

Meeting Minutes: Cheyenne Historic Preservation Board

Meeting Date: June 10, 2025

Time: 6:00 PM

Location: Council Chambers

Item 1: Roll Call

Milward Simpson, Chair, called the meeting to order at 6:00 PM.

X	Milward Simpson, Chair
X	Amber Conwell, Vice Chair
X	Cathie Tabor-Douglas, Secretary
X	Gary Sims
X	David Benner
X	Don Herrold
X	Josh Chrysler
X	Elisabeth DeGrenier
X	Patrick Bustos
Absent	Ken Esquibel, City Council Representative

There was a quorum with all members present.

Item 2: Approval of Minutes: May 13, 2025

Amber Conwell made the motion to approve the meeting minutes from May 13, 2025. David Benner seconded the motion.

Milward Simpson, Chair, asked if there was any discussion regarding the minutes.

No further discussion of the May 13, 2025 meeting minutes, and all approved at 6:02 PM.

Item 3: Disclosures

No disclosures to report.

Item 4: Audience Business: Public Input - 5 Minute Limit

Milward Simpson opened the meeting for public comment. Hearing none, public comment was closed.

Item 5: City Council Representative Reports

Charles Bloom, Planning and Development Director, presented the City Council reports on behalf of Ken Esquibel.

- The FY26 Budget was adopted on June 9, 2025, with a few amendments.
- The Downtown Development Authority (DDA) approved another Memorandum of Understanding (MOU) with the City to allow for continued operation as a city employee.

- The Pump House Resolution was co-sponsored by three council members and introduced at the council meeting. It proposes designating the Ames Auxiliary Pumping Station as surplus. The council considers the site potentially eligible for preservation status, despite additions, due to its historic and cultural significance. The information has also been forwarded to The Alliance for Historic Wyoming and the Historic Cheyenne Inc Board, which has earmarked funds for historic preservation efforts. These funds were established as a result of the hospital's demolition of historic housing, creating an account to support various historic preservation initiatives. The account currently holds approximately \$225,000 to \$250,000.

Mr. Bloom inquired with David Benner regarding the current balance of the account.

Mr. Benner responded that the account contains approximately \$200,000, noting that about \$30,000 had been allocated to Rooted Cheyenne and other agencies.

Milward Simpson, Chair, asked for clarification on the organizational structure of the Downtown Development Authority (DDA), specifically whether its staff operate under the Planning and Development Department and the Director.

Mr. Bloom explained that the DDA is structured similarly to the Metropolitan Planning Organization (MPO), operating as a distinct entity while maintaining a comparable relationship to City departments.

Mr. Simpson asked whether the Pump House Resolution presented to the Council was intended to be referred to the Finance Committee.

Mr. Bloom clarified that, with the exception of announcements or special reports, any item introduced to the Council is presented as a resolution and immediately referred to either the Public Services Committee or the Finance Committee for further review. These committees then develop a recommendation for full Council consideration during the second meeting. In the case of ordinances, there are three required readings. At the first meeting, the ordinance is read into the record and referred to the appropriate committee to develop a recommendation.

Mr. Simpson asked whether a majority vote is required for an item to be referred.

Mr. Bloom confirmed that a majority vote is necessary for referral.

Mr. Simpson requested clarification on the Finance Committee's procedural protocols.

Mr. Bloom explained the Finance Committee protocols, noting that the committee votes to make a recommendation for approval or to not make a recommendation. The three council members on the committee vote, and the chair casts a vote only in the event of a split vote. If a resolution receives a unanimous vote in committee, the item is placed on the consent agenda for approval.

Mr. Simpson requested additional information regarding the surplus resolution.

Mr. Bloom stated that the surplus resolution would require the City to follow the process outlined in the state statute for disposing of property valued at more than \$500.00. This process includes obtaining an appraisal to determine the building's value and publishing legal notices in the newspaper to invite public bids on the property. City Council would then review the bids and enter into a purchase contract

with the selected bidder. Depending on the terms of the contract, the purchaser could acquire the property outright with no restrictions, or the Governing Body could choose to include specific performance criteria or conditions as part of the sale.

Mr. Simpson asked if designating the property as surplus automatically means it goes up for sale, or if the City can place the property in surplus status without initiating a sales process.

Mr. Bloom responded that a perpetuity agreement could be signed, but it is improbable that the property would remain inactive without further action.

Mr. Simpson inquired whether any funds were reappropriated in the recently approved budget for the Pump House or if there are any restricted city funds designated for it.

Mr. Bloom stated that no budget items related to the Pump House have been allocated.

Mr. Benner asked about the bidding process for the Pump House and protocols if a bid exceeds the appraised value.

Mr. Bloom explained that property cannot be sold above its appraised or market value; the sale price must be at least the appraised value.

Mr. Simpson asked how many council members are sponsoring the Pump House Surplus Resolution.

Mr. Bloom replied that three council members have co-sponsored the resolution.

Mr. Simpson asked if there were any further questions or discussion from the Board.

Josh Chrysler asked whether the property is expected to be moved to surplus and if that is the direction most council members are leaning toward.

Mr. Bloom commented that, based on the current information and surplus process, it does not appear there are enough votes to approve the resolution.

Mr. Simpson asked if the resolution is driven more by financial need or by concerns about the ongoing financial liability of preservation efforts.

Mr. Bloom noted that the high restoration costs and uncertainty regarding potential lessees are significant concerns.

Amber Conwell asked if adding the property to the historic registry provides any advantages to the Historic Preservation Board.

Mr. Bloom replied that the details of the registry process are currently unknown.

Mr. Simpson asked if there were any further questions or discussion from the Board.

Mr. Chrysler asked whether the Historic Preservation Board could advocate for preservation conditions to be included in any sale of the building.

Mr. Bloom commented that the Historic Preservation Board could advocate for certain preservation conditions with any sale of the existing Pump House structure.

Mr. Simpson asked if there were any further questions or discussion from the Board. Hearing none.

Mr. Simpson opened the meeting for public comment. Hearing none, public comment was closed.

Mr. Simpson asked the Board to consider specific conditions, including:

- No alterations to the structure's exterior that would render it ineligible for listing on the National Register.
- No demolition of the original historic structure.
- Renovations must follow the Department of the Interior standards for historic preservation.

Mr. Simpson reopened the meeting for public comment on the conditions discussed.

Megan Stanfill, Alliance for Historic Wyoming, asked whether there was any consideration to request the Council postpone the resolution until the work being done by TDSI is completed.

Mr. Bloom provided an explanation of the Surplus Pump House Resolution to the Board.

Mr. Simpson asked if there were any further public comments.

Ms. Stanfill inquired whether the Historic Preservation Board would consider holding a preservation easement on the property and provided details about such an easement.

Mr. Simpson asked who would hold the easement, noting that the Historic Preservation Board does not own the property.

Ms. Stanfill replied that the Historic Preservation Board could hold the easement, or it could be held by a third-party entity.

Elisabeth DeGrenier asked if there is a city ordinance in place regarding preservation in the downtown area.

Mr. Bloom commented that there is no ordinance specifically covering the Pump House structure. There is a Historic Preservation ordinance that prohibits the demolition or relocation of a contributing structure within a Historic District or on a National Register property without the consent of the Historic Preservation Board. However, a private individual could purchase the structure and apply stucco to the entire property without Historic Preservation approval.

Cathie Tabor-Douglas asked, if the city currently owns the property, why the city cannot require a protective covenant to establish restrictions on what can be done with the property.

Mr. Simpson asked if there were any further questions or discussion from the Board. Hearing none.

Mr. Simpson read into the record the Historic Preservation Board's position on the structure and the resolution to declare it a surplus, including the conditions recommended should the item be approved.

Cathie Tabor-Douglas made a motion to approve the recommended conditions provided by the Historic Preservation Board to be added to the Pump House Resolution concerning the surplus action. Amber Conwell seconded the motion.

Mr. Simpson asked if there were any further questions or discussion from the Board. Hearing none.

Roll Call: Motion to approve the conditions recommended by the Board passed unanimously.

Item 6: Planning & Development Reports

- No reports were presented by the Planning and Development Department.

Item 7: Strategic Goals Report

a) National Register of Historic Places:

- Delayed due to insurance. Various staff members are working to find an equitable solution.

b) Oral Histories Project:

- David Benner identified a candidate to provide an oral history report.
 - Coordination to be arranged with Patrick Bustos.

c) Historic Preservation Month:

- LeClerc Jones and Dubois Awards: The Old Barn and additional properties are currently under review.

d) Education of the Public – Historic Preservation & Marketing Committee:

- David Benner is coordinating a meeting with an educator from St. Mary's School.

e) Ornaments:

- The ornament design has been completed.
- The trademark for the Bucking Horse is in process.
 - Application Fee: \$25.00
 - License Fee: \$100.00
 - 11% of sales
 - An invoice has been provided to the Planning & Development Department for payment.
- Ornament production is still in progress.

f) Airport Fountain Planning:

- Delayed due to time constraints.

g) Watch List Items:

I. Cheyenne Homes with History

- No updates on Cheyenne Homes with History.

II. Tour of Schools Closing

- No updates on the Tour of Schools Closing.

III. Van Tassel Carriage House

- No updates on the Van Tassel Carriage House.

Item 8: Old Business

- No updates on Old Business.

Item 9: New Business

- Cathie Tabor-Douglas: Unexpired Secretary term remains vacant until expiration.
- Motion: Recommend the appointment of new Historic Preservation Board members.
 - The Historic Preservation Board approved two new members.
- Collaboration is underway with the Downtown Development Authority (DDA) to develop design guidelines related to restoration conditions for historic structures.
- Elisabeth DeGrenier: To provide information on the assessment of the current historic district and eligible properties.

Item 10: Other Business

- Farewell to Cathie Tabor-Douglas, Secretary.
 - The Historic Preservation Board expressed gratitude for Cathie's service, contributions, and dedication over the years.

Item 11: Meeting Adjourned: 7:30 PM