

April 7, 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 10:00 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: Vikky Ross, Chair; Greg Follett, Vice Chair (@10:03 am); Dennis Ohrtman; Ged Randall; Laurinda Riggs; Lisa Hasenoehrl; Leah Boots;

COMMISSIONERS EXCUSED: Ed King; Peggy Heuskinveld

STAFF MEMBERS PRESENT: Aaron Butler, IT (remote); Katie Hollingshead, Assistant Planner;

CITY COUNCIL LIAISON PRESENT: None

GUESTS: Michell Radamaker, Clever Fox Architecture; Dan Mader, Mader Rentals

II. **APPROVAL OF MARCH 3, 2022 REGULAR MEETING MINUTES**

Commissioner's Randall and Riggs moved and seconded, respectively, to approve the March 3, 2022 regular meeting minutes. The motion passed 6-0 (Commissioner Follett joined after the vote).

III. **APPROVAL OF MARCH 24, 2022 SPECIAL MEETING MINUTES**

Commissioner's Ohrtman and Randall moved and seconded, respectively, to approve the March 24, 2022 special meeting minutes. The motion passed 6-0 (Commissioner Follett joined after the vote).

IV. **CITIZEN COMMENTS**

None.

V. **NEW BUSINESS**

1. **CERTIFICATE OF APPROPRIATENESS AT 207 CAPITAL STREET - AN APPLICATION BY HELLS CANYON APPAREL AND ATHLETICS FOR VINYL WINDOW SIGNAGE IN THE WEST END HISTORIC DISTRICT (ACTION ITEM)**: Chair Ross reviewed the application and led the Commission through each of the sections in the Design Guidelines review sheet. The Commission found the application was compliant with guideline section L-5, specific to signage. The Commission determined that all other sections were not applicable to the project. Commissioners Randall and Boots moved and seconded, respectively, to approve the Certificate of Appropriateness for the project. Commissioner Randall spoke to his motion stating that he wanted to thank the applicant for submitting for the Certificate of Appropriateness prior to the installation of the vinyl window signs. Motion passed 7-0 (Commissioner Follett joined the meeting at 10:03 a.m.).
2. **CERTIFICATE OF APPROPRIATENESS AT 818 MAIN STREET - AN APPLICATION BY CLEVER FOX ARCHITECTURE ON BEHALF OF MADER RENTALS TO INSTALL A PROJECTING SIGN IN THE WEST END HISTORIC DISTRICT (ACTION ITEM)**: Chair Ross reviewed the application and led the Commission through each of the sections in the Design Guidelines review sheet. The Commission found that the application was compliant with guideline L-5, specific to signage. The Commission determined all other factors were not applicable to the project. Commissioners Ohrtman and Randall moved and seconded, respectively to approve the Certificate of Appropriateness for the project. Commissioner Ohrtman spoke to his motion stating he wanted to thank the property owners for their diligent attention to the upkeep and preservation of their building. Motion passed 6-0.

VI. **OLD BUSINESS**

1. **PLAQUES COMMITTEE**: Staff Hollingshead said that she had not made any progress on the grant application in March and would bring back information to the May meeting.
2. **ORCHID AWARDS PLANNING**: Staff Hollingshead let the Commission know that three (3) nominations had been submitted and that a fourth was expected. Staff reminded the Commissioner's that it was their homework from the March meeting to submit a nomination. Staff Hollingshead asked the Commission to pick a day to schedule a special meeting so that the nominations could be reviewed and voted on. The Commission decided that Wednesday, April 20th would work for most Commissioner's and staff will confirm that there is a meeting room available. Staff Hollingshead asked that Commissioners have all of their nominations turned in to her by April 13th.

3. **LETTER OF SUPPORT FROM THE HISTORIC PRESERVATION COMMISSION IN REGARDS TO NEW COURTHOUSE:** Commissioner Boots had drafted a letter, along with some photos of the original courthouse, and it was distributed for the Commission to review. The Commission discussed the letter and decided they did not have any additions to make. Staff Hollingshead will bring the letter back to the May meeting on HPC letterhead for all Commissioner's to sign before sending to the Board of County Commissioners.

VII. **COMMISSIONER COMMENTS:** Commissioner Ohrtman let the Commission know that there are several things in the works for the Nez Perce County Historical Society. The City of Lewiston has conveyed the ownership of the Miranda Cabin to the NPCHS and Nez Perce County has committed to assisting with moving and repairs. NPCHS has also received a matching grant for repairs and reconstruction of the aviary at the Heritage House and the windows and doors have been rebuilt by a craftsman in McCall. Commissioner Ohrtman wanted to recognize Kirk Stedman for transporting the windows and doors to McCall and providing so much assistance to the project. Commissioner Randall asked if the HPC could ask the City's Public Information Officer to do a press release recognizing all the work that the NPCHS is doing on the museum and Heritage House. Commissioner Ohrtman stated that something was already in the works but that he would reach out to Carol Mauer. Commissioner Riggs asked if there was an update on the Historic Preservation Plan survey. Chair Ross asked when the Commission would assign duties for the Orchid Award event and if there was budget to do an event invitation ad in the Tribune.

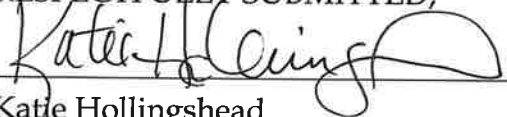
VIII. **STAFF-COMMISSION COMMUNICATIONS:** Staff Hollingshead let the Commission know that the Historic Preservation Plan survey had gone live on the City website on April 1 and that she had emailed out the link and QR code to all the Commissioners. Staff reminded the Commissioners to go and fill out the survey. Staff stated that approximately 400 postcards had been sent out to property owners in the West End Historic District and Normal Hill Heritage Overlay Zone and that she was working on getting the information out to various civic and business organizations and doing presentations. Staff Hollingshead said that she would check with finance for how much of the sponsorship money had been spent to see if there was enough for an event invite ad. Staff Hollingshead said that she would bring the list of items that needed to be taken care of for the Orchid Awards to the special meeting on April 20th so that activities could be assigned to Commissioners.

Staff Hollingshead then reviewed that she had contacted all 39 Certified Local Government jurisdictions to find out how they handle their historic districts and make property owners aware of the design guidelines and other requirements. Out of the 39 jurisdictions, only 9 have historic districts with design guidelines and out of those 9, only 5 are actively completing Certificate's of Appropriateness. The 5 jurisdictions all agreed that getting property owners in their historic districts to recognize that they were in a historic district was a challenge. City of Caldwell has it listed on the short legal description but said that it doesn't seem to make a difference. Staff Hollingshead said she was researching if and how it might be possible to add the historic district to the legal description. Staff Hollingshead also said that she spoke with Dan Everhart at the Idaho State Historic Preservation Office and he agreed that having it recorded against the title of a property probably wasn't the correct direction to go. He suggested looking at providing training to real estate agents since they are required to complete so much continuing education training each year. Staff Hollingshead checked on training as an option, but actual continuing education credits are only in certain areas of real estate law and other topics and have to be taught by certified instructors in those specific areas. Staff Hollingshead will reach out to the Lewis Clark Association of Realtors and see if she can present something at one of their monthly meetings, not as a continuing education credit, but more as just an informational presentation on the historic district.

IX. ADJOURN

There being no further business, Chair Ross adjourned the meeting of the Historic Preservation Commission at approximately 10:52 a.m.

RESPECTFULLY-SUBMITTED,



Katie Hollingshead
Recording Secretary



Chairperson or Acting Chairperson
Historic Preservation Commission

Approved this 5th day of May, 2022.