



CASPER HISTORIC PRESERVATION COMMISSION  
MINUTES OF THE REGULAR MEETING  
**January 8, 2024**

Present: Connie Hall, Jeff Bond, Robin Broumley, Carolyn Buff, Tammie Chappell, Anthony Jacobsen, John Lang, and Paul Yurkiewicz (by phone)

Absent: Randy Hein, Bob King, Maureen Lee

Staff: Craig Collins, City Planner  
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.*

**Election of Officers**

Ms. Hall requested nominations for Officers to serve the Commission for 2024.

Connie Hall was nominated to serve as Chairperson. Tammi Chappell was nominated to serve as Vice Chairperson. The nominations were unanimously approved.

**Approval of Minutes**

Chairperson Hall asked for approval of the December 11, 2023 meeting minutes. With minor corrections noted by Carolyn Buff, the minutes were approved.

**New Business**

- Staff reported security measures are being implemented at the Casper Business Center and, starting with the CHPC's February meeting, Commissioners will need to check in on the lobby level to be given a Visitor's pass. A list of Commissioners will be provided to the Greeter to try to streamline the process as much as possible.

## **Old Business**

### Christmas Ornaments – Outstanding items from December

1. Add poll to the CHPC Facebook page and create a QR code (share with staff).
  - o Deadline of March 15<sup>th</sup>
2. Create a “flyer” (with the QR code) to be posted at the Fort Caspar gift shop to generate community engagement.
3. Send notice to Oil City News

### Self-Guided Tour Brochure

- Jeff has spoken with Visit Casper and they are not currently considering a reprint due to financial constraints. He has asked for information on the last print run – who printed them, how many were printed, and what was the cost – so the Commission can consider financing an update/print run themselves.

### May Historic Preservation Month

- It was suggested that the McGinley building be considered for recognition during 2024’s Historic Preservation Month. Perhaps the CHPC’s May meeting could be held there with a reception?
- The Commission members will start creating a list of ideas for consideration.

OYD Committee Update – The Committee went Rudolphing in the OYD again in December. It’s a great way for the members to engage with businesses and patrons in the community.

The OYD Oscars will be held on January 29<sup>th</sup> at The Lyric.

Connie, John, and Tammi all volunteered to serve as liaisons to the Committee for 2024.

P&Z Commission – There was no report.

Demolition Permits – There was no report.

Social Media/Outreach/Education – Efforts are continuing to try to figure out how to reset / take ownership of the CHPC Facebook page.

Field Visits/Tours – All suggestions for locations to be added to the current list should be emailed to staff ([planning@casperwy.gov](mailto:planning@casperwy.gov)).

Training and Webinars – Carolyn has participated in a web training and will submit the information (topic and date) to staff for inclusion in the annual report.

## **Other Business**

- Paul Yurkiewicz resigned his position as a Commissioner due to health concerns. The position will be posted and the chosen applicant will then be recommended for appointment by Council.
- The Commission is considering a program to assist historic properties with obtaining Historic Registry plaques.

- Tammi – Determine if there is a list of properties on the Historic Register
- Robin – Check on cost of plaques
- Once a list of properties is located, then the Commission can determine who does (and who doesn't) already have a plaque and reach out to property owners who are eligible, but who do not have a plaque, to see if they would like assistance in obtaining one.

The next meeting will be held February 12, 2024.

(Minutes prepared by Barb Santmire)

Respectfully submitted,



Chairperson

Casper Historic Preservation Commission