

WYOMING SHPO -- CLG ANNUAL REPORT FORM 2022 - 23

Due Date: DECEMBER 31, 2023

Report Inclusion Dates: OCTOBER 1, 2022 through SEPTEMBER 30, 2023 (federal fiscal year)

Format: Please use the forms on the following pages to submit annual reports.

Please provide the following information with your Annual Report:

1. Signature page with signatures of all **NEWLY APPOINTED** commission members
2. Historic Preservation Commission Member Profile and Resume for all **NEWLY APPOINTED** commission members if not previously sent to SHPO.
3. **An updated list of all staff support and commission members, indicating official titles or positions and current contact information. Please highlight contact for**
4. A certified copy of the Certified Local Government's annual budget audit report or an explanation for why it is not being provided.
5. Copies of meeting minutes.
6. Documentation of training.
7. Description of all major accomplishments of the CLG commission during the federal fiscal year (10/1/22 to 9/30/23).

I verify that the information given in the annual report and evaluation documentation is true and accurate to the best of my knowledge.

Heidi McCullough Staff Liaison
Preparer's Name & Title

12/19/23
Date

Heidi McCullough
Signature

12/19/23
Date

Julia Evans
CLG Chair Signature

12-18-23
Date

Kim Peyton
Chief Elected Local Official Signature

12-28-23
Date

CLG ANNUAL REPORT & EVALUATION DOCUMENTATION

1. MEETINGS

- Meetings are held in accordance with by-laws. Yes No
- At least 6 meetings were held during the federal fiscal year. Yes No
- Copies of minutes for all meetings are attached or were previously sent to SHPO. Yes No

2. MEMBERS

- Commission vacancies were filled within 30 days Yes No N/A
- Newly appointed members met federal standards. Yes No N/A
- Copies of resumes for newly appointed members are attached. Yes No N/A

3. TRAINING

- Did CLG commission members receive training during the federal fiscal year? Yes No
- Is documentation of training attached? Yes No N/A

4. FUNDING

- Has the CLG received NPS CLG grant funding during the federal fiscal year? Yes No
- If yes, were all programmatic and procedural requirements for the grant project followed? Yes No
- Has the CLG commission received funding from other sources? Yes No

5. NATIONAL REGISTER NOMINATIONS & PUBLIC COMMENT

- Did the CLG commission support or pursue listing properties in the National Register of Historic Places? Yes No
- Did CLG commission review and comment on nominations to the National Register of Historic Places? Yes No
- Did the commission provide a reasonable opportunity for public comment on National Register nominations to their local constituency, including those instances when the CLG is the nominating party for properties within the jurisdiction of the local government? Yes No N/A
- Did the CLG commission implement appropriate procedures for public comment and forward public comments to SHPO for properties within its jurisdiction being nominated to the National Register? Yes No N/A

- Did the chief elected official of the CLG transmit the report of the local commission regarding National Register nominations for property within the jurisdiction of the certified local government along with his/her recommendation directly to the SHPO? Yes No N/A
- Are copies of the appropriate notification letters, public notices, minutes or other documentation attached? Yes No N/A

6. PROGRAM SUPPORT FROM LOCAL GOVERNMENT

- Does the local government provide the commission with at least a minimum of part time, paid staff assistance? Yes No
- Has the local government provided the commission any of the following? (check all that apply) Yes No
 - operational funding support or assistance
 - use of their equipment, such as:
 - copiers
 - computers
 - office and meeting space
 - supplies, including paper, envelopes, and postage

7. CULTURAL RESOURCES INVENTORY

- During the Fiscal Year being reported, has the CLG commission conducted or supported additional surveys of cultural resources located within the jurisdiction of the CLG? Yes No
- During the Fiscal Year being reported, has the CLG commission gathered information on cultural resources within the jurisdiction of the CLG and advised government officials on historic preservation issues? Yes No
- Does the CLG commission maintain an organized compilation of information on properties that have been surveyed and evaluated within the jurisdiction of the certified local government? Yes No
- Has the local government provided a place to house the local inventory? Yes No N/A

8. PRESERVATION PLANNING

- Did the CLG or its commission take steps to protect properties significant to local residents through local designation? Yes No
- Did the CLG or its commission take any steps intended to protect resources identified in a survey? Yes No
- Did the CLG or its commission take any steps to incorporate historic preservation concepts into local planning initiatives? Yes No

- Did the CLG or its commission publicly recognize the significance of properties to attract tourists and other visitors interested in history and preservation? Yes No
- Has the CLG or its commission taken steps toward enacting any local ordinances or resolutions that enhance preservation within the jurisdiction of the local government? Yes No
- Has the CLG enforced appropriate local legislation for the designation and protection of historic properties? Yes No

9. HISTORIC PRESERVATION PROMOTION

- Has the CLG commission served as a liaison with community residents to gain recognition for historic properties? Yes No
- Has the CLG commission provided opportunities for the CLG to pursue a formal role in historic preservation? Yes No
- Has the CLG commission informed people about the benefits of historic preservation, the commission, and its work? Yes No
- Has the CLG commission demonstrated a commitment to and an appreciation of local cultural resources by:
(Check all that apply) Yes No

- becoming more visible in the community
- dispelling myths about preservation
- promoting historic preservation activities
- establishing the credibility and trustworthiness of the commission
- protection of cultural resources
- garnering support and/or enthusiasm for historic preservation
- improvements in local appearance, the economic climate, or stimulating tourism

- Can the CLG commission demonstrate pursuit of sound preservation goals to make preservation an integral part of development and planning process that fits the needs, interests, and goals of local residents? Yes No

- Did the CLG commission sponsor or provide educational opportunities such as: Yes No

workshops for its own commission members

writing a regular preservation column for its local newspaper

any of a variety of activities to promote and support historic preservation, if checked describe below:

See Attached

Douglas Historic Preservation Commission

Website: <https://www.cityofdouglas.org/170/Historic-Preservation-Commission>

Local Government Contact

Heidi McCullough
P.O. Box 1030
Douglas, WY 82633
307-358-2132
hmccullough@cityofdouglas.org

Board Contact

Julia Evins (Chairperson)
27 Burns Road
Douglas, WY 82633
307-358-4615
Delilady203@gmail.com

Commissioners

Jacey Bauman
102 Drum Street
Douglas, WY 82633
Phone: 435-592-2589 (cell)
Email: jaceylbauman@hotmail.com

Crystal Hendricks
1002 Leal Street
Douglas, WY 82633
(307) 351-3183
Email: hendricksc043@gmail.com

Betsy Varland
421 S. 5th Street
Douglas, WY 82633
351-4773 (cell)
358-6148 (work)
Email: betsy@conversehope.org

Sarah Russell
1311 Meadow Lane
Douglas, WY 82633
(307) 359-8094 (cell)
Email: sarahruss77@yahoo.com

Ginger Pickinpaugh
208 Pickinpaugh Road
Douglas, WY 82633
Phone: 307-359-9353
Email: pickinpaughginger@yahoo.com

Lisa Patterson
244 S. Wind River Drive
Douglas, WY 82633
359-2269 (cell)
Email: lpatterson@mhccwyo.org



Douglas Historic Preservation Commission

**P.O. Box 1030
Douglas, WY 82633**

**Board Members present: Jacey Bauman, Betsy Varland,
Lisa Patterson, and Heidi McCullough, Crystal Hendricks
Board Members absent: Ginger Pickinpaugh, Julia Evins
City of Douglas Liaison: Heidi McCullough**

MINUTES February 15, 2023

1. Call to Order
 - a. Called to order at 5:20pm by Commissioner McCullough
2. Approve Minutes of the October 19, 2022
 - a. Moved by Bauman, 2nd by Varland passed unanimously.
3. Election of Officers/Appointments
 - a. Julia Evins was re-elected as Chairperson, Crystal Hendricks was elected as Secretary
 - b. Lisa Patterson was appointed to take Lee Ann Siebken's place on the Downtown Douglas Historic District Review panel.
4. Old Business:
 - a. The Site Stewardship – work at the Pioneer Cemetery taking photos will be scheduled once the weather clears.
 - b. Field Trip guidebooks- Patterson and McCullough will continue to work on these.
 - c. Signage for North Douglas Historic District – the proposal from 307 Signs was approved.
 - d. South Douglas Historic District – Our nomination has gone to the National Park Service for consideration. McCullough is in contact with SHPO and will find out the final determination.
 - e. Pioneer Cemetery – waiting until spring before installing the interpretive signage.
 - f. Downtown Businesses – We have offered our support to the downtown businesses. They will be doing another Cookie Walk on May 6th.
5. New Business
 - a. New member Crystal Hendricks
 - b. Budget Requests
 - i. Headset microphones
 - ii. Training
 - iii. 3rd Grade Workbooks
6. Meeting was adjourned at 5:50pm. Next meeting will be March 15, 2023 at 5:15pm at City Hall.



Douglas Historic Preservation Commission

**P.O. Box 1030
Douglas, WY 82633**

**Board Members present: Julia Evins, Betsy Varland,
and Heidi McCullough, Crystal Hendricks
Board Members absent: Ginger Pickinpaugh, Lisa Patterson, Jacey Bauman
City of Douglas Liaison: Heidi McCullough**

MINUTES March 15, 2023

1. Call to Order
 - a. Called to order at 5:20pm by Chairperson Evins
2. Approve Minutes of the February 15, 2023
 - a. Moved by Varland, 2nd by Hendricks passed unanimously.
3. Old Business:
 - a. Trainings – NAPC Webinar coming up, link and recording will be emailed.
 - b. The Site Stewardship – work at the Pioneer Cemetery taking photos will be scheduled once the weather clears.
 - c. Field Trip guidebooks- Patterson and McCullough will continue to work on these. McCullough will contact teachers about field trips.
 - d. South Douglas Historic District – Our nomination was returned by the National Park Service for more information, SHPO is adding information and will resubmit.
 - e. Pioneer Cemetery – waiting until spring before installing the interpretive signage.
4. New Business
 - a. May is Historic Preservation Month
 - i. Posters downtown
 - ii. Pioneer Cemetery
 - b. Budget Requests
 - i. Headset microphones
 - ii. Training
 - iii. Pioneer Cemetery improvements
 - c. Jackalope Days June 9th-11th
 - i. Downtown Historic Walking Tour – Julia will do an afternoon tour, Heidi will do a morning tour. Booth/table with walking tour brochures
5. Meeting was adjourned at 5:50pm. Next meeting will be April 19, 2023 at 5:15pm at City Hall.



Douglas Historic Preservation Commission

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**Board Members present: Julia Evins, Betsy Varland,
and Heidi McCullough, Crystal Hendricks, Jacey Bauman
Board Members absent: Ginger Pickinpaugh, Lisa Patterson
City of Douglas Liaison: Heidi McCullough**

MINUTES April 19, 2023

1. Call to Order
 - a. Called to order at 5:22pm by Chairperson Evins
2. Approve Minutes of the March 15, 2023
 - a. Moved by Varland, 2nd by McCullough passed unanimously.
3. Old Business:
 - a. The Site Stewardship – work at the Pioneer Cemetery taking photos is scheduled for May 21st at 2pm. We will also be cleaning up the site. Contact Boy Scouts to see if they want to help.
 - b. Field Trip guidebooks- Patterson and McCullough will continue to work on these. Field Trips are scheduled for May 9th @ 1pm (Jacey & Sarah), May 16th @ 12:30pm (Heidi & Jacey) and May 18th (Julia and ?, maybe Lisa)
 - c. North Douglas Historic District Signage – on order
 - d. South Douglas Historic District – Our nomination was returned by the National Park Service for more information, SHPO is adding information and will resubmit.
 - e. Pioneer Cemetery – signage is installed, we have a ribbon cutting planned for May 24th at 4pm
4. New Business
 - a. May is Historic Preservation Month
 - i. Posters downtown posters are done, need to be distributed
 - ii. Pioneer Cemetery
 1. Tour – do during the ribbon cutting
 2. Ribbon Cutting – invited OCTA, Trail Center, Randy Brown, Council
 - b. Budget Requests
 - i. Headset microphones
 - ii. Training
 - iii. Pioneer Cemetery improvements
 - c. Jackalope Days June 9th-11th
 - i. Downtown Historic Walking Tour – Julia will do an afternoon tour, Jacey will do a morning tour. Booth/table with walking tour brochures
5. Meeting was adjourned at 6:04pm. Next meeting will be May 17, 2023 at 5:15pm at City Hall.



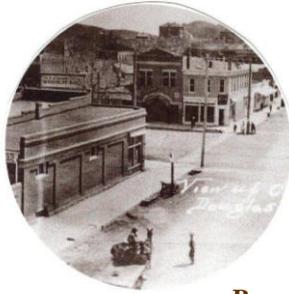
Douglas Historic Preservation Commission

**P.O. Box 1030
Douglas, WY 82633**

**Board Members present: Julia Evins, Betsy Varland,
and Heidi McCullough, Crystal Hendricks, Jacey Bauman, Lisa Patterson
Board Members absent: Ginger Pickinpaugh
City of Douglas Liaison: Heidi McCullough**

MINUTES May 17, 2023

1. Call to Order
 - a. Called to order at 5:22pm by Chairperson Evins
2. Approve Minutes of the March 15, 2023
 - a. Moved by Bauman, 2nd by Patterson passed unanimously.
3. Old Business:
 - a. The Site Stewardship – work at the Pioneer Cemetery taking photos is scheduled for May 21st at 2pm. We will also be cleaning up the site. Boy Scouts will help.
 - b. Field Trip guidebooks are done and worked great. May 18th (Julia and Lisa) field trip last one.
 - c. North Douglas Historic District Signage – will be done by end of June.
 - d. South Douglas Historic District – Our nomination was returned by the National Park Service for more information, SHPO is adding information and will resubmit.
 - e. Pioneer Cemetery – signage is installed, we have a ribbon cutting planned for May 24th at 4pm
- 4.
5. New Business
 - a. May is Historic Preservation Month
 - i. Posters downtown posters distributed
 - b. Jackalope Days June 9th-11th
 - i. Downtown Historic Walking Tour – Julia will do an afternoon tour, Jacey will do a morning tour. Booth/table with walking tour brochures
6. Meeting was adjourned at 6:05pm. Next meeting will be June 21, 2023 at 5:15pm at City Hall.



Douglas Historic Preservation Commission

**P.O. Box 1030
Douglas, WY 82633**

**Board Members present: Julia Evins, Heidi McCullough,
Jacey Bauman, Sarah Russell**

**Board Members absent: Ginger Pickinpaugh, Betsy Varland, Crystal Hendricks, Lisa Patterson
City of Douglas Liaison: Heidi McCullough**

MINUTES June 21, 2023

1. Call to Order
 - a. Called to order at 5:24pm by Chairperson Evins
2. Approve Minutes of the May 17, 2023
 - a. Moved by Bauman, 2nd by Russell passed unanimously.
3. Old Business:
 - a. North Douglas Historic District Signage – will be done by end of June.
 - b. South Douglas Historic District – The district has been approved and is listed on the register. The next steps will be to submit an ordinance to City Council to make it an official overlay district and then work on a walking tour brochure and signage.
 - c. Pioneer Cemetery –
 - i. Site Stewardship – site survey and photographs were taken on May 21st, need to be sent to SHPO. Send any pics you have either to Heidi or directly to SHPO
 - ii. Ribbon Cutting – Boy Scouts, Mayor, some council, Megan from AHW, Tom Rea from WyoHistory.org/OCTA all in attendance.
 - d. Downtown Business – Jackalope days walking tours, no one for the morning tour, 8 for afternoon tour. Next year, set up table with signage
 - e. Cemetery Tour committee – start meeting next month (July)
4. New Business
 - i. NAPC Summer short course – July 19th, we have money in budget for training.
5. Meeting was adjourned at 5:58pm. Next meeting will be July 19, 2023 at 5:15pm at City Hall.



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Jacey Bauman, Sarah Russell**

**Board Members absent: Heidi McCullough, Ginger Pickinpaugh, Lisa Patterson
City of Douglas Liaison: Heidi McCullough**

MINUTES June 21, 2023

1. Call to Order
 - a. Called to order at 5:19pm by Chairperson Evins
2. Approve Minutes of the June 21, 2023
 - a. Moved by Bauman, 2nd by Russell passed unanimously.
3. Old Business:
 - a. Training Updates - none
 - b. North Douglas Historic District Signage – signage is done, shoot for September 10, 2023 to install.
 - c. South Douglas Historic District – Ordinance to create district on our official maps is being reviewed by the City attorney.
 - d. Pioneer Cemetery –
 - i. Site Stewardship –Send any pics you have either to Heidi or directly to SHPO
 - e. Cemetery Tour committee – all members agreed to help, will meet on July 25th at 5:15pm at the College Inn to discuss characters and actors. Jacey will Emcee again.
 - f. NAPC Summer short course – July 19th, we have money in budget for training.
4. New Business
5. Meeting was adjourned at 5:46pm. Next meeting will be September 20, 2023 at 5:15pm at City Hall. (There will not be an August 2023 meeting due to the Wyoming State Fair)



Douglas Historic Preservation Commission

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Board Members present: Julia Evins, Betsy Varland, Crystal Hendricks,
Jacey Bauman, Sarah Russell, Heidi McCullough
Board Members absent: Ginger Pickinpaugh, Lisa Patterson
City of Douglas Liaison: Heidi McCullough

MINUTES September 20, 2023

1. Call to Order
 - a. Called to order at 5:18pm by Chairperson Evins
2. Approve Minutes of the July 19, 2023
 - a. Moved by Hendricks, 2nd by Russell passed unanimously.
3. Old Business:
 - a. Training Updates –
 - i. Varland, Evins and McCullough took part in the NAPC Virtual Summer Short Course, it consisted of 2 days of online training. Webinars are available for any other commissioner who would like to view them, contact McCullough for links.
 - b. North Douglas Historic District Signage – signage is done, installation rescheduled to October 4th, at 5:00pm.
 - c. South Douglas Historic District – Ordinance to create district on our official maps has been passed and codified. Next step is identifying properties and route for walking tour and preparing content for the booklets.
 - d. Pioneer Cemetery –
 - i. Site Stewardship –Send any pics you have either to Heidi or directly to SHPO
 - e. Cemetery Tour committee
 - i. Characters:
 - Lois Louis Lundberg Werner – Crystal Hendricks
 - Margretta (Gretta) Cahill Smith – Julia Evins
 - Floyd & James Evans – Doyle & Daniel Evins
 - Nellie Newell Hammond – Heidi McCullough
 - William Findley Hamilton – Vic Garber
 - ii. Spoke with Elizabeth Ostrander at the school, she has kids interested in participating, she will let us know by Friday September 22, 2023.
 - iii. Mapping of graves scheduled for Monday September 25, 2023 at 5:15 at the cemetery.
 - iv. Headset microphones are being charged so they are ready for the cemetery tour
 - v. Posters were handed out for distribution.
4. New Business
 - a. Travelstorys – we got a quote for doing Travelstorys of our walking tours, \$43,000. The Commission wants to look for more affordable options.
 - b. Strategic Doing – HPC is listed as a partner on several KPIs, Commission was enthusiastic about helping out.
 - c. We had interest from Nicole Johnson of REMAX and new owner of the Richards House at 406 Cedar Street. She would like to join the HPC. She was given an application.
5. The meeting was adjourned at 6:10pm. Next meeting will be October 18, 2023 at 5:15pm at City Hall.

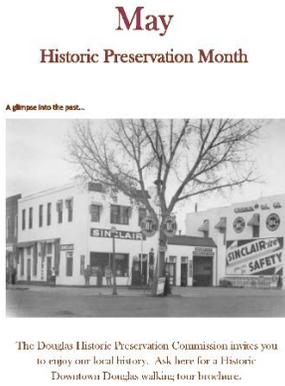
CLG Training Log - October 2022- September 2023

Training	Date Taken	Individual
NAPC Webinar - Hidden Tool for the Decision-Making Process: The Staff & Commissioner Support System	10/13/2022	Heidi McCullough
NAPC Webinar - Hidden Tool for the Decision-Making Process: The Staff & Commissioner Support System	10/21/2022	Julia Evins
SHPO Site Stewardship Training with Joe Daniele (In Person)	10/26/2022	Julia Evins
SHPO Site Stewardship Training with Joe Daniele (In Person)	10/27/2022	Heidi McCullough
SHPO Site Stewardship Training with Joe Daniele (In Person)	10/28/2022	Jacey Bauman
SHPO Site Stewardship Training with Joe Daniele (In Person)	10/29/2022	Lisa Patterson
SHPO Site Stewardship Training with Joe Daniele (In Person)	10/30/2022	Betsy Varland
Mid-Century Housing: From Planning to Preservation	12/8/2022	Heidi McCullough
Design Review with limited resources: working without professional preservation staff	2/2/2023	Heidi McCullough
Design Review with limited resources: working without professional preservation staff	2/16/2023	Julia Evins
NAPC CAMP Training in Sidney Nebraska (In Person)	4/14/2023	Heidi McCullough
NAPC CAMP Training in Sidney Nebraska (In Person)	4/14/2023	Betsy Varland
NAPC CAMP Training in Sidney Nebraska (In Person)	4/14/2023	Jacey Bauman
SGH/NPS Webinar: Assessing the Energy Benefits and Moisture Risks of Insulating Mass Masonry Walls	7/11/2023	Heidi McCullough
Show Me the Money: The Historic Preservation Fund in Your Community (NAPC Summer Short Course)	8/23/2023	McCullough, Varland, Bauman
Outreach to Property Owners and Community Members (NAPC Summer Short Course)	8/23/2023	McCullough, Varland, Bauman
The Carrot to the Stick: Identifying and Creating Local Incentives for Preservation (NAPC Summer Short Course)	8/23/2023	McCullough, Varland, Bauman
Demystifying Demolition by Neglect (NAPC Summer Short Course)	8/23/2024	McCullough, Varland, Bauman
Resilience Planning for Your Community (NAPC Summer Short Course)	8/23/2023	McCullough, Varland, Bauman
Fix, Don't Replace - Where are the Preservation Contractors (NAPC Summer Short Course)	8/24/2023	McCullough, Varland, Bauman
Expanding your Preservation Program to Tell a Fuller Story (NAPC Summer Short Course)	8/24/2023	McCullough, Varland, Bauman
Make it Happen: Small-Scale Development in Historic Areas (NAPC Summer Short Course)	8/24/2023	McCullough, Varland, Bauman
Putting the NAPC Messaging Guide to Work (NAPC Summer Short Course)	8/24/2023	McCullough, Varland, Bauman
Innovation Pitfalls: Lessons Learned from Rehabilitating Early Brick Veneer Wall Assemblies	9/12/2023	Heidi McCullough
CLG Grant Webinar	9/19/2023	Heidi McCullough
Begin at the Beginning: Creating a Preservation Realtor/Developer Course	10/12/2023	Heidi McCullough

Activities and accomplishments 2022-2023

The Douglas Historic Preservation Commission had a busy and eventful year supporting our local history and preservation. Some of our projects this year included:

- Historic Preservation Month:
 - We led local 4th Graders on a downtown historic district tour



➤ Posters were distributed around town to promote preservation month, the posters depict what the building or lot used to look like.

➤ We installed interpretive signage at the Pioneer Cemetery/Child's Trail



- In June we participated in the local Jackalope Days with guided tours.



- Our South Douglas Residential Historic District was approved for the National Register of Historic Places, so an Ordinance was drafted, and an overlay district was created to establish it. This was presented to the City Council and was approved.
- October brings our Annual Cemetery Tour where we tell the stories of former Douglas Residents interred in our local cemetery. We invited the local high school theater group to participate this year, and they did great! We had a record turnout of over 130 people.



- In October the commission installed signage at several of our North Residential Walking tour historic homes. These signs have a QR code on them to allow people to download or access the walking tour brochure.

We look forward to another fun and productive year.