

CASPER HISTORIC PRESERVATION COMMISSION  
MINUTES OF THE REGULAR MEETING  
**September 13, 2021 (ZOOM)**

In attendance: Jeff Bond, Anthony Jacobsen, Robin Broumley, Pinky Ellis, Connie Hall, Carolyn Buff, Maureen Lee, John Lang

Absent: Erich Frankland, Paul Yurkiewicz, Ann Berg, Susan Frank (P&Z Liaison), Lisa Engebretsen (Council rep)

Staff: Liz Becher, Community Development Director  
Craig Collins, City Planning Department  
Kristie Turner, Administrative Assistant III

ONLINE MEETING THIS MONTH. (Because of the rise in COVID cases, the City of Casper is resuming online meetings as a precaution.) A link was sent to all members of the Commission. Susan Frank and Lisa Engebretsen did not receive email with agenda and zoom link, which was an oversight by staff.

*Jeff Bond called the meeting to order at 8:33 a.m.*

Approval of Minutes

Jeff asked if everyone had read the minutes of the June 14, 2021, meeting and asked if there were any corrections. A spelling error was noted.

*Minutes from June 14, 2021, were approved unanimously.*

Introduction of New Member

Kristie Turner was introduced and welcomed as the new Administrative Assistant for the Planning & Zoning Department.

**New Business**

Commissioner Terms and upcoming appointments

Mr. Collins discussed the current member's terms and asked the three members whose terms are ending in December if they would like to continue. Jeff Bond, Connie Hall, and Robin Broumley, all indicated that they would like to continue. Mr. Collins asked that these three members submit letters of interest to him by the next meeting. These letters need to be addressed to the City Council. If anyone does not intend to continue on the commission, Mr. Collins asked that they submit a resignation letter ASAP so the commission can advertise for a new member.

Lunch and Learn Training with SHPO – Discussion/Recap of 9/8 Online Training

Ms. Buff commented that she thought the presentation was very good and that the presenter did a nice job.

Mr. Collins asked for roll call of those who attended or planned to watch the recording.

Mr. Collins will track this training for year-end report.

Mr. Bond, Ms. Hall, Mr. Lang, Ms. Lee, and Ms. Broumley all responded that they had or would be watching the training.

#### Main Street Brochure – Information Only

Conversation centered around the question of our ability to add the link or the pdf of the brochure to our webpage. Mr. Collins will contact Lyle Murtha regarding pdf version.

#### Progress Report on African American Study – Review/Direction

Ms. Lee has left messages at Tree of Life Church but has not heard back from them. RC Johnson has not responded to Becca Mashak or Ms. Buff at this time.

Mr. Bond ask Mr. Collins about the project schedule and what needs to be completed to move on to the next phase. Mr. Collins indicated that the project would conclude in December. It was suggested that Becca Mashak be invited to the next meeting to give an update.

#### Old Business

##### SHPO/CLG Grant Project (Jeff/Staff)

There are currently no new grants. Ms. Buff stated the Cultural Trust Fund application deadline was Oct 31, 2021. There was discussion regarding applying for a grant to use towards the App that has been discussed previously. Mr. Broumley shared about the QR codes she saw around the Cheyenne area and asked about integrating that tool into the Casper community for HPC. Mr. Bond noted that it might be possible to update the new posters to include QR codes.

Mr. Collins will research the application for the Cultural Trust Fund and determine if there is time to get this added as an item on the City Council Agenda before the due date of Oct 31, 2021.

##### OYD Committee Update (Connie and John)

Ms. Hall stated that the next meeting would be Sept 20, 2021. The Oscars have been delayed till 2022.

##### P&Z Commission (Susan Frank, Liaison) – None

##### Demolition Permits (Staff)

Mr. Collins shared 3 demo items.

### Sub-Committee reports

- **Ghost Signs (John and Connie)**  
Ms. Hall found a new sign on David St. in the Plains Furniture Building, inside the building on the south wall. She is forwarding a picture to Mr. Lang. Mr. Collins asked about the catalog for these signs and Mr. Bond commented that he is currently working on that project.
- **Brochures and Mobile App (Paul, Jeff, Ann and Robin)**  
Mr. Bond mentioned that Paul is working on Budget numbers and costing for a consultant to develop an App. The Cultural Trust Fund was mentioned as a possibility for this as well.
- **GIS map of historic properties and surveyed properties for website (Jeff and Anthony)**  
Project on-hold; the state may have resources through WyoTrack.
- **Field Visits/Tours (Robin and Connie)**  
On hold for now.
- **Social Media/Outreach/Education (Maureen, Paul and Ann)**  
Ms. Lee reported that we have 275 Facebook likes.
- **Strategic Plan progress/review (Jeff)**  
No further update.

### Other Business

Ms. Lee has created a new email for items pertaining to HPC. Chpc.mmlee@gmail.com

The next meeting will be October 21, 2021, at TBD.

*Meeting adjourned at 9:35 a.m.*

Respectfully submitted,



Liz Becher  
Community Development Director