grant funds is the National Alliance for Preservation Commission forum conference, one staff member and one board member will get to go. The conference is July 22- July 26 in Tacoma, Washington. Ms. Lowe noted the conference has interesting networking opportunities. Two other conferences noted were the National Mainstreet Conference in Dallas and the National Planning Conference in Houston.
- d. Work Sessions Schedule for 2020 – Charles Bloom was not able to be here to discuss holding or not holding work sessions for the year. However, Mr. Bloom instructed Ms. Lowe to inquire whether the Board consolidated the meetings into one meeting a month. Ms. Tabor-Douglas, Mr. Simpson, and Mr. Bogstie reviewed the bylaws and noted the Board has the ability to call meetings when they see fit to based on the Rules of Practice. There is nothing in City Code that prohibits the Board from having more than one meeting a month. The Board is accountable to City Council and the Mayor. Mr. Bogstie does not see harm in continuing work sessions as currently utilized. He noted the Board enjoys the ability to have one regular meeting and one work session in case a decision needs to be made. Additionally, it was noted by Mr. Brewster that it is easier to cancel a meeting than set one up based on legal noticing requirements. Ms. Tabor-Douglas inquired whether there is a downside in having two meetings a month. Ms. Lowe noted that Mr. Bloom felt it took too much staff time and there was concern on the efficiency of the meetings. Mr. Bogstie noted the Rules of Practice say the Board is to work with Planning and Development on the contributing structures list for Historic Districts. Additionally, Ms. Tabor-Douglas noted the Rules note that the City can assign a staff member. Mr. Bogstie confirmed the mandate is that the Planning office has to help maintain contributing structures. Ms. Wells inquired

whether Mr. Bloom could remove the staff if the Board opposed his recommendation. Mr. Bogstie noted that he believed the staff member could be removed and then the responsibility of taking minutes would fall to the Secretary, but he also believed they could appeal to the Mayor. Ms. Tabor-Douglas questioned the concern with staff time with two members of staff present. The group concurred and it was noted members of the Board had not experienced two members of Planning staff at any Board meetings in the past. Ms. Lowe noted that Mr. Bloom would like her to delegate more tasks and ask the Board to take more on. Mr. Bogstie wants to know how it would function without a staff member, specifically with press releases and room bookings. Ms. Lowe noted that as a CLG the Board needs a preservation professional. She also noted she believed Mr. Christensen was present so Ms. Lowe could interact more with the Board during meetings. Ms. Wells noted she believed Mr. Bloom should come and present his thoughts on limiting the number of meetings and discuss his concerns with the Board. Mr. Bogstie noted the high activity of the Board. Mr. Herrold added that cutting anything back would prevent the Board from contributing more. Ms. Lowe noted this Board operates differently from other City Boards as it creates its own workload. Ms. Lowe stated she would request that Mr. Bloom come to the March regular meeting of the Board. Mr. Bogstie stated the Board can continue with work sessions as they feel they are very productive. Ms. Lowe was not directed to advertise all work sessions in her previous release but noted she will advertise the upcoming February work session to discuss the new subcommittee structure.

Motion: move to have a work session at 5:30 pm on February 25, 2020 from Ms. Tabor-Douglas, seconded by Ms. Wells. All in favor.

The group then discussed which room to use for the February 25 meeting and those beyond. Ms. Lowe noted she can potentially get room 104 but it may be room 208.

Motion: move to use room 104 from Mr. Brewster. Seconded by Ms. Tabor-Douglas. All in favor

- e. Strategic Planning – Ms. Lowe noted the last two pages of packet were the strategic plan. She explained the notes came from Ms. McGrew. Ms. Lowe then stated that the plan is not approved as official minutes, but she did not believe they needed to be. Ms. Lowe asked for a motion to adopt the strategic plan.

Motion: move to adopt the Strategic Plan by Ms. Wells. Seconded by Mr. Carre'. Mr. Bogstie noted he should be on the Saving Places committee. Mr. Benner was not in attendance at the strategic planning meeting so is not in a subcommittee. Mr. Benner would like to join a subcommittee but wants to review them. Mr. Bogstie and Ms. Lowe explained the committees to Mr. Benner. Work sessions would be used to break into subcommittees. Mr. Benner would like to join the Saving Places committee. Ms. Tabor-Douglas noted this will create a quorum for that committee. Mr. Simpson may be willing to leave group for Mr. Benner to join. Motion passed after discussion.

NEW BUSINESS:

- a. Historic Preservation Month – Ms. Lowe noted that preservation month is May. It is assigned to the subcommittee number 2 under community engagement and awareness. The subcommittee is to partner with SHPO and the Alliance for Historic Wyoming. Ms. Lowe noted the Alliance for Historic Wyoming is interested in this. Ms. Lowe discussed a potential conference in May with SHPO. She hoped they would receive an answer for the conference by March. The Board noted they may be able to discuss the conference at a work session if they have an answer from SHPO and, if not, the Board can discuss other options for preservation month. The Alliance for Historic Wyoming wants to work with the Board to find community members interested in celebrating their building during preservation month. Ms. Wells suggested a representative from the Alliance for Historic Wyoming come to the work session on the 25th. Mr. Bogstie said the subcommittee can work out the details while Ms. Lowe advised all to start thinking about potential events. Mr. Carre' recommended trying to tie something in with Depot Days, which is May 15th. In addition to this, Ms. Lowe also noted the Board typically has the Mayor do a proclamation for Historic Preservation Month. The Mayor read this proclamation in 2019 at the Summit

Lunch. Mr. Carre' returned to further discuss Depot Days and will report on what activities are planned after the next meeting of planning for Depot Days. Ms. Lowe then offered that the DDA has historically done Upstairs Downtown Tours and that this may be an option for an event. Ms. Wells stated this may be a good partnership. Ms. McGrew stated a historic bar crawl may be an option while Ms. Lowe then discussed a small walking tour of prohibition she had coordinated in the past. The group discussed the need to market these ideas to make them more attended. Ms. McGrew volunteered to post on a Facebook page she is a part of to see the interest of local breweries to participate in Historic Preservation month. Ms. Lowe closed the discussion asking the group to bring their ideas to the work session.

- b. Women's Civic League grant presentation 2/20 at 10:35 am – Ms. Lowe noted a reminder that there will be a presentation requesting \$2000 from the Women's Civic League for the Airport Fountain construction drawings. The presentation is next Thursday at 10:35 am at the new airport terminal meeting room. There will be no slideshow capabilities, but the Board can do printouts. Mr. Bogstie and Ms. Lowe will attend. There is not a lot of direction on the presentation, but Ms. Lowe will show photos of the deterioration. Mr. Benner suggested doing a five minute presentation on the history of the fountain. Ms. Lowe noted fewer than 5 should attend due to quorum concerns. Mr. Bogstie and Mr. Benner will try to attend.

ADJOURN: Ms. McGrew moved to adjourn and Ms. Tabor-Douglas seconded, all were in favor. The meeting was adjourned at 7:29 pm.

NEXT MEETING: March 10, 2020, 6 pm – Room 208

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