

MINUTES FOR TUESDAY, APRIL 14, 2020

HISTORIC PRESERVATION BOARD MEETING

6:00 PM, WEBEX MEETING

ATTENDANCE:

Members Present: Jaime McGrew (Vice Chair), CJ Young (Secretary), David Benner, Max Carre', John Brewster, Don Herrold, Gary Sims, Milward Simpson

Members Absent: Jason Bogstie (Chair), Jaci Wells, Cathie Tabor-Douglas

City Staff: Stephanie Lowe, Mark Christensen

Others: Rin Kasckow with the Alliance for Historic Wyoming

ROLL CALL AND BOARD MEMBER INTRODUCTIONS: Vice Chair McGrew called the meeting to order at 6:03 PM and called roll. All members were present except for Chair Bogstie, Ms. Wells, and Ms. Tabor-Douglas.

APPROVAL OF PREVIOUS MINUTES: Mr. Herrold moved to approve the minutes. Seconded by Mr. Young. Mr. Simpson inquired on guidance on what the approach to the minutes should be and offered it as a future discussion item.

AUDIENCE BUSINESS: None.

COMMENTS/REPORT FROM CITY COUNCIL REP: None.

COMMENTS/REPORT FROM URBAN PLANNING OFFICE REP: The West Edge Zoning Workshop meeting was delayed due to COVID-19, Ms. Lowe acknowledged Mr. Christensen could speak to this after she finished her update. Ms. Lowe received a bill from National Alliance for Historic Preservation Commission to renew the membership for \$250. The membership gets the Board a discount to their conference and access to community forums. Ms. Lowe will submit for payment and renew the membership. Mr. Christensen updated the Board on the online West Edge meeting and offered to send a link to the Board. Ms. Lowe concluded with stating she is working from home and available through the COVID-19 Governor's orders.

COMMITTEE CHAIRS & LIAISONS REPORTS:

DDA: Mr. Herrold noted the DDA is meeting this week.

HCI: None. The agreement between the Board and HCI as a fundraising arm will likely be on hold until normal operations commence due to difficulty in meeting as a group.

Design Committee with the DDA: Ms. Lowe described a capital improvement grant proposal. This was for a CrossFit gym going next to the old Pioneer Printing. Nothing was approved as they did not provide an estimate. The Committee received an application for a façade improvement grant from Glen Garrett. Mr. Garrett's application was approved to replace 3rd and 4th floor windows. The FIP deadline was extended from April 1 to April 15. The final application from David Hatch for the Hynds and additional estimate for Glen Garrett will be reviewed at the May DDA meeting.

Mayor Liaison: None.

Save Historic Places: The Committee had a meeting March 16 to talk about the Demolition by Neglect ordinance. Mr. Bogstie passed on a draft ordinance to the committee. There is a shared drive with an example Demolition by Neglect ordinance. The Save Historic Places Committee will call another meeting to discuss the proposed ordinance. Ms. Lowe will forward the shared drive to the Committee for review.

Community Outreach: Mr. Simpson explained that the Historic Preservation month events will continue virtually. Ms. Tabor-Douglas and Mr. Simpson met with Ms. Kasckow to discuss a virtual bar crawl. The virtual tours will be hosted on the Alliance for Historic Wyoming's website. The idea is to have each brewery do a short video to discuss the history of the Building they occupy along with an overview of their business. Additionally, the breweries will be able to promote their gift card opportunities. Mr. Simpson and Ms. Tabor-Douglas will each call two breweries to coordinate the tours. Ms. Kasckow stated the information and history would go live on the site on May 9.

Fundraising: Ms. McGrew shared with the group that she has received bricks for sponsorship opportunities for the fountain. She will show the bricks to the group the next time they are able to meet in-person to decide on the type they would like to go with. Mr. Sims added that he recently picked up scrap metal to raise some funds for a total of \$31.00.

Marketing: None

OLD BUSINESS:

- a. Airport Fountain – Mr. Sims retrieved more tiles from the fountain for future ornaments. He was unable to get the colored tiles from the side wall. This will need to wait for the contractor as it is difficult to remove. Ms. Lowe reported back that the electrical workers recommended not changing the light bulbs for the fountain for seasonal events. She also stated there is an opportunity to meet onsite to make a projector work. The tiles were supposed to arrive next Friday, but Ms. Lowe said she will need to follow up on this due to the COVID-19 pandemic. Ms. Lowe added that she will follow-up on when the installation will happen and has already asked that the group be able to collect the colored tiles. Ms. Lowe asked Ms. McGrew about the removal of the trees at the fountain. The City Forester stated the charge to remove and replant the trees was \$250 per tree. Two of the trees do not warrant moving as they are in poor condition. Mr. Sims felt the City should pay to move the trees. Mr. Sims recommended moving this discussion to a future meeting and the group concurred.
- b. Work Session for April: Ms. McGrew stated she felt the group should wait to hold a work session. Ms. Lowe stated the Committees can still meet. Mr. Herrold offered the Marketing Committee's assistance for Historic Preservation Month and will join the Community Outreach Committee meeting this month.
- c. Historic Preservation Month: Ms. Kasckow will send a marketing packet to the Board. The Marketing and Community Outreach Committees will reference the marketing packet. Ms. Kasckow will send the packet to Mr. Simpson to distribute. Ms. Lowe asked for confirmation from the Board on if they will pursue virtual tours for preservation month. All confirmed, with Marketing and Community Outreach taking the lead.
- d. Ornaments: Mr. Sims sent out revised a copy of ornament design. He stated he was initially approved for \$5000 in funding. Mr. Sims wanted to ask if the buyers that purchased a large amount would again buy in bulk. The price to order the ornaments is about \$8.56 per ornament. Mr. Sims stated the need to decide on how many to buy soon. He added the ornaments can feature CHPB on the back with a date and number. He asked whether they should buy 750 or 500 ornaments. He already has a commitment to buy 100. Ms. Lowe has reached out to several entities to purchase ornaments in bulk but has not heard back and felt the train would be a big seller.

Motion: Mr. Simpson made a motion to allow Mr. Sims to purchase 750 ornaments. Mr. Young seconded the motion. Discussion: None. Vote: All in favor of the motion.

Ms. Lowe added that the Mayor still needs to pay for 20 ornaments. Mr. Sims stated he believes the Board will need to follow-up on it. Mr. Bogstie may need to approach the Mayor about the payment.

There was consensus that Chair Bogstie should follow up with the Mayor to request payment of the ornaments.

Mr. Herrold offered to help more with the sale and accounting of the ornaments to relieve Ms. Lowe of some of the burden. Mr. Sims also asked for help in numbering the ornaments.

- e. Dubois Award – For May: Thus far there has only been one nomination for the award. The property is located at 502 E. 24th Street and was nominated by Mr. Carre'. It was built in 1917 and is owned by William and Michelle Panos. It has unique features, including an underground garage. Ms. McGrew asked about the presentation of the award with the quarantine. Ms. Lowe confirmed it will likely be a certificate with a presentation at a later date. Mr. Sims offered to forego this year. Ms. Lowe offered to have both the Dubois and LeClerk awards presented in November.

Motion: Mr. Sims moved to move the award to November. Mr. Young seconded. No discussion. All in favor.

Ms. Lowe stated she will remind the Board about the award in August and have a vote on the nominees in August to make sure everything can be ordered for the presentation. Mr. Simpson wanted more information on the criteria for the award. Ms. Lowe offered to resend the information.

- f. Fundraising Arm with HCI: None. HCI will need to update their by-laws then will need to meet with City Attorney. Mr. Simpson added they will need to look into status of the non-profit. Ms. Lowe will follow-up on the status with an email.
- g. National Alliance for Preservation Commission Forum, Tacoma, WA 7/22-7/26: Ms. Lowe stated the conference is still moving forward as far as she knows. Ms. Lowe asked who would be interested in attending. Only one board member can go, but the Board should have a backup just in case. Mr. Young asked what the conference covers. Ms. Lowe explained that it is a gathering of Historic Preservation Boards in the country in which they talk about issues boards commonly face and projects they carry out. Ms. Lowe will look into the agenda. Many Board members were interested in attending but needed to check other obligations. Ms. Lowe stated she will need to buy tickets in May, so the Board decided to wait to see what happens with traveling and gathering restrictions and decide on who to send when Ms. Lowe buys the tickets. Mr. Simpson, Mr. Carre', Mr. Benner, and Mr. Young were all interested in attending.

NEW BUSINESS:

- a. Update Rules of Practice: Ms. Lowe overviewed the requirements for mailing property owners when updating historic districts, specifically for the Downtown and Capitol North Districts updates, as those projects are the most recent. The Rules of Practice state the mailing is supposed to be certified mail, which would be a substantial cost. The Board will need to amend the Rules of Practice to address this issue. Since the by-laws will need to be amended, Ms. Lowe asked if there is anything else that the Board would like to amend concurrently. The Board must hold a public hearing for by-laws update and follow the State Statutes which require a 45-day public review period for comment. Additionally, Ms. Lowe added this will delay the hearing for the Historic Districts by a couple of months. Mr. Benner was in favor of the change. Mr. Carre' agreed the Board should look through all the Rules of Practice to see what else may need updated. It was noted the Rules of Practice were last updated 2 years ago. Ms. Lowe added they may need to draft language in the Rules of Practice to support the Demolition by Neglect ordinance. Mr. Simpson, Mr. Carre', and Mr. Herrold will review the Rules and send a draft copy to Ms. Lowe and the Board one week before the May meeting.
- b. Civic League Grant Agreement: The Civic League grant is a one page, three bullet agreement that will need to signed by Mr. Bogstie. The agreement will not need to go through City Council. The amount of the grant is \$2000.00

Motion: Mr. Carre' made a motion to approve. Mr. Herrold seconded. Vote: All in favor.

ADJOURN: Mr. Young moved to adjourn and Mr. Simpson seconded, all were in favor. The meeting was adjourned at 7:07 pm.

NEXT MEETING: May 12, 2020, 6 pm – Room 104

Minutes Respectfully Submitted:

Mark Christensen, Planner II, Planning & Development Department