

February 11, 2021

The HISTORIC PRESERVATION COMMISSION met in the City Hall West Conference Room at 1134 "F" Street and via Zoom Meeting (video conferencing) Service (app). Chair Bly called the meeting to order at 10:05 a.m.

Historic Preservation meetings are recorded live. To view the full video, go to <https://livestream.com/lewiston> and select City Events/Miscellaneous Events.

I. CALL TO ORDER

COMMISSIONERS PRESENT: Michelle Bly, Chair; Brett Gile, Vice Chair; Ged Randall (joined at 10:12 a.m.); Vikky Ross; Greg Follett; Dennis Ohrtman; Leah Boots;

COMMISSIONERS EXCUSED: None

STAFF MEMBERS PRESENT: Joel Plaskon, Planner – Local Initiatives; Katie Hollingshead, Assistant Planner; Aaron Butler, IT; Tim Barker, Director Parks & Recreation

CITY COUNCIL LIAISON PRESENT: Mayor Pro Tem Kathy Schroeder

GUESTS: Garry Bush

II. CITIZEN COMMENTS

None.

III. APPROVAL OF DECEMBER 3, 2020 REGULAR MEETING MINUTES

Commissioner's Follett and Ohrtman moved and seconded, respectively, approval of the December 3, 2020 minutes. The motion carried 7-0.

IV. NEW BUSINESS

1. ELECTION OF CHAIR AND VICE CHAIR OF THE HISTORIC PRESERVATION COMMISSION FOR THE CALENDAR YEAR 2021 (ACTION ITEM):

Staff Hollingshead read to the Commission the sections from the bylaws regarding the Chair and Vice Chair and their respective duties. Staff Hollingshead then asked for nominations. Commissioner Ohrtman nominated Michelle Bly for Chairperson.

Vice Chair Gile seconded. Motion carried 7-0. Vice Chair Gile nominated Greg Follett for Vice Chairperson. Commissioner Ross seconded. Motion carried 7-0.

2. **CERTIFICATE OF APPROPRIATENESS- 0306 3rd STREET - REINSTALL WOODEN, HISTORICALLY ACCURATE SIDEWALK, FENCE, ADA RAMP AND HISTORICAL INTERPRETATIVE SIGN (ACTION ITEM):**

Staff Hollingshead reviewed the application and photos that had been submitted. Staff Hollingshead reminded the Commission that they had reviewed a previous Certificate of Appropriateness for the Territorial Capital Building at this new site. Commissioner's Ohrtman and Boots both disclosed that they either had been or were currently involved with this project and asked the Commission if they should recuse themselves from the vote. Commission discussed and decided that their knowledge of the project would be helpful in deliberations. The Commission reviewed the Historical Interpretative Sign first and found it to be in compliance with the standards. Commissioner's Ohrtman and Follett moved and seconded, respectively, to approve the Certificate of Appropriateness. Motion carried 7-0. Commissioners then reviewed the sidewalk, fence and ADA ramp and found it to be in compliance with the standards. Vice Chair Gile and Commissioner Ross moved and seconded, respectively, to approve the Certificate of Appropriateness. Motion carried 7-0.

3. **NORMAL HILL CEMETERY - NATIONAL REGISTER NOMINATION:**

Tim Barker presented that the Parks Master Plan has been completed and as part of that process the Urban Forestry and Cemetery Commission identified several projects they would like to pursue. Having the Normal Hill Cemetery on the National Register would open up grant opportunities to the Cemetery to pursue other projects like beautification, wayfinding and the like. Director Barker said that the Parks Department and the Urban Forestry and Cemetery Commission is supportive of the Historic Preservation Commission pursuing a National Register Nomination for the Cemetery. Staff Hollingshead reminded the Commission that the discussion at the December meeting was to work on writing a grant application to SHPO to pursue the National Register Nomination and that those monies would be used for the survey and other work that needed to be completed prior to the Nomination being submitted. Commission discussed next steps and possibly reaching out to City Grant Writer Jacqui Gilbert to see if she has time to allocate to assisting with a nomination. Commission also discussed asking Council for support and reaching out to local historian's.

4. **BUSINESS IMPROVEMENT DISTRICT BOARD:**

Staff Hollingshead informed the Commission that five (5) people had been appointed to the Business Improvement District Board on Monday, February 8th by City Council. Commissioner Ohrtman shared that he has been appointed and reviewed the other citizens who have been appointed. Commissioner Ross also shared that there was some overlap between the BID board, the Beautiful Downtown Lewiston Board of Directors and the Historic Preservation Commission and she felt that there would be opportunities for collaboration.

V. OLD BUSINESS

1. HISTORIC DISTRICT - BOUNDARY INCREASE NEWSLETTER

Staff Hollingshead shared that the first newsletter had been mailed and that approximately 20 of the letters had been returned for incorrect addresses or closed businesses. Staff Hollingshead shared that she had updated the mailing address spreadsheet. Staff Hollingshead asked the Commission how frequently they would want to produce the newsletter. Commission discussed and decided bi-annually for the regular newsletter with an increase in frequency should there be something notable that the Commission wants to share or gather input from the public on.

2. COMMISSIONER TERMS AND REAPPOINTMENT

Staff Hollingshead shared with the Commission that City Council had appointed Ed King and Linnea Noreen to the Historic Preservation Commission at the February 8, 2021 meeting. Staff Hollingshead will be scheduling the new Commissioner's for orientation in the coming weeks and they will join the Commission at the March 2021 meeting.

VI. COMMISSIONER COMMENTS:

Staff Hollingshead reminded Chair Bly that she wanted to talk about the Preservation Plan for the Water Treatment Plant. Chair Bly reviewed the information she had recently received from Alannah Bailey from the Public Works Department and the consultant that had been hired. Chair Bly said that she would extend the invitation to the consultant to either attend a HPC meeting or to reach out whenever they had questions and she would then query the Commission to provide information.

Commissioner Ross asked if the Priorities Plan could be included on the March agenda and an updated copy provided.

VII. STAFF-COMMISSION COMMUNICATIONS:

Staff Hollingshead informed the Commission that the Idaho Transportation Department is working on a Mitigation for the Clearwater Memorial Bridge and has invited HPC to participate. Chair Bly stated that she would be willing to attend the meeting with Staff Hollingshead as the HPC representative.

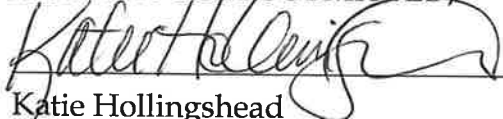
Staff Plaskon briefly reviewed and item he is working on regarding above ground utility structures and an amendment to the Chapter 19.5 City Code regarding Certificates of Appropriateness for those structures. Staff Plaskon will bring this code amended language back to the Commission at a later meeting.

Staff Hollingshead queried the Commissioner's for who would be able to attend the March 4, 2021 meeting. All Commissioners confirmed attendance. Staff Hollingshead reminded Commissioners to turn in their time cards and that she would email the form again after the meeting.

VIII. ADJOURN

There being no further business, Commissioner's Follett and Ross moved and seconded, respectively, to adjourn. The motion carried 7-0 and the Historic Preservation Commission adjourned at approximately 11:14 a.m.

RESPECTFULLY SUBMITTED,



Katie Hollingshead
Recording Secretary



Chairperson or Acting Chairperson
Historic Preservation Commission

Approved this 11 day of March, 2021.