

Historic Preservation Commission
Minutes of Special Meeting
January 16, 2020 at 10:00am
215 D Street, Lewiston, ID 83501

I. CALL TO ORDER

Chair Bly called the meeting to order at 10:01am.

Present: Chair Michelle Bly, Vice Chair Brett Gile
Commissioners' Vikky Ross, Dennis Ohrtman, Patti Brockman, Greg
Follett (11:05-11:15), Councilor Kathy Schroeder

Apologies: Commissioner Patrick Showers

Staff Present: Jacqui Gilbert, Joel Plaskon

1. Approval of Minutes, Regular Meeting – December 5, 2019
Commissioner Ross and Vice Chair Gile made a motion and seconded to approve the minutes of the December 5, 2019 meeting. There being no discussion, the minutes were approved 5-0.

II. CITIZEN COMMENTS

Councilor Schroeder shared that she is happy to be the council liaison to HPC, seeing what is happening and to help move things forward. Chair Bly shared that it is good to have a continuous voice of what is going on at the commission level to the City Council of the projects the commission is working on, appreciated Councilor Schroeder's commitment to do this by providing progress feedback to the city council and welcomed her onboard.

III. NEW BUSINESS

1. Election of Officers, Chair & Vice Chair.
Commissioner Ross shared that she like the way the meetings are run with the officers that are in place and Commissioner Brockman agreed if the current officers were happy to continue.

Commissioner Ross nominated Michelle Bly as Chair. There being no other nominations, Commissioner Brockman seconded the motion and the motion was approved 5-0.

Commissioner Ross nominated Brett Gile as Vice Chair. There being no other nominations, Commissioner Brockman seconded the motion and the motion was approved 5-0.

Chair Bly thanked the commission for the vote of confidence and stated that if there were any changes the commissioners would like in how things are conducted, please let her know.

Staff Plaskon left the meeting at 10:05am

2. Certificate of Appropriateness for 631 7th Avenue – Removal of existing roof shingles replacing with new similar style and color shingles.

Commissioner Brockman shared that she was impressed by the applicant's application and photographs provided which was supported by the other commissioners' present. Chair Bly directed the commission to step through the review sheet. Commissioner Ross made a motion to approve the Certificate of Appropriateness for 631 7th Avenue as the applicant had satisfied factors 1, 4 and 6 of 37-41B.3 the Lewiston City Code. Commissioner Ohrtman seconded the motion. The motion was approved 5-0.

3. Certificate of Appropriateness for 610 Main Street – Renovation into 12 new mercantile suites and five studio apartments. North and South façade improvements with new door and window openings.

Chair Bly provided full disclosure that TD & H Engineering is doing the structural design of this project and that she is affiliated with them. If the commission believes there is a conflict she would be happy to abstain from voting. Those present voiced approvals that Chair Bly could vote as they believe there is not a conflict and could be trusted.

Staff introduced the project before the commission providing a project description from the drawings that accompanied the application. Chair Bly directed the commission to the review sheet which the commission stepped through.

Commissioner Ohrtman stated that he was pleased the building was going through renovation, being rewired and designed for multi-use with residential. Commissioner Ross asked if the property owner was seeking historic tax credits for the renovation; staff responded that this was not known. Further, Commissioner Ross asked if SHPO were required to review the project, due to the building being in the historic district. Staff responded no, unless the property owner was seeking the historic tax credits, SHPO would then be in correspondence with them and the architect directly due to the process that is required to be completed; those designs would then be forwarded to the commission for a Certificate of Appropriateness review. If the design changes from those drawings submitted and reviewed by the commission, then yes, the applicant would need to resubmit their plans for a Certificate of Appropriateness.

Commissioner Ohrtman asked what the branding signage would look like. Staff responded that signage would be reviewed separately when the property owner is ready to submit for a sign permit; this also includes the individual retail spaces signage.

Commissioner Ross provided more information about the 610 Main Street project.

Chair Bly directed the commission to step through the review sheet provided by staff. Commissioner Ohrtman shared that there is no landscaping requirement and hence would be not applicable. There was a discussion about exterior lighting as the drawings show electrical service to various locations to the north façade for lighting and behind signage lighting.

Commissioner Ohrtman made a motion to approve the certificate of appropriateness as the project was found to be compliant with section 19.5-22(1), (3)(a to l and n to o) of the Lewiston City Code. Vice Chair Bly seconded the motion and the motion was approved 5-0.

4. Certificate of Appropriateness Review Sheet, Modification to include Wireless Communication Facilities.

Staff presented the two review sheets that the commission uses for Certificate of Appropriateness – 1) Historic District (HD) 2) Normal Hill Heritage Overlay (NNHO) including the language and code sections for Wireless Communication Facilities.

Chair Bly shared that she worried about adding more regulation making the code too restrictive.

Vice Chair Gile accepted the addition of the wireless communication language to the Historic District review sheet. Commissioner Ross seconded the motion and the motion was approved 5-0.

Commissioner Ross made a motion to approve the NNHO review sheet with a modification to include section 37-216 Definition – Stealth Design language of the Lewiston City Code. Commissioner Ohrtman seconded and the motion was approved 5-0.

5. Historic District – Boundary Increase Promotion

Staff provided background on this agenda item, whereby once the Historic District expansion was completed the property owners had not been informed. There was discussion about developing a newsletter with the information about the expanded district and what it means to property owners. Further, the information about the draft design guidelines document process, its progress and completion timeline should be included.

Commissioner Ross requested being on the review team with Chair Bly, Vice Chair Gile and Councilor Schroeder for the newsletter development. Chair Bly provided next steps to the commission on how the task will be worked on which included being reviewed by the city leadership, before bringing the newsletter back to the commission for approval. Staff was directed by Chair Bly to circulate the NNHO newsletter to the commission as a refresher to help with content development for the HD newsletter and requested staff to include on the February agenda.

IV. OLD BUSINESS

1. Sidewalk Vaults Outreach Packet.

Chair Bly provided an update stating that Commissioner Ross, Vice Chair Gile and herself had met with the City Manager and the Directors' of Community Development and Public

Works, regarding the outreach packet for the sidewalk vaults data collection. They discussed questions the commission had. A confirmation from the City Manager regarding sidewalk vault ownership is that the city owns the sidewalks vaults. The outcome of the meeting was that information from both Community Development and Public Works would be provided regarding vault inventory so that HPC can take a look at both lists, combine and go back to the city staff with what the missing pieces are. Public Works Director shared that new ground penetrating equipment is being sought which could be used to help with the missing pieces of information in about four to six months.

Commissioner Follet joined the meeting.

Chair Bly had received information from both Community Development and Public Works via the Community Development Director. Further, the HPC will be tasked in developing the list of property owners that are not on the inventory lists that both departments have, after Chair Bly and Vice Chair Gile have combined the lists. It was also realized that the sidewalk vault outreach packet was inappropriate and it was suggested that the HPC focus on insurance, insurance coverage questions and to get the word out, as it could be a big deal for a property owners or tenants. Chair Bly requested the agenda item left on the HPC agendas so the subject is not dropped as a discussion item.

Commissioner Follet left the meeting.

2. Historic District Design Guidelines & Outreach Feedback Process.

Staff provided that the consultant had reviewed the design guidelines document since staff had added and made changes since the last review with her. A list has been provided to staff who will make the amendments of which most were just cleaning up the document. Further, staff provided that the commission will need to approve the document and then do then outreach. A discussion ensued on who the document should be sent to with a timeline when comments needed to be sent back. Once the outreach comments have been received, reviewed and necessary amendments implemented, the HPC will approve. The next step would be to present to city council and be approved by Resolution. Chair Bly requested the item be included on the February agenda.

3. Historic Preservation Commission Bylaws.

Staff provided the commission with an overview of the agenda item. Commission Ohrtman made a motion to direct staff to complete the newly created Bylaws document approved by City Council for the HPC to come into compliance. Commissioner Brockman seconded the motion and the motion was approved 5-0.

V. COMMISSIONER COMMENTS

Commissioner Ross shared with the commission that she had spoken to Ms. Courtney Kramer of Beautiful Downtown Lewiston regarding one of commission vacancies on the HPC it is hoped that one of their board members would like to apply.

Ged Randall shared that he has applied for one of the two commission vacancies via the City Clerk, so advised staff to check with her regarding when it will be in front of City Council.

Commissioner Ohrtman asked if there was an update on the Business Improvement District initiative and Commissioner Ross provided that the initiative is moving forward now that 51% of businesses supporting has been met.

VI. STAFF COMMENTS

Staff shared that Ryan Rehder of Mountain Waterworks Inc., had been in contact regarding an environmental review of an accessory building at the city's water treatment plant. Due to the age of the building a decision by the commission will need to be made whether a representative will participate in the review meeting or not. Staff will be adding to the February agenda and will invite Mr. Rehder to attend.

Staff requested a headcount for the February 28th training being held at the Red Lion Hotel from 1pm to 3:30pm – thus far five commissioners provided their participation.

Staff circulated timesheets to the commission requesting completed ones to be returned.

VII. ADJOURN

Commissioner Ohrtman and Vice Chair Gile made a motion and seconded to adjourn the meeting at 11:40am. The motion was approved 5-0 to adjourn.