



## **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**

*June 21, 2011*

**Members Present** – Nancy Curriden, Bill DuBeau, Monica Weldon, Julie Larsen

**Members Absent** – Kathleen Armstrong, Kyle Rickoff, Warren Osik

**Staff Present** – Lora Mattox and Kevin Kooistra-Manning

**Others Present** – Lynda Woods, Community Development Division; Andy Nelson, Western Pawn

The minutes of the May meeting were approved on a motion by Nancy, seconded by Monica. Minutes approved.

**Public Comment** – None

**Western Pawnbrokers Exterior Rehabilitation of 2413 Montana Avenue** – Lora discussed the project with the board. The applicant is proposing to replace the current store front to a more original look with new Pella triple pane windows above the entrance, the existing street level door that currently faces east will be restored to a south facing door. Also, the front entrance door will be replaced with the original wood door from McKinley Elementary School. The applicant also informed the board that the existing fire hydrant in front of the building is no longer required and will be removed. This will allow the applicant to tie in a water line to provide a sprinkler system to the building and will also allow an additional parking space. Bill DuBeau opened the public hearing, no testimony and the public hearing was closed. Julie motioned approval of the request, Monica seconded. Approved.

**CDBG Rehab Projects** – Lynda Woods from Community Development discussed three projects being requested for use of CDBG funds. The properties are: 148 Washington; 608 N 15<sup>th</sup> Street; 1023 S 30<sup>th</sup> Street. The property located at 148 Washington is proposing to replace the windows with a 1/1 single pane vinyl window. The owner is retaining the picture window that appears to be original to the home and has leaded features. The property located at 608 N 15<sup>th</sup>, is very dilapidated. Work proposed here is to replace all the windows and re-side the property. The property at 1023 S 30<sup>th</sup> Street is very dilapidated. All the windows will be replaced, the residence will have new siding placed over the lead painted surface, and the detached accessory structure will be removed. After discussing each project, the board had no comments and felt that the properties are not eligible for the National Register and the use of CDBG funds is appropriate. On a motion by Monica, seconded by Nancy, the use of CDBG funds was approved.

**Walking Tour** – Lora gave the board an update on the progress, there was some delay on finalizing the contract with the consultant due to some language issues. This has been resolved and the contract signed. The consultant will not begin work however until a Purchase Order is signed and emailed to him for ½ of the contract amount. This takes a little time because the Finance Department needs to establish a vendor id for this

consultant. This should be done this week. Lora distributed a very rough draft of a proposed post card type marketing. We need to review the type of marketing brochures in the racks and locations, i.e. airport, etc. Lora will look into this. Kevin and Bill will check on the procedures for getting materials located in the rack. Kevin has been working on the informational pages for the application; he has ran into some difficulty with the actual architectural style reflecting what is recorded. Those available on Monday, June 27<sup>th</sup> at 4:00 p.m. will meet at the Western Heritage Center to tour and get a ground level look at these buildings to determine the architectural style.

**Consultant's Report** – North Elevation National Register Nomination – Shawna Kerr brought in materials that need to be copied for the historic home forms in the National Register nomination. Downtown Walking Tour – Developing the list and research for twelve properties for the portable digital tour.

**Historic Preservation Officer Report** – Lora reminded the board and Kevin that she will need to be completed the quarterly reports by the end of next week, so any time spent on the Walking Tour project should be documented on the donor forms distributed and sent to Lora by Friday or Monday.

**Board Roundtable** – None.

The next meeting is scheduled for Tuesday, July 19, 2011 at 8:00 a.m. The meeting will be held in the large conference room, 4<sup>th</sup> floor Library.

Meeting adjourned.