

Minutes, Cheyenne Historic Preservation Board Regular Meeting Minutes

Meeting Date & Time: October 8, 2024 – 6:00 pm

Meeting Place: Zoom and Council Chambers

1. Roll Call

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

2. Approval of Minutes from: September 10, 2024

Patrick moved to approve the minutes from last month's meeting. Amber seconded the motion. Josh asked for changes to be made to the minutes after approval. There was a typo in the minutes.

The Board voted and the minutes approved with the corrections.

3. Disclosures

Nothing to report.

4. Audience Business: Comments from the Audience (Each limited to 5 minutes, please)

5. Comments/Report from City Council Rep.

Councilmen Richard Johnson reported was unable to attend the meeting due to City Council obligations.

6. Comments/Report from Urban Planning Office Rep.

AJ reported the mayor's office has mentioned Milward, Don, Gary and Josh are nearing the end of their terms in December. AJ asked if they would like to be reappointed. AJ will send the reappointment form to all the board members and those seeking reappointment can fill it out and return it to the planning office to be submitted to the mayor's office. Charles Bloom said the board members should have the form filled out and submitted to the planning office by the next meeting so that this item could be added to the mayor's agenda for consideration.

Gary and Don said they would like to be reappointed. Milward said he would discuss this matter with family and decide before the next meeting.

7. Strategic Goals Report

Cheyenne Homes with History – Gary reported there has been a lot of progress on this project. The city has paid the invoice for the homes with history signs. He has the final drafts of the write ups for the signs and Elisabeth will review the write ups before they are submitted to the sign company.

Cathie voiced a concern about the signs not being able to pass the test of time. She believes the verbiage on the signs will not retain its relevance in future years. Cathie, Elisabeth and Don will convene as a committee to review

the write ups for grammatical errors and to address Cathie's concerns. Cathie will contact the board members and set up a meeting to work on this project.

National Register of Historic Places – Josh said he believes this project is starting to move forward. Josh explained that the scope of the Airport terminal project has changed due to funding issues and instead of seeking a nomination for the entire airport district, they have instead decided to focus on a nomination for the 1960s airport terminal instead. This reduced scale project is more financially feasible.

The African American survey project does not need an RFP for this project. A sole source selection process will be used instead of an RFP. Josh has identified a handful of consultants he believes would be interested in this project. AJ said once it was discovered that the airport project was in jeopardy of being canceled due to funding, he and Amber met with Arts Cheyenne representatives and SHPO representatives. They discussed the total cost of the project and agreed that it was a large financial obligation for Arts Cheyenne. Next, they discussed potential ways to save the project and decided to reduce the scale of the project which would demand a much smaller financial contribution. The RFP process is only required for projects costing more than \$200,000.

Amber said any consultant selected to provide the services for this project will have to submit a statement of qualifications. This statement shows they are qualified and experienced working on projects within this project's scope of work.

Milward said since the board wrote a letter of support for Arts Cheyenne, he would like the board to be kept up to date as this project moves forward.

Oral Histories Project- Josh said the committee met to discuss what it would take to get this project moving. The group put together an outline of how the committee would go about completing oral histories. The project will be completed in three phases. The first phase will be the planning which will consist of identifying potential partners and interview participants. It will also identify potential places to archive the collected data. This committee is planning to meet monthly to get this project ready to implement phase one.

Patrick asked staff to speak to the DDA director about the boards interest in partnering with the DDA on the oral history of the businesses downtown.

Historic Preservation Month- The committee met this month. Don said the committee decided to open the Historic Preservation awards to the public for nominations. Don believes this will help the board gain traction for this project as well as find some homes and businesses worthy of the awards.

Amber shared a nomination application with the board that she and the committee members created for homes and businesses to use for award consideration.

January 1st will be the nomination deadline. The board will vote and select awardees at the February meeting. This gives the board 3 months to organize an event and have awards to present during Historic Preservation month in May.

The committee wants to look into having a historic Cheyenne walking tour during Historic Preservation Month. The committee discussed the possibility of doing the tour on May 17th. It would consist of a 2–3-hour tour of historic properties in Cheyenne.

Education of the Public in Historic Preservation- David said he is continuing to reach out to the teacher at East High School to see if they would be interested in partnering with the board to educate the kids on historic preservation in Cheyenne. He has not been able to contact anyone at the moment.

Marketing Committee- Milward said this committee plans to meet within the next week or so.

Ornaments – Gary said there are about 150 ornaments left. Gary asked Don to post the ornaments online hoping to help increase sales. He will also contact the Farmers Market about being able to sell ornaments there.

Don said he will make a post about the ornaments within the next week.

Airport Fountain Planning- skipped to old business

8. Old Business

Airport Fountain repair update- AJ said staff has been in contact with Jason Sanchez and Sam Payne, they are the director and assistant director of the Parks and Recreation Department. They said they went to the fountain and assessed what they believed needed to be repaired on the fountain. They are still in the process of selecting a contractor to come out to the fountain and provide a quote for the work. Jason said he will provide a quote to the board as soon as he has one available.

Gary asked staff to make sure they winterize the fountain to prevent further damage.

Timesheets available- AJ said he has printed timesheets for board members to document their hours.

Milward asked for board members to fill out the timesheets monthly to document all time spent working for the board.

CRMC Construction Lot- Gary showed pictures to the board of the lot in its current condition. Asked that this site be changed back to a parking lot because that's what was approved by the board.

Milward spoke with the director of the Building Department. He referenced Ordinance 15 Title 15-chapter 50 section 10 this ordinance is the guideline that governs the Historic Governor's Mansion overlay area. While speaking with the Building Director her did not believe he was in position to make a legal determination as to whether any of these structures were applicable under this ordinance. He suggested the board speak with the City Attorney.

Paul Smith PUD owner-AJ said staff has not heard from the homeowner. Staff has sent a letter informing the homeowner of the situation and asked for them to contact the city staff for clarification.

Charles said he believes the person who remodeled the home no longer owns the property. The remodel was completed with an approved permit that was reviewed by city staff.

Jennifer McClelland spoke to the board as the neighboring resident involved in this situation. She believes the home has been placed on the market.

Donation for Public Purpose- Stefanie Boster spoke to the board and said the board can make donations if the board can establish a very clear public purpose. She suggests the board enacts some sort of rules or set of guidelines to follow for cases pertaining to this. Milward said he would work on a provision to the rules of practice to include guidelines for this topic. Patrick agreed to work on this provision with Milward.

Gary asked staff for an update on the Hitching Post sign. Erin Fagan spoke to the board saying a portion of the sign was saved and being stored at the Children's Village in the Botanical Gardens. It has not been decided where the sign will be relocated to permanently yet.

Bids for RFPs- Skipped

9. New Business

November Meeting Date- AJ told the board the original meeting date would have to be changed or have the meeting location changed. City Council will take place in the Council Chambers on Tuesday November 12th due

to Veterans' Day being observed on Monday, November 11th

Milward said the board could meet at the regular time and date but in room 104 instead of the Council Chambers.

Milward told the board Katie Leeper sent out an email asking if any of the CLGs would be interested in hosting a Commission Assistance & Mentorship Program (CAMP) conference. She wanted to know if anyone wanted to apply for a CLG to host a Historic Preservation conference. Milward will inform Katie the board will revisit this topic at the next meeting.

Oral History Kits- AJ told the board about the State Archives and the Oral History Kits they have available for checkout. They have all the electronic components necessary for an oral history collection process. They also have mock media release forms available. The contact person at the archives is Sarah Davis.

DDA Plan Of Development Update- Charles said the consultants are in the process of drafting the plan. Their goal is to have it ready for public review in early November. They are also working on a matrix that identifies key priorities.

Josh asked about the status of a historic house owned by the city on 21st street across from the Civic Commons Park. Stefanie spoke to the board saying this property is in the process of being purchased by the city. It has burned twice and has been condemned and is unlikely to be restored.

10. Other Business

Adjourn

The meeting adjourned at 7:43pm