



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

SEPTEMBER 16, 2025 MEETING TIME: 8:30 a.m.

**Beartooth Meeting Room, 5th Floor
316 N 26th St, Billings MT**

NOTICE TO THE PUBLIC

Citizens are invited to:

- Review the Agenda Packet on the City's website at: <https://ci.billings.mt.us/117/Agendas-Minutes>

Public comment will be taken only during the Public Comment periods as indicated on the agenda and during the Public Hearings, if any are scheduled, under the Regular agenda. Comments may be sent to the Board via email before 12:00 PM on the date prior to the meeting. All emails received prior to this time will be entered into the record for the public hearing. Comments may be submitted by:

- Mail: City/County Planning Division PO Box 1178, Billings MT 59103
- Email: bernsb@billingsmt.gov
- Please direct questions to Dave Green at greend@billingsmt.gov or call 406-247-8666. Thank you!

- 1. Call to Order-YHPB: Welcome! YHPB Chair**
 - a. Public comments on items not on the agenda and requests to add items to future agendas.**
 - b. Comments on items on the non-public agenda items.**
- 2. Acceptance of the Meeting Minutes of August 19, 2025**
- 3. Old Business**
 - a. Cohagen Project Launch. Presented by Kate Hampton**
- 4. New Business**
- 5. Other Business**
 - a. YHPB Work Plan 2025-2026 Overview**
- 6. Future Agenda Items**
- 7. Adjournment**

Date: 09/16/2025
Title:
Presented by:
Department: Planning & Community Services
Presentation:

RECOMMENDATION

Acceptance of Meeting Minutes of: August 19, 2025

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

ALTERNATIVES

City Council may:

- Approve; or,
- Not Approve

FISCAL EFFECTS

Attachments

Minutes of August 19, 2025



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City of Laurel

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MEETING MINUTES
August, 19 2025
City Hall Meeting Room Beartooth

Members Present – Linda Lien, Becky Jeter, Keith Edgerton, Zachary Garhart, Cecelia Gavinsky

Members Excused –

Members Absent – Ken Stone

Staff Present – Dave Green, Tate Johnson, Anna Vickers

Others Present – No one from the public

1. Call to Order and Welcome

a. No public comment.

2. Minutes – The May minutes were accepted as presented.

3. Old Business: The board and staff talked briefly about the YHPB web site. Tate Johnson from the Planning Department talked to the board about what she has done with the web site so far. She then activated the proposed web site she had set up. It was suggested that there could be articles and stories added to the web site. Those can be sent to Dave and then they can be placed on the web site.

4. New Business: The board discussed some projects that they would like to complete to update the work plan they have developed. There were project suggestions from Keith about the completion of the Cohagen project. In 2027 MSUB will be celebrating their 100th year and they may be doing some historic presentations.

Zach had some projects, the YHS is always interested in developing and installing historic signage throughout town. Our TBD consultant could help them in 2026.

It was decided to proceed in getting buildings on a Multiple Properties Documentation from the Cohagen inventory. This project was determined to be the priority.

Placement of Historic interest signs around Yellowstone county and Billings to high light the area history.

Signage to be placed in Riverside Park in Laurel. This area was recently placed on the Historic Registry and could use some interpretive signage to provide information of its history.

Partner with Dave Wanzenried and provide support for the projects he has going in the area.

Cecelia stated that the Western Heritage Center has all the information about each Cohagen house and some notification letters that could be used as templates to see if Cohagen home owners would be interested in being on a national registry.

A motion was called for to add the above items on the Work Plan. Zach made the motion and it was seconded by Linda. The board voted unanimously to update the Work Plan.

5. Other Business: None

a. Consultant Report: None

b. Historic Preservation Officer Report – There was no further items from the HPO.

a. Announcement: Next meeting September 16, 2025.

Meeting was adjourned.

Date: 09/16/2025
Title:
Presented by:
Department: Planning & Community Services
Presentation:

RECOMMENDATION

YHPB Work Plan 2025-2026 Overview

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

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YHPB Work Plan 2025-2026

Yellowstone Historic Preservation Board Work Plan 2025-2026

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.

2024-2025 Projects Completed

1. Complete a National Registration Riverside Park in Laurel.

Time Frame: Draft nomination by summer 2024
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. Complete an update to the YHPB Downtown Walking Tour Application. With funds from SHPO, this is currently being updated through the Western Heritage Center.

Time Frame: Summer, 2024
Who: YHPB, WHC, HPO
Status: The YHPB was provided cash and in-kind match for the SHPO fund.

3. Through additional SHPO funds, the YHPB was able to purchase two Window Restoration Toolkit from Preserve Montana. This spring the YHPB will host hands-on work shop to teach basic window restoration.

Time Frame: Spring, 2024
Who: YHPB, WHC, HPO, Preserve Montana
Status: Identifying local partners in the building of the toolkit.

2025-2026 Projects

1. YHPB will look to develop a local program similar to the State Historic Preservation Offices' Montana Hidden History. Two suggestions have been a tour of the Lincoln Center Tunnels and a Cohagen House Tour. This would be an opportunity for the YHPB to generate some income towards historic preservation activities, such as funds for local match of grants, program development, limited survey and national register work, etc.

Time Frame: Throughout 2025 and beyond – Lincoln Center Tunnels during May (Preservation Month)

Who: YHPB, HPO, WHC

Status: Early stages of discussion and development

- 2. Complete an MPD for Chandler Cohagen properties with the City of Billings. Additional SHPO funding has been allowed for this project. The WHC is currently developing this package.**

Time Frame: Through fall of 2025

Who: WHC, YHPB, HPO

Status: Early stages of discussion and development

- 3. Update and improve the YHPB web presence. The YHPB would like to have a better face on the internet and provide those seeking information about the many historic items in Yellowstone County and Billings, an easy to navigate formatted page.**

Time Frame: Through fall of 2025

Who: WHC, YHPB, HPO

Status: Early stages of discussion and development

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. 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.

- 4. 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

- 5. 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

- 6. 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

- 7. 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

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

Time Frame: Ongoing
Who: HPO/WHC

- 9. 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

- 10. 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

- 11. 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.

- 12. YHPB will investigate and identify opportunities to display the YHPB banners.**

Time Frame: Yearly
Who: YHPB, HPO, WHC