



## **Yellowstone Historic Preservation Board**

A certified local government (CLG)  
Program representing four governing bodies

**City of Billings  
City of Laurel**

**Crow Tribe  
Yellowstone County**

### **AGENDA**

**DECEMBER 13, 2022, MEETING TIME: 8:30 a.m.  
Moss Mansion, 914 Division Street  
Billings, Montana 59101**

1. **Call to Order-YHPB: Welcome! YHPB Chair**
  - a. Public Comment Period: As required (3-minute maximum per person). Any member of the public can be heard on any subject that is not scheduled as a public hearing. If there is a public hearing scheduled for the board, members of the public are invited to speak during the public hearing scheduled for the board, members of the public are invited to speak during the public comment period of the public hearing. Items not on the agenda may be commented on, however, the board will not take any action on those items at this time, but could choose to add an item to next meeting's agenda.
2. **Acceptance of the minutes of: November 15, 2022**
3. **Old Business**
  - a. Restoration Toolkit Update
  - b. Montana History Foundation Grant Update
  - c. Montana Hidden History
4. **New Business**
  - a. YHPB Roundtable: March 21, 2023
  - b. YHPB Work Plan
5. **Other Business**
  - a. Consultant's Report
  - b. Historic Preservation Officer Report
  - c. Board Roundtable: Any items by YHPB members on activities outside the board.
  - d. **Announcement:** The next Yellowstone Historic Preservation Board meeting will be held as announced: January 17, 2023
6. **Future Agenda Items: TBD**
7. **Adjournment**

YHPB Agenda  
Meeting Date: 12/13/2022

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2.

Subject  
Acceptance of the minutes of: November 15, 2022

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**Attachments**

YHPB Minutes

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***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**  
**November 15, 2022**  
**1<sup>st</sup> Floor Conference Room**  
**Planning Division – Miller Building**

**Members Present** – Keith Edgerton, Becky Jeter, Zachary Garhart, Evan Bruce, Brenna Moloney (Zoom) and Zach Hassler (Zoom)

**Members Excused** – Linda Lien

**Staff Present** –Lora Mattox and Kevin Kooistra (Zoom)

**Others Present** – None

**1. Call to Order and Welcome**

a. President Edgerton opened the meeting. There was no public present.

**2. Minutes** – The September minutes were accepted as submitted.

**3. Old Business:**

**a. Restoration Toolkits Update/Regroup**

The board discussed regrouping on this project as the board was unable to meet for a couple months. Brenna has developed a list of potential grants, Kevin has volunteered to help look at this list and also the potential of private donors, such as the Billings Architecture Association and local hardware stores. Brenna will create a Google Doc location for the board to add suggestions and review documents.

**4. New Business:**

**a. Montana History Foundation Grant Application – Walking Tour**

Lora discussed the grant application to update and reboot the Downtown Walking Tour. The Montana History Foundation Grant works well for this and the City can apply for up to \$10,000. Kevin will work with Lora on some of the narrative and discuss the budget. The grant application is due in January of 2023.

**b. Montana Hidden History** – A pilot project to promote Montana’s historic buildings and location not usually accessible to the public. These sites would be open to the public for one day as a self-guided tour. Billings and Yellowstone County have a lot to offer, a few suggestions include 3<sup>rd</sup> floor of the Moss Mansion, Lincoln Center tunnels, Cohagen homes, Sonny O’Day

bar in Laurel, bomb shelters. A small stipend will be provided for event supplies. Proposals are due January 1, 2023.

**5. Other Business:**

**a. Consultant's Report:**

Kevin provided the following list of activities the Western Heritage Center has been undertaking for the board:

- Happy to announce that they are back up to full staff!
- Kevin has reached out to the BAA for the restoration toolkits.
- Attended the CLG meeting that was part of the Montana History Conference in Red Lodge, the topic was sustainable historic preservation presented by Randy Hafer.
- Continued research requests.
- Now that staff is back up to full, Kevin hopes to start work on the Riverside National Register nomination.
- Looking at a Cohagen home walking tour.

**b. HPO Report:**

Lora shared information about a possible Certificate of Appropriateness for 2905-07 Montana Avenue. The gentleman that has purchased the building would like to add two additional stories to the rear of the building. The building is contributing to the Old Town Historic District. Information about the building, requirements for a COA review and Ordinance was sent. Lora also mentioned that with the first of the year coming up, the annual CLG grant will be once again applied for.

**c. Board Roundtable –**

Kevin: Roundtable activities are coming up. The Roundtable will be held on March 21, 2023 at the Western Heritage Center. More discussion next month.

**d. Announcement:** The next YHPB meeting will be held on December 13, 2022 at 8:30 a.m. at the Moss Mansion (if available)

**Future Agenda Items:** Restoration toolkit discussion, Hidden History, Roundtable, Local government presentations in 2023.

YHPB Agenda  
Meeting Date: 12/13/2022

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4. b.

Subject  
YHPB Work Plan

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**Attachments**

YHPB Work Plan

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## **Yellowstone Historic Preservation Board Work Plan 2022-2023**

### 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 through 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.

### **2022-2023 Projects**

#### **1. Complete a National Registration Riverside Park in Laurel.**

Time Frame: Throughout 2022 – Draft nomination by summer 2022  
Who: YHPB Board, HPO/WHC, City of Laurel  
Status: YHPB has allocated hours to allow the WHC to work on the nomination. Board has also volunteered to assist in reading over narratives and other tasks associated with the creation of the nomination.

#### **2. YHPB and the WHC will explore the potential of reworking the Electronic Downtown Walking Tour into a more modern platform. The current electronic tour is broken. WHC will explore using ThingLink, a platform that allows photography and programs to include information regarding the item in the photograph. The board will look to expand this tour outside of the Billings downtown. This link shows an example of the program: <https://www.ywhc.org/exhibit/be-tween-the-lines-bees-their-people/>**

Time Frame: Fall, 2022  
Who: YHPB, WHC, HPO  
Status: The YHPB was provided an anonymous cash donation that the HPO has discretion in spending. Working with WHC, a portion of those funds could be used to assist in creating a Downtown Walking Tour.

#### **3. YHPB will continue to explore additional Yellowstone County, Billings, Laurel and Crow Tribe historic and cultural resources that could be eligible for listing to the National Register of Historic Places. Examples include: Multiple listing of historic barns in Yellowstone County, Huntley Irrigation System, North or South Park in Billings, Laurel resources outside the historic district and working with the Crow Tribe, identify potential sites in Yellowstone County for listing.**

Time Frame: Throughout 2022  
Who: YHPB, WHC, HPO, Crow Tribe,  
Status: Discussion will begin early spring on potential resources to look at.

**4. YHPB will investigate and identify opportunities to display the YHBP banners.**

Time Frame: Throughout 2022

Who: YHPB, HPO, WHC

Status: Ongoing

**Annual Board Activities**

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

Time Frame: Ongoing

Who: Committee and HPO

**2. Continue the review of Community Development Block Grant rehabilitation projects as needed.**

Time Frame: Ongoing

Who: YHPB/WHC

**3. Continue to review and update the information relating to the Downtown Billings Electronic Walking Tour. Discuss with the City of Laurel to include its new downtown historic district in the application.**

Time Frame: Yearly

Who: Committee/WHC

**4. 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: Yearly

Who: Chair/WHC/HPO

Status: The scheduling of these meetings will take place yearly during spring.

**5. To provide up to date information to the general public, continually update the web site and social media sites on activities and programs.**

Time Frame: Ongoing

Who: WHC

**6. Provide resources to property owners who are interested in listing a property to the National Register. Including State Historic Preservation Office contacts, literature and technical assistance.**

Time Frame: Ongoing

Who: YHPB Board/HPO/WHC

**7. 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.**

Time Frame: Ongoing  
Who: HPO/WHC

- 8. 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 Division 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

- 9. Continue exploration of grant opportunities to provide additional funds to the YHPB for historic preservation projects.**

Time Frame: Ongoing  
Who: HPO/WHC

- 10. Consultant, Historic Preservation Officer and YHPB will attend training meetings as needed. Historic Preservation Officer will attend the required annual Montana State Historic Preservation Conference.**

Time Frame: Ongoing  
Who: WHC/HPO

- 11. 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: Preservation Month - March

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

Time Frame: Yearly  
Who: Committee/WHC  
Status: This event will occur yearly during May.