



## ***Yellowstone Historic Preservation Board***

*A Certified Local Government (CLG)*

*Program representing four governing bodies:*

*City of Billings  
City of Laurel*

*Yellowstone County  
Crow Tribe*

### ***MEETING MINUTES***

***January 15, 2008***

**Members Present** – Brian Roberts, Warren Osik, Kathleen Armstrong, Bill DuBeau

**Members Absent** – Emelie Eaton

**Staff Present** – Julie Dial, Western Heritage Center, Lora Mattox and Dave Green

**Others Present** –

The meeting was called to order at 8:13 a.m. by chair Brian Roberts. The minutes of the December meeting were approved as submitted by a motion made by Bill DuBeau, seconded by Brian Roberts. Minutes approved.

**Public Comment** – None.

**Chair Nomination** – The board discussed the nominations for YHPB chair. Emelie Eaton's name was mentioned but due to her absence from this meeting, this issued was tabled until next month. Brian asked Lora to email the board to gage interest in the position.

**2008-2009 Work Plan** – The board next discussed this year's work plan. The board would like to see in the future a more itemized statement of time spent by WHC on projects for the YHPB. The board will also be taking more time to evaluate and prioritize projects so WHC has an exact work plan to follow. Items under last years' work plan were reviewed (attached separately is an update on that work plan). Potential projects to add to the work plan include the continuation of assistance to Minnesota Avenue and North Elevation Task Force on the development of historic districts. Other projects will be discussed at next months' meeting.

**Committee Reports** – None.

**Consultant Report** – Julie Dial mentioned the availability of grant funds to promote National Preservation Month with guest speakers. Two topics were decided upon and WHC will make application for the funds. The two topics are Restoring Downtown (discussion on Big Box development impact) and a discussion tradition women Crow clothing. The remainder of the Consultant's Report is attached separately.

### **Historic Preservation Officer Report**

- Lora will complete and send the CLG Grant application.
- The quarterly report was sent out this month.

- Lora is continuing work on the Ordinance update and will be bringing a draft in the next few months.

**Board Roundtable** – None

Meeting adjourned. 9:24



## YHPB CONSULTANTS' REPORT - January 15, 2007

*Featuring Julie Dial, Executive Director of the Western Heritage Center ☺*

1. **Exhibition:** The *Bricks and Boards* poster exhibit was displayed at the Western Heritage Center community gallery through Saturday, January 11. The exhibit was a combination of the newer 2007 posters and the 2002 poster exhibit. The exhibit will be packed and stored at the Western Heritage Center until a new location can be found for display. Thanks to CTA Architects Engineers for designing and producing the exhibit and to the American Architectural Foundation and Albertsons for additional support.

The YHPB *Glimpse Back at Billings* panel is still on display at the Chamber of Commerce Building on South 27<sup>th</sup>.

2. **The YHPB Annual Historic Preservation Roundtable:** The seventh annual historic preservation Roundtable has been scheduled for Tuesday, May 20, from 8:00AM -10:00 AM. The location is the MSU-Billings downtown campus (Masonic Temple). This places the event during National Historic Preservation Month. The first notices and invitations will be sent out in the next couple weeks. The Eugene Carroll Preservation Award and Best Practices Award forms will be sent with the notices. *Question for the Board? Do you want us to pursue a couple speakers for historic preservation month?*

3. **Scanning Historic Survey Documents:** Several reports and surveys are being scanned so the YHPB Board, Planning Office, and interested individuals and businesses will have greater access to information. Some of these reports are not widely known. Lora Mattox has three large binders of materials that the new preservation assistant will help to scan in the next month. The Board will have to decide the best means for disseminating this information, including looking at expanding the web site offerings. Some of the recent scanned documents include:

*The Townsite Historic District, Billings, Montana.* Survey and report by Landmarks of Billings. A 1976 survey document used for National Register nomination.

*Historic Survey of Riverfront Park and Environs.* Survey produced by Billings Department of Parks, Recreation, and Public Lands. Compiled by Judy McNally, November 16, 1981.

*Cultural resources Inventory and Assessment for Rimrock Road – Wisconsin to Virginia Lane.* Produced by the Department of Transportation. Written and Researched by Jon Axline, May, 1994.

*Historic and Architectural Resource Survey, Billings, Montana* (partial). Johnson-Graham Associates surveyed the city of Billings, including the Southside, West End district, and Northside, in 1980.



**4. Rural Architectural Survey:** We had the good fortune of having Tom Rust, Associate Professor of History at MSU-Billings, contact us about possible student projects. He was looking for a rural architectural survey project. He was pressed for time, with school starting today, to get a project on paper. Lora, Tom, and Kevin met and agreed to a project idea that fits in with the YHPB work plan - The students will do a survey of rural Yellowstone County, focusing on agricultural properties, such as barns, grain elevators, and the State Agricultural Station in Worden. The students will highlight their research in a joint powerpoint which they will present to the YHPB Board in April. Tom asked if the students could present their findings at a special Board meeting on Friday morning, April 25<sup>th</sup>. The powerpoint could then be placed on the YHPB web site.

**5. Research:** There were a couple of requests for house and business research. Shari Pike of the Billings Outpost downloaded the YHPB website power point, *Architectural Styles of Billings Southside*, for an article she's planning on writing. Kevin asked her to give proper credit to the YHPB.

**6. Preservation Assistant:** The colleges are back in school this week. It is expected that we will once again have a preservation assistant to help the Board (and Kevin). Three students have contacted Kevin in the past week.

**7. Demolitions:** Kevin photographed three houses slated for demolition by the Billings Clinic in the 1000 block of North 29<sup>th</sup>.



## **Yellowstone Historic Preservation Board Work Plan 2007-2008**

### Goals & Objectives:

- I. Promote the preservation of historic buildings, sites or neighborhoods.
- II. Increase community awareness on the benefits of historic preservation activities.
- III. Promote increased awareness of preservation activities and the work of the YHPB by the four governing bodies represented on the Board.
- IV. Comply with the duties and responsibilities of historic preservation organizations under the State Certified Local Government Program and the requirements of the Inter-local Agreement.

### **Existing Projects**

- 1. To assist developers with new development within the historic district, develop and adopt Standards for New Construction Ordinance. Incorporate the Secretary of Interior Standards for new construction within the Ordinance. *Ongoing***

Time Frame: Spring 2007  
Who: YHPB Committee and HPO/WHC  
Status: The board may incorporate this project into a review and update of the existing Historic Preservation Ordinance.

- 2. To provide information to interested persons and organizations regarding historic properties within rural Yellowstone County, complete a PowerPoint presentation and establish a web site link to the sites. *MSU-B will be completing a review of historic barns and other agricultural buildings in Yellowstone County with a presentation in April.***

Time Frame: Winter 2006/Spring 2007  
Who: WHC  
Status: In development

- 3. Update the Historic Downtown Billings Walking Tour booklet. Include more of a story format of the building and site history; include persons of significance or interest. *WHC will provide an estimate of time and costs associated with this project.***

Time Frame: Spring/Summer 2007  
Who: WHC/Publicity Committee  
Status: Not started

4. To increase awareness about historic preservation to residents and tourist, complete the construction of the sign boards titled “Billings Through the Decades”. This sign board will be displayed throughout the downtown. *Done*

Time Frame: Spring/Summer 2007  
Who: WHC/Publicity Committee  
Status: In development

### **New Projects**

1. Review and update as needed the existing Historic Preservation Ordinance to include new construction standards and a set of review criteria for rehabilitation work within the historic district to include the Secretary of Interior Standard Guidelines for rehabilitation. *Ongoing*

Time Frame: Winter 2006/Spring 2007  
Who: YHPB Committee/HPO/WHC  
Status: Information gathering/compiling. It is anticipated that the board will begin this review later this winter (2006).

2. Coordinate with the local school districts to promote increased awareness of local historic preservation work through the Bricks and Boards Program and Educational Trunks (mathematical and architectural) with school age children (Billings, Laurel, and Yellowstone County). *Bricks and Boards completed this year. Kathleen will talk to the BAA about an architect educational trunk.*

Time Frame: Spring 2007 or Fall 2007  
Who: WHC/HPO  
Status: The board will review this goal and time frame in the Spring of 2007.

3. To better catalog historic sites and buildings within Yellowstone County, explore partnership with MSU-Bozeman’s Architecture Program to research and identify those potential historic sites and buildings in rural Yellowstone County. *MSU-B project.*

Time Frame: Spring 2007  
Who: WHC

4. To provide easier access and updated information regarding architectural survey forms, scan and create a database of available architectural survey forms currently located in binders. This database would be accessible through the web site. *Labor intensive, not much return. May look at just scanning to preserve information.*

Time Frame: 2007-2008  
Who: WHC

### **Ongoing/Yearly Projects *Yearly Duties***

- 1. Continue the review of building permits submitted for properties located within the designated historic district.**

Time Frame: Ongoing  
Who: Committee and HPO

- 2. Assure existing YHPB products are disseminated in communities (Laurel Walking Tour, Billings Walking Tour, South Side Presentation, and Rural Yellowstone County Presentation, etc).**

Time Frame: Ongoing  
Who: WHC/HPO

- 3. To provide up to date information to the general public, continually update the web site on activities and programs.**

Time Frame: Ongoing  
Who: WHC

- 4. Promote additional nominations to the National Register. Assure resources are available for property owners, such as literature and technical assistance. Look at possible nomination of school sites in conjunction with local school districts.**

Time Frame: Ongoing  
Who: YHPB Board/HPO/WHC

- 5. Expand YHPB meetings to alternate locations. To take advantage of some of our many historic venues, the board wishes to expand meetings to alternate locations. This is an event that will take place quarterly.**

Time Frame: Ongoing  
Who: HPO/WHC

- 6. Due to a loss of potential historic buildings within the City of Billings, an effort is being made to notify WHC and a member of the board about upcoming demolitions. The Building Department notifies HPO on the release of demolition permits, HPO notifies members of the demolition and a determination is made to either document/photograph building.**

Time Frame: Ongoing  
Who: HPO/WHC/Board

- 7. To provide additional funds to the YHPB for projects, continue exploration of grant opportunities.**

Time Frame: Ongoing



Who: HPO/WHC

- 8. To keep the YHPB abreast of Historic Preservation Activities, consultants and the HPO will attend meetings as needed.**

Time Frame: Ongoing  
Who: WHC/HPO

- 9. To provide a forum for Historic Preservationist to share their successes and discuss projects and to present historic preservation awards, continue to host the Historic Preservation Roundtable yearly.**

Time Frame: Yearly  
Who: WHC/HPO/Board  
Status: A date/time will be developed

- 10. To continually update the local governing bodies of the activities undertaken by the YHPB, annual PowerPoint Presentations will be made to the City of Billings, the City of Laurel and Yellowstone County.**

Time Frame: Winter 2007/Yearly  
Who: Chair/WHC/HPO  
Status: The scheduling of these meetings will take place at the end of 2006.

- 11. Celebrate National Historic Preservation Month. Board will decide on a program, speakers and other events to commensurate this event.**

Time Frame: Yearly  
Who: Committee/WHC  
Status: This event will be reviewed in early spring of 2007.