

February 3, 2022

The HISTORIC PRESERVATION COMMISSION met in the Bell Building Upstairs Conference Room at 215 "D" Street. Chair Ross called the meeting to order at 10:01 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: Dennis Ohrtman (in person); Ged Randall (Zoom); Vikky Ross (in person); Greg Follett, Vice Chair (in person @ 10:04 a.m.); Laurinda Riggs (in person at 10:08 a.m.); Lisa Hasenoehrl (Zoom); Leah Boots (in person); Ed King (in person); Peggy Heuskinveld (Zoom)

COMMISSIONERS EXCUSED: None

STAFF MEMBERS PRESENT: Aaron Butler, IT (remote); Katie Hollingshead, Assistant Planner; Alannah Bailey, Public Works; Dan Johnson, Mayor

CITY COUNCIL LIAISON PRESENT: Kathy Schroeder

GUESTS: Russell Holter, Cultural Reconnaissance; Susan Beeman, City of Cheney

II. APPROVAL OF DECEMBER 2, 2021 REGULAR MEETING MINUTES

Commissioner's Ohrtman and Boots moved and seconded, respectively, to approve the January 6, 2022 regular meeting minutes. The motion passed 7-0 (Commissioner's Follett and Riggs joined after the vote).

III. CITIZEN COMMENTS

Chair Ross recognized Mayor Dan Johnson. Mayor Johnson stated he just wanted to listen in on what the Commission was currently working on.

IV. NEW BUSINESS

1. **PRIORITIES PLAN:** Staff Hollingshead reviewed the existing priorities plan and explained to the Commission that the priorities plan would become a part of a larger Historic Preservation Plan that was being drafted by a Consultant in conjunction with the Public Works Department as part of a mitigation measure required by DEQ and SHPO (State Historic Preservation Office). The Commission discussed the items currently listed on the Priorities Plan and decided they would like to maintain the current plan but would be open to community suggestions after the outreach survey's (done as part of the Preservation Plan) were completed.
2. **REVIEW OF HISTORIC PRESERVATION PLAN WITH RUSSELL HOLTER OF CULTURAL RECONNAISSANCE:** Russell Holter and Susan Beeman introduced themselves and the role they will play in constructing the Historic Preservation Plan. The Commission discussed what they felt were the struggles they faced and what they would like to ultimately see in the plan. The Commission discussed survey questions that they would like to have go out to the public and Susan Beeman went through a draft list that she had compiled. Staff Hollingshead will forward to the Commission the list from Susan Beeman and a sample survey used by the City of Coeur d' Alene in their preservation plan. The Commission agreed to review the questions and would finalize a list to be sent to both a stake holder group and the general public at the March meeting.

V. **OLD BUSINESS**

UPDATE FROM THE PLAQUES COMMITTEE: Staff Hollingshead reviewed the plaque example that had been provided in January from Fossil and Mr. Branting and had Commissioner King present the example he had received from Northwest Engraving. The Commission discussed the QR code and the set up and maintenance of the code and website information. Staff Hollingshead will contact the city IT department and see if that is something that can be handled by the city or if the Commission will need to find an outside vendor. Staff Hollingshead reminded the Commission that she had requested that the Commissioners each read through the questions and responses that staff had provided to the grant questions and that the Commission needed to provide input to strengthen the grant application. Staff also asked that the Commission vote on which of the plaques was preferred so that the monetary information could be added to the grant application. Commissioner Randall made a motion to accept the plaque design from Northwest Engraving at an approximate cost of \$125 per plaque, and Commissioner King provided the second.

Motion passed 9-0. Staff Hollingshead will bring an updated grant application to the March meeting.

1. **UPDATE FROM THE SIDEWALK VAULT COMMITTEE:** No update. The Commission is waiting for the Public Works Consultant to return a draft plan and for public participation meetings to be scheduled. Staff Hollingshead said she would reach out to Public Works Director Dustin Johnson to check on the status and bring that information back to the Commission in March.
2. **ORCHID AWARDS PLANNING:** Staff Hollingshead let the Commission know that the press release had been sent and that the nomination form was available on the city website and that a posting had been made of the front page of the city website and on the city facebook page. Staff asked that the Commission vote on how to spend the sponsorship monies for additional advertising. Staff reviewed the advertising costs provided by the Lewiston Morning Tribune for nomination ads, pad of ads and thank you/recognition ads. Commissioner Ohrtman motioned to direct staff to purchase a "pad of ads" and a thank you/recognition ad based on the provided prices. Commissioner Follett provided the second. The motion passed 9-0. Staff asked the Commission to review the frame options that had been sent out in the meeting packets and choose a style to order. Commissioner Follett motioned to direct staff to purchase the black frames and Commissioner Ohrtman provided the second. Motion passed 9-0.

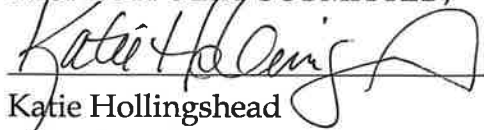
VI. **COMMISSIONER COMMENTS:** Commissioner Ohrtman let the Commission know that the Heritage House received a grant to improve the aviary at the house and return the windows in that room back to their original state. This work has begun and one of the windows has been removed and has a large piece of plywood covering the hole while the window is being repaired and refurbished in McCall.

VII. **STAFF-COMMISSION COMMUNICATIONS:** Staff Hollingshead reminded the Commission of the Open Meeting Law training at 3:30 pm on February 3 and if any Commissioners preferred to do the online training to let her know so that the link could be sent again.

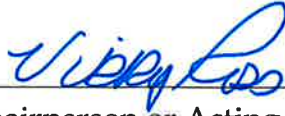
VIII. **ADJOURN**

There being no further business, Chair Ross adjourned the meeting of the Historic Preservation Commission at approximately 11:28 a.m.

RESPECTFULLY SUBMITTED,



Katie Hollingshead
Recording Secretary



Chairperson or Acting Chairperson
Historic Preservation Commission

Approved this 3rd day of March, 2022.