

MINUTES FOR TUESDAY, MARCH 10, 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, Gary Sims, Milward Simpson

Members Absent: Jaci Wells, CJ Young (Secretary)

City Staff: Stephanie Lowe, Mark Christensen, Charles Bloom

Others: Amber Ash, Eric Trowbridge, Rin Kasckow

ROLL CALL AND BOARD MEMBER INTRODUCTIONS: Chair Bogstie called the meeting to order at 6:00 PM and called roll. All members were present except for Ms. Wells and Mr. Young.

APPROVAL OF PREVIOUS MINUTES: Mr. Simpson noted a spelling error of the work "microfiche" near the bottom of page 2 of the February 11, 2020 minutes. Additionally, Ms. Tabor-Douglas noted an error on page 1 that contained a Mr. instead of a Ms. Ms. Tabor-Douglas moved to approve the minutes. Seconded by Mr. Brewster. Motion passed.

AUDIENCE BUSINESS:

DDA Executive Director Amber Ash: Ms. Ash noted she started the job February 10. She explained the DDA has a lot of exciting projects in the coming year. One project she felt the Board would have extensive interest in is the "history underfoot" project for Cheyenne. This will put stone or another appropriate material in the sidewalk with historical facts of Cheyenne throughout the downtown. The purpose of the project is familiarizing people with the culture and history of Cheyenne. She will be working with the City and State to coordinate sidewalk projects to include these components when road or sidewalk improvements are made in an area where a history fact can be placed. She would like to work with the Board to identify places where these historical facts could be placed. The DDA is also working on several other projects including: an open streets initiative; a mural project called, "Against the Wind," with artists from the Crush project in Denver; working with the Realtors' Association on a placemaking initiative; the Rock the Block event focusing on hunger awareness in June this year; and lastly the DDA will be pairing with other organizations around the City to do a destination Cheyenne Christmas project. Mr. Bogstie noted how exciting the projects were and the Board concurred. Mr. Simpson inquired more about the Placemaking initiative with the Realtors' Association. In response, Ms. Ash noted the possibility for pocket parks, alley activation, and small kids' parks. She noted the objective of this initiative is to bring a sense of purpose and place to underutilized places. Ms. Lowe asked if the Upstairs Downtown tour would still be happening in May. Ms. Ash noted they were not planning on the event this year, but it is a possibility if the Board feels it is an important event. Ms. Ash noted she is still learning about projects and is prioritizing them as she sees fit but is welcoming any feedback on the projects she is bringing forward. Ms. McGrew asked how to send the ideas for the "history underfoot" project and Ms. Ash noted she can collect them via email at amber@downtowncheyenne.com. Mr. Bogstie inquired on the timeline for the project. Ms. Ash explained that the project will be ongoing, but the sooner the ideas are offered the better as she wants ideas ready when sidewalk projects are starting. Additionally, Ms. Ash offered the Board the opportunity to fact check the sidewalk panels. The Board concurred that they would be happy to do so.

Eric Trowbridge, Array: Mr. Trowbridge is the CEO of Array. He explained his connection to Historic Preservation as Array occupies the building on the corner of Lincolnway and Central Avenue, known as the Grier Building. Mr. Trowbridge noted that Array is a computer science, graphic design, and coding school, the only of its kind in Wyoming. Recently Array started a fundraising arm for the school through a 501 (c) 3, a chapter of Girls Who Code, and will be starting Teachers Who Code. Ms. McGrew contacted Array and Mr. Trowbridge about potentially creating a website for the Board through their apprenticeship program. Mr. Trowbridge explained the

new initiative to make the education at Array free through an apprenticeship program. Beginning this fall they will be Wyoming's first technology apprenticeship. Mr. Trowbridge discussed the opportunity for an apprentice at Array to work with the Board to create a website, start branding, increase marketing capabilities, and do outreach over social media. He offered the Board to think about a 1-year partnership for an apprentice with Array for these purposes. The apprentice would receive education for 4 months and then would start getting paid \$15 per hour. All staff at Array will start by taking on 5 apprentices each. He noted that there is substantial interest from the prospective apprentices in the Array program. He noted this is a large project, so the next steps include setting goals and steps. He offered the Board the opportunity to schedule a "discovery session" with Array so they can find out the direction the Board is leaning and to find the best fit for collaboration between the two parties. This is what is called a discovery session with Array. Mr. Simpson asked about the duration of the apprenticeship. It was noted it is 1 year or 2000 hours of work experience. Mr. Trowbridge noted that Array is working to get a grant from the Wyoming Department of Workforce Services to cover the cost of the first 4 months of the apprenticeship. After that, the cost of the apprentice will be split between the Board and Array. There is no obligation for the Board to take on the apprentice after the year is complete, but Mr. Trowbridge noted that is the goal of the program. He described the opportunity of the apprenticeship program to create new jobs and bring people new skills they never thought they would be able to obtain. Mr. Trowbridge closed by acknowledging there is a lot to think about with the Board exploring this opportunity and just to remain in contact.

Rin Kasckow, Alliance for Historic Wyoming: Ms. Kasckow noted her attendance was due to discussing planning for Historic Preservation month. She stated she would remain in attendance until the item was discussed on the agenda under Old Business.

COMMENTS/REPORT FROM CITY COUNCIL REP: Not present. Mike Luna is still the Council representative. Mr. Sims noted his concern about not seeing a City Council representative at the meetings for approximately 6 to 8 months. Ms. Lowe noted that this month and last month may be due to Firefighter negotiations. Mr. Bogstie noted he would email Councilman Luna to discuss his attendance. Mr. Simpson inquired how the representatives are assigned. Ms. Lowe described that they are appointed by the Council President each year.

COMMENTS/REPORT FROM URBAN PLANNING OFFICE REP: Ms. Lowe gave the financial update to the Board. She has received all the ornaments back due to the Mayor requesting the remainder of the ornaments so she can give them to different State Legislators. Additionally, the Wyoming State Museum completed the final payment for the ornaments. It was noted the Mayor would pay for the ornaments to be given to the State Legislators. The Board made a significant profit from the ornaments. Ms. Lowe concluded her update with a discussion on the Airport Fountain being added to the City's Capital Improvement Plan, which is a large success as it shows the City is including it on its list of capital projects. Ms. Lowe then asked Mr. Christensen to update the Board on the West Edge Zoning Workshop. Mr. Christensen noted the project is an open house aimed at getting public feedback on zoning options for the West Edge District. Mr. Christensen invited the Board to attend the workshop on March 25, 2020 at 5:30 PM at the Public Safety Center. Mr. Bloom added there will be an introduction by the Mayor at 5:45 PM, so if there is a time to be there it would be appropriate to show up at 5:45 PM.

COMMITTEE CHAIRS & LIAISONS REPORTS:

DDA: The DDA met on February 20th. Many different initiatives were discussed, which Mr. Herrold stated Ms. Ash had discussed earlier. Some items discussed included extending the 17th street lights, re-ride getting completely new bikes, and a National Main Street gathering in Cheyenne on October 7th through 9th. Ms. Lowe inquired what the Main Street gathering was about. There was confusion on what the gathering was, but later Ms. Ash clarified that the meeting in October is a community transformation workshop. Mr. Bloom added that the re-ride program will now allow users the opportunity to use their phone to ride the bikes. The Board then discussed the 7th Penny Ballot initiative Mr. Herrold brought up. It was clarified by Ms. Ash that this is an economic development tax, which is different than the current state bill. Goshen County was noted to be using the tax. The tax can be added in quarter cent increments. Ms. Ash stated this request would be to put an economic development tax to the voters.

HCI: Mr. Benner noted that HCI met last week. HCI is still working on getting all the necessary information from a previous HCI Board member. Mr. Benner noted that Councilman Laybourn came to the HCI board meeting and inquired on getting funding from HCI to fix the Pump house. Mr. Benner noted they will look into his request. They also discussed a Memorandum of Understanding with the City to hold money for this Board. Ms. Lowe noted this will be discussed under the new Business section. Mr. Benner added that HCI is still looking for two positions, preferably an attorney and an architect. Ms. Lowe discussed that the path forward is unclear as HCI could go in a number of different paths. Through this conversation, Mr. Bogstie wanted to confirm HCI has maintained its non-profit status. Ms. Lowe stated they have through a verbal confirmation from an HCI member but will look into this again.

Design Committee with the DDA: The Design Committee did not meet in February, but there is a meeting tomorrow. Ms. Lowe noted there may not be a representative from the Board at the meeting to Ms. Ash. Ms. Ash noted she will not be in attendance either. Mr. Herrold stated he may be able to attend. Ms. Lowe stated most of the meeting will be on the Façade Improvement Program, along with a discussion on sign design guidelines. The meeting is at 11:30 am at the Depot. Mr. Bogstie asked if Mr. Herrold would be available for both positions with the DDA for consistent representation from the Board. Mr. Herrold accepted.

Mayor Liaison: None

Notes from the following Committee's meetings were emailed prior to the meeting for all to review:

Save Historic Places: None

Community Outreach: Mr. Simpson and Ms. Tabor-Douglas noted that the Community Outreach Committee wanted feedback on the Bar Crawl idea. Ms. Lowe noted this can be discussed under the agenda item pertaining to Historic Preservation month in Old Business. Mr. Simpson inquired what voting would look like in regard to Committee business. Mr. Bogstie noted this would go as discussed at the work session. He stated sending out the minutes on what each Committee was working on would be adequate, unless they were looking to spend money. Mr. Bogstie stated that any Committee wishing to have an item to vote on should get it on the agenda.

Fundraising: None

Marketing: None

OLD BUSINESS:

- a. Airport Fountain – Ms. Lowe noted there was an article in the Newspaper about the Airport Fountain's arrival of the new terra cotta tiles. The press release went out last Friday for the restoration on social media. Ms. Lowe also announced there has already been interest in donating money to the Fountain stemming from the article. She then discussed that tile sheets that will go in the lower pool are being created. The price for the tiles has gone up, but American Contracting and Cheyenne Tile will cover the cost. The original terra cotta sent to create the new tile was not destroyed, but will cost \$150 to be shipped back. The Board acknowledged that they would like to see the tile returned and would be willing to pay for it.

Motion: Mr. Sims made a motion to pay for the tile to be sent back. Mr. Herrold seconded the motion.

Discussion: Mr. Bogstie inquired as to where the tiles would be stored. Mr. Sims said they can place it in the basement or he would be willing to find a place to store the tile; Ms. Lowe noted that it could be stored with the new tiles in the Park's storage yard until another location/decision could be made. Vote: All in favor of the motion.

Mr. Sims wanted to let the public know why the fountain has lights that are blinking and circling. He stated that now would be a good time to tell people the story of the fountain and why the light circles it

with all of the attention on the Fountain now. He discussed the idea of using themes with the lights for the Fountain, such as Christmas. The Board discussed the traffic counts around the Fountain and the great opportunity to get the community's attention. Ms. Lowe stated she would follow up with the electrical company to determine whether the colors could be changed. Mr. Sims said they should also explore themed projectors. The Board also discussed the opportunity to invite the community to an event when the Fountain starts working. The conversation then moved onto a discussion on the Fountain trees. Ms. McGrew talked to Mark Ellison, the City Forester, about the potential to remove the trees next to the Fountain. She said that Mr. Ellison stated the trees could be moved or removed (depending on their condition) if the Board desires to relocate them. Mr. Sims said this came from a conversation in which a community member inquired on why work was being done on the Fountain if the trees would obscure the view. Ms. McGrew added that Mr. Ellison discussed the potential for additional landscaping at the site.

Motion: Mr. Sims made a motion to reach out to Mr. Ellison to remove the trees. The motion was seconded by Mr. Herrold. Discussion: Ms. Lowe noted that the trees are ornamental, so they will not be too large to prevent the public from seeing the Fountain. Ms. Tabor-Douglas added that the Board should enhance the landscaping near the Fountain. Mr. Simpson inquired on the authority of the Board to make these changes. Mr. Bloom stated that the Board can make a recommendation to the City Forester. Mr. Simpson recommended an amendment to the motion to make a recommendation to the City Forester to remove the trees for visibility purposes. Seconded by Mr. Herrold. Vote: All in Favor of the Amendment. Vote: All in favor of the original motion with the amendment. Ms. McGrew will follow up with Mr. Ellison with the recommendation.

- b. Historical Themed Panels in the new Municipal Court Building – Ms. Lowe stated she had forwarded on the images to the committee and has not heard any updates. Mr. Bogstie expressed concerns about the public not being able to see the panels in the proposed locations inside the new Courthouse Building. Mr. Brewster wanted to know what is available to see in the public areas. Ms. Lowe said all panels are beyond the security checkpoints. The Board acknowledged they will need to wait and see what the committee comes back with.
- c. Work Sessions Schedule for 2020 – Mr. Bloom wanted to discuss the work session schedule for 2020. Mr. Bloom would like the Board to hold work sessions only when they are necessary. He wants to encourage the use of sub-committees rather than meetings of the whole board. He feels the Board is using a lot of time as an entire group. He noted that Ms. Lowe is very busy, which is why Mr. Christensen had been delegated to take notes. Mr. Bloom reminded the Board it is the Board's job to follow through with projects and it should not always be Ms. Lowe's duty. Mr. Bloom does not want Ms. Lowe to pick up the pieces of projects that are not taken through to fruition. Mr. Simpson asked whether City staff needed to be present at the work sessions. Mr. Simpson stated he thinks the Secretary could take minutes at these meetings. He advocated for the work sessions as he thinks the sub-committees coming together makes the entire process more efficient.

Mr. Herrold concurred that the marketing committee uses the scheduled work session to schedule their sub-committee meeting as well. Mr. Sims noted he believes the Historic Preservation Board is the most efficient Board the City has. He does not believe that he has seen a harder working group of people. Mr. Sims stated he is slightly offended that an outside observer thinks the Board can do better. Mr. Bloom responded by answering Mr. Simpson's questions first. He said the Board can call their own meetings and take their own minutes. He explained he had concerns about the blanket request for all future work session meetings, but he does appreciate the sub-committee structure. Ms. Tabor-Douglas wanted to know what the issue is with setting dates so far in advance. She felt it would be easier to cancel a meeting than to send notice about a meeting quickly. The Board wanted clarification on meeting cancellations. Mr. Bloom stated that if a meeting is noticed and cancelled, a staff member must be present at the meeting location to notify any members of the public that the meeting has been cancelled. Ms. Tabor-Douglas would like more clarification on noticing requirements. Ms. McGrew asked whether the Board can notice the meetings a quarter at a time. Mr. Bloom felt this approach may work.

Mr. Bogstie questioned whether the notices needed to come through the development office. Mr. Bloom stated the notices will have to continue to go through the Planning and Development office. Mr. Bogstie asked why there are two staff members present at the meeting if Mr. Bloom is worried about staff time being used by the Board. Mr. Bloom stated this frees up time for Ms. Lowe and allows her to participate more in the meeting. It was then asked if it matters where the meetings are held and if they can be off site. Mr. Bloom noted they can be off site but must be ADA accessible and accessible to the Public. Mr. Sims added having two meetings keeps the regular meeting from being too long. Additionally, Mr. Sims thinks the Board has the ability to call these meetings to be productive. Mr. Bloom says he appreciates the Board and their decision to have the meetings twice a month, he just wanted to clarify his thoughts. Mr. Bloom said City staff can assess how to staff the second meeting. Mr. Sims added he thinks it is an advantage to plan the meetings in advance to help with logistics. Mr. Simpson reiterated the Board is sensitive of staff time and the Board can look at the secretary taking minutes for the work session. Mr. Bogstie added they have the potential to audio record the meetings and hand the recorder over to planning staff for minutes. Mr. Herrold said the committee structure can have minutes taken for each committee and these can be brought together during the work session, minimizing the need of an overall minute taken. Mr. Bloom stated there is no need to have minutes taken for the sub-committees. Ms. Lowe explained that the sub-committees have been taking notes to share them with the rest of the Board, not necessarily as records. Ms. Tabor-Douglas was curious if the meeting needed noticed if separate rooms were utilized. Mr. Bloom said the meeting did not need advertised if they were in the same building, but separate rooms. The moment the Board convenes with a quorum to discuss business is when the meeting would need to be publicly noticed. Mr. Bloom wanted to clarify when the Board decided to hold two meetings a month and when they created the schedule. The Board said the schedule was discussed at both the January meeting and then at the strategic planning session. Mr. Bogstie elaborated by stating that two meetings a month started the previous year and appeared to have a positive effect on the Board's work. Mr. Bloom concluded that he will take the information back and have a discussion with Ms. Lowe. Ms. Lowe wanted to confirm where the work session would be later this month. Ms. Lowe recommended the option to have the meeting at the library. The Board is okay with Room 208. Ms. Lowe said this may be possible, but she will also look into Room 104. Ms. Tabor-Douglas asked if the Board doesn't come together at the end, can they still complete committee work. The Board discussed that they still want to come together, so they will continue to advertise the meetings.

- d. Historic Preservation Month – Ms. Kasckow stated she was at the meeting to discuss what the Board is planning to do for Historic Preservation month and announced the 22nd of March is the promotional deadline for the Historic Preservation advertisement statewide. Ms. Tabor-Douglas and Mr. Simpson stated they are looking at doing a pub crawl and offered Saturday, May 16th or Saturday, May 9th as two potential dates. Ms. Lowe expressed concerns with liability and potentially inebriated guests by starting a pub crawl in the afternoon. Ms. Tabor-Douglas stated that the intent is to have the local Breweries brew a special beer and have guests tour the facility. The Board discussed this issue, but ultimately felt the liability would not be an issue by using tasters. Ms. Kasckow offered help to plan the event. Saturday, May 16th will not work due to Depot Days; it is also the same day as Rooted in Cheyenne's spring planting day. May 9th was decided upon to be the preferred date. The Board confirmed the date is okay. The Board also wanted to make it a family friendly event. Ms. Kasckow stated the Board should remain in contact as they continue to plan the event.

Later, Ms. McGrew inquired on if the Mayor would still be doing a proclamation for Historic Preservation month. Ms. Lowe said this was up to the Board. There is an opportunity for the Mayor to do the proclamation at the beginning of the pub crawl or brewery tour. Ms. Lowe stated the Board should work with Holly Martinez to get on the Mayor's schedule. The Board acknowledged Mr. Young should do this as he is the liaison to the Mayor. Mr. Bogstie added that there is an opportunity to have an event at the Fountain to turn the water back on to have the Mayor read the proclamation. The Board agreed that this would also be a good option.

- e. Women's Civic League grant presentation 2/20 at 10:35 am – Ms. Lowe said there is yet to be an update after the presentation. Ms. Lowe said she expected an answer within the month. Ms. Lowe, Mr. Sims, Mr. Bogstie, and Mr. Simpson attended the meeting to present the request for funds. Mr. Sims acknowledged how well Ms. Lowe did at presenting to the Women's Civic League, and Mr. Simpson stated Mr. Sims gave exceptional comments as well.
- f. Ornaments: Mr. Sims stated that the new drawing looks very good. The Board approved money to buy 500. Mr. Sims thinks that if the Board asks the two customers that bought 100 apiece to buy again that the Board could potentially sell 750 ornaments. He also felt that if they do buy in bulk to resale, they should get some sort of discount. Ms. Lowe also noted there was interest from Mrs. Gordon, the Governor's wife, on the ornaments last year. She also offered the opportunity to coordinate with the State legislature and the Mayor. Mr. Carre' agreed to talk to the railroad board about purchasing. Mr. Bogstie felt if the Board can get people to commit to purchasing large quantities, the Board can factor it in to the number they purchase. Mr. Sims stated he will provide an image at the next Board meeting. Mr. Sims added that they can take all the ornaments to the tower of the Depot and advertise that every ornament has been in the clock tower of the Depot. Mr. Bogstie reminded Mr. Sims to get 3 quotes for the ornaments to satisfy City requirements. Mr. Herrold added to the discussion that we should make sure we do not compete with the current ornaments being sold by the Depot Museum. He also wondered whether the name of the Board could be on the ornaments. There were concerns on the length of the name and making the ornament look too busy. Mr. Sims ended the conversation by noting the Board needs to work with the marketing committee and selling of the ornaments to take the burden off Ms. Lowe.

NEW BUSINESS:

- a. National Alliance for Preservation Commission Forum Tacoma, WA 7/22-7/26 – Ms. Lowe inquired who may be able to attend this conference. They have the availability from the CLG grant for one Board member and one staff member to go to the conference. Mr. Benner had concerns with travel advisories. Ms. Lowe noted she will need to know by next month.
- b. Dubois Award – For May – Ms. Lowe wanted to start this conversation earlier to get the plaque in time for the presentation. She noted a description of the award is in the packet. She will need nominations on or before March 20 and the Board can decide on the winner at the work session. It must be a residential property in Cheyenne. Mr. Bogstie reiterated that we should order the plaque this month, so the Board has it on time for the presentation.
- c. Fundraising Arm with HCI – Ms. Lowe stated she will work with HCI to ensure their non-profit status is still intact. Ms. McGrew asked if the Board can work with HCI during the interim until the group decides whether to create their own foundation. Ms. Lowe explained that she met with the Director of the Botanic Gardens to learn more about how that foundation works, since it might be similar to how this relationship would work. The Botanic Gardens has a separate foundation that takes in money. This led her to learn that if the Board wants to start a non-profit it will need to be a different group of people. She explained the City currently does not mind holding the money for the Board but due to changes in the City's Purchasing Policy, are restricting how the money is spent. Mr. Brewster noted the importance of the non-profit status, if they give the money to HCI it can only be transferred back to the Board if they become a registered non-profit. Mr. Simpson inquired whether HCI will always be around. Mr. Benner said it will if there is an MOU to hold the money for the Board. Mr. Simpson noted it would save time and workload to go through HCI. It was noted by Mr. Brewster it may take time to get a non-profit approved for the Board. Ms. McGrew asked how spending the money would look if it was funneled through HCI. Mr. Benner stated there would be a lot less work to spend money and a lot fewer restrictions on the use of money. Ms. McGrew clarified her question, inquiring what the timeframe for spending would be. Mr. Carre' explained there would be a separate bank account, and a member of the Historic Preservation Board would need to be on that account, which the Board already has in Mr. Benner. Ms. Tabor-Douglas asked if it is in the bylaws to hold the money with the City. Ms. Lowe stated

it is not and the transfer and use of HCI would need to be completed through an MOU. Mr. Bogstie wanted to confirm how to protect their interests in HCI. Ms. Lowe stated this will be done through the MOU and having a member of the Board to serve on HCI's Board. Mr. Sims wanted to confirm HCI would have the same legal coverage of the Board through the City. Ms. McGrew proposed a meeting with a Board member, the City attorney, and HCI to discuss how the relationship would work legally. Ms. Lowe felt the legal concern was a good point. It was noted that HCI would need liability coverage. It was noted the legal ramifications would require further investigation. Mr. Simpson clarified Ms. Tabor-Douglas' earlier question on if the Board was required to have the City hold their money. He stated that the Board has the right to have the City hold money, but it is not required.

Motion: Mr. Simpson motioned to work with HCI on holding the funds through two steps. The first, to discover the legal status of HCI as a 501 (c) 3 and second to discuss HCI being the fundraising arm of the Board. Mr. Brewster seconded the motion. Discussion: Ms. McGrew strongly recommended an attorney be present at the meeting. Mr. Bogstie concurred with this point. Vote: The motion passed unanimously.

It was noted the fundraising committee will work on the relationship with HCI.

- d. Downtown Historic District and Capitol North Historic District - reinstate – Ms. Lowe noted the Capitol North Historic District was completed last year and the Downtown Historic District was completed the year prior. Both were approved by City Council. Ms. Lowe noted the historic certificates were supposed to be recorded with the County within 90 days of Council approval, however this task was not completed due to workload constraints. The Board will need to reinstate the hearing process to complete the Historic Districts. This includes individual notices for each parcel in each District. Mr. Bloom asked Ms. Lowe to have the Board make individual motions for each Historic District to reinstate the hearings.

Motion: Mr. Brewster moved to reinstate the Downtown Historic District, Mr. Simpson seconded.

Discussion: None. Vote: All in favor.

Motion: Mr. Carre' moved to reinstate the Capitol North Historic District, Mr. Benner seconded.

Discussion: None. Vote: All in favor.

Mr. Bogstie noted the April meeting would have the public hearing.

- e. Demo by Neglect Ordinance – Ms. Lowe stated the last 5 pages in the packet discussed the demo by neglect ideas Mr. Simpson had put together. Mr. Bloom had concerns about Ms. Lowe taking this task on alone. Ms. Lowe noted the examples compiled by Mr. Simpson serve as a strong example. Mr. Simpson noted that the Committee will work on the ordinance prior to the next work session.

ADJOURN: Mr. Herrold moved to adjourn and Mr. Simpson seconded, all were in favor. The meeting was adjourned at 8:07 pm.

NEXT MEETING: April 14, 2020, 6 pm – Room 208

Minutes Respectfully Submitted:

Mark Christensen, Planner II, Planning & Development Department