

Minutes, Cheyenne Historic Preservation Board Regular Meeting

Meeting Date & Time: July 9, 2024 – 6:00 pm

Meeting Place: Zoom and Council Chambers

Attendees: Cheyenne Historic Preservation Board

Ex-Officio City Council Representative (invited)

Urban Planning Office Representative (invited)

Agenda

1. Roll Call

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

2. Approval of Minutes from: June 11, 2024

Don made a motion to approve the meeting minutes from the June 11th meeting. Patrick seconded the motion. There was no opposition and the motion passed.

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.

6. Comments/Report from Urban Planning Office Rep.

Charles reported

Staff is currently in the process of hiring a new Planner I. The contract is being finalized this week.

The Urban renewal Authority has approved two projects, one is within the downtown boundary adjacent to the west edge boundary across from Blacktooth brewery. These projects will be multi family projects with one consisting of 101 units and the other consisting of 194 units.

AJ reported

Staff is continuing to research the dispute mentioned at the June 11th meeting regarding the PUD violation at 512 E 25th st. Staff is actively reviewing building permits associated with the property to determine if a violation has occurred and what the possible outcomes could be. Staff believes the house stucco siding may be in violation of the PUD but staff has to verify with the city building department.

If it is determined that a violation has been committed the city compliance department will issue a violation notice to the property owner. The property owner would then be asked to come into compliance with the PUD. After the compliance department issues a notice to the property owner, the matter will be brought before the Historic Preservation Board to determine if further action is needed.

City staff has reviewed the will of the Wanda Gwynn Rice Estate, the will does not specify how the funds should

be spent. The will only says the funds should be used towards the Airport Fountain Project.

The Dubois award has arrived. AJ handed the award to board member Gary Sims.

7. Strategic Goals Report

Cheyenne Homes with History – Gary reported he has created an application that will be used as a mailer to homeowners of historic homes. This application will allow interested homeowners to join the homes with history program and they will be allowed to have the homes with history sign created and installed at their property. After the Vernon Baker statue proposal by councilman Johnson at last month's meeting, Gary attempted to find the house of war veteran Vernon Baker to add to the homes with history program. He could not find the house.

The board has until October to select 8 homes and provide 8 plaques. Gary is still working on the writeups. He has 3 completed and 3 that he is currently working on. He still needs to select 2 more homes to have the 8 completed.

National Register of Historic Places – AJ Reported the RFP went out last month. Today was the last day for consultant proposal submissions. AJ will be working with the city's purchasing manager TJ and going through the process to see what steps will need to be taken next.

Oral Histories Project- Gary reported he has signed up and is on the waiting list to take part in a seminar on oral histories presentations.

Don reported the videos were very well received on the social media accounts. He would like to continue to pursue this project with a more hands-on approach to ensure the information is more accurate.

Gary reported he would like the oral histories project to not lose focus on its intended purpose. The program was created with the intention of recording oral histories recollection of senior citizens that have firsthand verbal knowledge of Cheyenne and its growth over the years.

Historic Preservation Month- Don is hoping to begin the planning for next year's awards this fall. He wants to have everything in place when the board meets in February for the annual strategic goals meeting. He is planning to have the group have their first meeting in September.

Education of the Public in Historic Preservation – Milward reported the committee wants to continue working with the students at central high school making videos.

Don wants to work with city staff to create an online presence for informing the public on historic preservation.

Marketing Committee- Milward said the committee met on June 24th. They discussed helping bring notoriety to the homes with history program. Don and Gary want to run a press release to give a citywide update. Next they discussed marketing the African American historic district and are planning to write a press release to provide more information to the public. Milward said Elisabeth mentioned she would like to join the committee and would like to write the press release.

We want to make sure we are staying on top of the situation related to historic preservation brochures. Amber said she looked at them and they seemed pretty good.

Staff will work with the city's PIO to see what the procedure is for having pamphlets and brochures printed.

Ornaments – Gary reported he has all of the ornaments processed. He gave staff the checks he has collected totaling \$8,700. Cathie has 100 ornaments at her office to sell. Gary asked Don to work on the press release like he did for last years ornaments.

Airport Fountain Planning- The group is planning to meet in the coming weeks.

8. Old Business

Burlington Northern Sign Update – No update

Historic Preservation Awards- AJ gave Gary the Dubois award so he can facilitate its installation.

Pumphouse Update- Work session will be held Friday August 16 at noon to discuss the pumphouse and project status and deadlines. More information will be provided to the board as the work session approaches.

9. New Business

Cathie reported- Kate T. who Frank Cole's daughter has donated a lot of pictures of the Cole center as it was being developed. These pictures will help with the potential nomination of the Cole center for a historic district designation. Cathie is planning to have the pictures scanned and sent to the city to preserve. Kate also brought in a very large collection of postcards; the entire collection consists of postcards relevant to the state of Wyoming. These post cards cover tons of history regarding Wyoming and Cheyenne as well as Cheyenne frontier days. The postcards were donated to the Historic Preservation board, Milward would like to see if the SHPO had a depository CLG that would allow for the donation and preservation of the postcards. Cathie will bring the postcards to the next meeting and the board will decide how to move forward.

Cathie wanted to revisit the request from last month's meeting to donate to the Vernon Baker statue. Cathie made a motion to donate \$2,000 to the Vernon Baker statue project. Amber seconded the motion. Gary said he thinks the board could do more with the \$2000 as a part of the homes with history project rather than donate to the statue, he is against the motion. Patrick said he is concerned about the precedent that would be set for future projects to come. He wouldn't want the board to be in a precarious position when it comes to people asking for funds in the future.

Milward asked if staff could verify if the board is even allowed to make donations. He also asked if the board would be okay to donate to a project that an active council member was advertising and supporting.

Don added the bronze project has done amazing work and has been very successful in their fundraising efforts, he believes there are other sources of funding that would be better suited for this project.

He board voted and the motion failed with a vote of 2-Yes and 3-No votes.

Patrick mentioned there were In-Kind match sheets at the state historic preservation conference. He would like the board to consider adding those sheets so that the board could tally those hours for the annual report.

10. Other Business

Milward said the website needs to be updated. Max and Libby need to be deleted and Elisabeth needs to be added. Elisabeth also needs to be added to the marketing and national registry committees

Big Boy Sign-

Adjourn

7:14pm

Looking Ahead:

Next Board Meeting: August 13, 2024, 6 pm

Next Work Session: XXX, 2023, 5:30 pm