



CASPER HISTORIC PRESERVATION COMMISSION
MINUTES OF THE REGULAR MEETING
July 10, 2023

Present: Connie Hall, Jeff Bond, Carolyn Buff, Tammie Chappell, Bob King, John Lang, Maureen Lee

Absent: Robin Broumley, Anthony Jacobsen, Randy Hein, Paul Yurkiewicz

Staff: Craig Collins, City Planning Department
Barb Santmire, Administrative Assistant III

Guests: Michael McIntosh, Planning & Zoning Commission Liaison
Katelynn Larsen

Chairperson Connie Hall called the meeting to order at 8:30 a.m.

Approval of Minutes

Chairperson Hall asked for approval of the May 8, 2023 meeting minutes (June's meeting was a field trip to 638 S Beech). With no corrections, the minutes were approved.

New Business – There was none.

Old Business

Ornaments for 2023

- The final proof should be available from the designer in the next couple of weeks.
- Numbering will be done by the Commission on the packaging, not on the actual ornament. Maybe create a “Certificate of Authenticity” with the limited edition numbering on it?
- The quantity to produce/sell will be determined once the final cost is confirmed.
- Need to confirm the cost to produce and the turn-around time
- Where to sell
 - Have one or two main locations to manage sales/distribution (Jeff & Randy)
 - Craft fairs or other community events?
 - Allow pre-orders (will need a spreadsheet/database to track)?
 - Accept only cash or check / do we need an order form? No shipping / pick up only.
 - Do we need to charge sales tax (Mike McIntosh)?
 - Look for options to manage the money (CHPC bank account?)
- Marketing
 - Suggestions included the CHPC FB page and a press release to Oil City news

OYD Committee Update

- John reported that the Jeffree Star store will hold its grand opening on 7/14. The details are not complete, but the DDA is asking for volunteers.
- Three Crowns is planning to open the renovated club house on August 1st – it will have a new design and a new menu.
- The Poplar bridge project is on hold as the estimates came in well over budget. Because the project is not moving forward at this time, WyDOT has tabled it and it will not be a viable option for at least 6 years.

P&Z Commission – There were 4 cases in June.

Demolition Permits – There was no report.

Social Media/Outreach/Education

- Step 1 – like the page
- Tammi & Maureen to get together to share information and set up/share to Instagram (may already have an account set up by Paul)
- Jeff – Clio / website & app for historical sites (there is YouTube training available)
 - There is no cost, but a CHPC account will have to be created

Field Visits/Tours – Everyone who attended the tour of 638 S Beech was grateful for the amount of time and information shared by John Haass. It was suggested the CHPC send a Thank You card to Mr. Haass expressing appreciation for sharing his beautiful home with the CHPC.

Other Business

- Carolyn shared that an undefined group had approached the Historic Preservation Commission of Natrona County with a proposed feasibility study for trails between Casper/NC and Rawlins. The group had not yet spoken to SHPO and didn't have a clear agenda/plan. The NC Commission chose not to vote on it without additional information.
- It was requested that the HPC google analytics be pulled to see if there was a spike during CNFR.
- It may be time to consider reprinting the Self-Guided Tours Historic Casper, Wyoming brochure. We will need to work with Visit Casper to see if they will print them again. We will also need to make sure they contain the correct panel for Lt. Caspar Collins. QR codes for the CHPC Facebook page and Instagram accounts should be added.

The next meeting will be held August 14th at 8:30 am in Suite 560 (5th Floor Green Room) at 123 W 1st St (Casper Business Center).

(Minutes prepared by Barb Santmire)

Respectfully submitted,



Chairperson

Casper Historic Preservation Commission