

1. 01-06-2022 Agenda

Documents:

[01-06-2022 AGENDA.PDF](#)

1.1. 1.6.2022 HPC Meeting Packet

Documents:

[HPC 1.6.2022 MEETING PACKET.PDF](#)

**AGENDA**  
**HISTORIC PRESERVATION COMMISSION**  
**REGULAR MEETING**

**10:00 am – January 6, 2022**

Bell Building Upstairs Conference Room – 215 D Street

Due to the Governor’s Stage 4 Stay Healthy Order related to Covid-19, the number of persons allowed to physically attend this meeting will be based upon room capacity for 6-foot physical distancing. Seating will be available on a first come first serve basis. Person’s attending in person are strongly encouraged to wear a face covering. Other people interested in observing this meeting may do so online at: <https://livestream.com/lewiston/events/7428184>.

**I. CALL TO ORDER**

1. Approval of Minutes, Regular Meeting – December 2, 2022 (*Action Item*)

**II. CITIZEN COMMENTS**

Please email to [khollingshead@cityoflewiston.org](mailto:khollingshead@cityoflewiston.org) or call 208-798-2570 and leave your comments, which will be transcribed and read by staff during the Commission meeting.

**III. NEW BUSINESS**

1. Introduction of new Commissioners
2. Election of Chair and Vice Chair of the Historic Preservation Commission for the Calendar Year 2022 (*Action Item*) – See related provisions of the Commission’s Bylaws

**IV. OLD BUSINESS**

1. Plaques Committee – members and activities (*Discussion*)
2. Sidewalk Vault Committee – members and activities (*Discussion*)
3. Orchid Awards – review of documents (*Action Item*)

**V. COMMISSIONER COMMENTS**

**VI. STAFF COMMENTS**

1. Query of Commissioners to attend the next regularly scheduled meeting of February 3, 2022.
2. Collection/Distribution of Commissioner Timesheets
3. Other

**VII. ADJOURN**

---

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact the meeting coordinator at least forty-eight (48) hours in advance of the meeting at: (208)-746-1318 x7261

**AGENDA**  
**HISTORIC PRESERVATION COMMISSION**  
**REGULAR MEETING**

**10:00 am – January 6, 2022**

Bell Building Upstairs Conference Room – 215 D Street

Due to the Governor's Stage 4 Stay Healthy Order related to Covid-19, the number of persons allowed to physically attend this meeting will be based upon room capacity for 6-foot physical distancing. Seating will be available on a first come first serve basis. Person's attending in person are strongly encouraged to wear a face covering. Other people interested in observing this meeting may do so online at: <https://livestream.com/lewiston/events/7428184>.

**I. CALL TO ORDER**

1. Approval of Minutes, Regular Meeting – December 2, 2022 (*Action Item*)

**II. CITIZEN COMMENTS**

Please email to [khollingshead@cityoflewiston.org](mailto:khollingshead@cityoflewiston.org) or call 208-798-2570 and leave your comments, which will be transcribed and read by staff during the Commission meeting.

**III. NEW BUSINESS**

1. Introduction of new Commissioners
2. Election of Chair and Vice Chair of the Historic Preservation Commission for the Calendar Year 2022 (*Action Item*) – See related provisions of the Commission's Bylaws

**IV. OLD BUSINESS**

1. Plaques Committee – members and activities (*Discussion*)
2. Sidewalk Vault Committee – members and activities (*Discussion*)
3. Orchid Awards – review of documents (*Action Item*)

**V. COMMISSIONER COMMENTS**

**VI. STAFF COMMENTS**

1. Query of Commissioners to attend the next regularly scheduled meeting of February 3, 2022.
2. Collection/Distribution of Commissioner Timesheets
3. Other

**VII. ADJOURN**

---

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact the meeting coordinator at least forty-eight (48) hours in advance of the meeting at: (208)-746-1318 x7261

December 2, 2021

---

The HISTORIC PRESERVATION COMMISSION met in the Bell Building Upstairs Conference Room at 215 "D" Street. Chair Ross called the meeting to order at 10:16 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); Ed King (in person); Ged Randall (ZOOM); Vikky Ross (in person); Brett Gile (in person); Greg Follett, Vice Chair (in person)

*COMMISSIONERS EXCUSED:* Leah Boots

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

*CITY COUNCIL LIAISON PRESENT:* None

*GUESTS:* Dr. Steven Branting

**II. APPROVAL OF NOVEMBER 4, 2021 REGULAR MEETING MINUTES**

Commissioner's Follett and Gile moved and seconded, respectively, to approve the September 2, 2021 regular meeting minutes. The motion passed 6-0.

**III. CITIZEN COMMENTS**

None.

**IV. NEW BUSINESS**

- 1. Discussion with Guests regarding existing Walking Tour Map, Plaques for buildings in West End Historic District, and information for QR codes:**  
Commissioner King presented what the subcommittee had accomplished thus far and Staff Hollingshead presented what the ultimate goal of the project would be and how the plaques project might then flow into a larger project of updating the walking tour

maps and coordinating information between the various entities. Dr. Branting talked about his experience both with signage and QR codes and offered some suggestions to the Commission. Dr. Branting said that he was willing to share the information he has collected. The Commission discussed the different plaque or informational signs that could be used in the project. Dr. Branting said that he would get a quote from Fossil, who is the sign company he has used for informational signs in the past, and will forward that to Staff. Staff also handed out the questions for the grant application and asked that the Commission do some thinking on the questions so that the application can start taking shape.

**V. OLD BUSINESS**

1. **UPDATE FROM THE SIDEWALK VAULT COMMITTEE:** Chair Ross stated that she did not have any updated information since the last meeting. Staff Hollingshead stated that she would check in with Public Works Director on the status of the consultant as she thought the contract had been awarded by City Council since Commission last met.
  
2. **ORCHID AWARDS PLANNING:** Staff went over a spreadsheet of projects that the Commission had reviewed for Certificate of Appropriateness in 2020 and 2021. Staff reminded the Commission that there might also be projects that have been completed that did not require a Certificate of Appropriateness and that some outreach might be needed to get those types of nominations sent in. Staff let the Commission know that National Idaho Day is May 17 and that the closest Saturday to that would be May 14. The Commission decided to set a tentative date for the Orchid Awards for May 14, 2022 and that nominations would be due by April 1, 2022. The Commission directed staff to update the nomination form and contact the Tribune about advertising and Potlatch No. 1 Federal Credit Union about sponsorship.

- VI. COMMISSIONER COMMENTS:** Commissioner Ohrtman let the Commission know that there is a Nativity Collection Exhibit at the Nez Perce County Museum December 12 through January 6.
- VII. STAFF-COMMISSION COMMUNICATIONS:** Staff Hollingshead recognized Commissioner Brett Gile and presented him with a plaque honoring his three (3) years of service with the Commission. Commissioner Gile will be stepping down from the Commission at the end of December. Staff Hollingshead queried the Commissioners for attendance at the January 6, 2022 meeting with Commissioner Ohrtman stating that he

might not be able to attend. Staff Hollingshead informed the Commission that interviews for new Commissioners had been conducted and that three (3) new Commissioners would be appointed at the December 13, 2021 City Council meeting and would join the group at the January 6, 2022 meeting. Staff Hollingshead recognized Caitlyn Beesley from the audience and she introduced herself as a former Lewiston resident who was temporarily back in town and interested in helping the Commission with any projects they might have going on.

**VIII. ADJOURN**

There being no further business, Chair Ross adjourned the meeting of the Historic Preservation Commission at approximately 11:10 a.m.

RESPECTFULLY SUBMITTED,

\_\_\_\_\_  
Katie Hollingshead  
Recording Secretary

\_\_\_\_\_  
Chairperson or Acting Chairperson  
Historic Preservation Commission

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

# City of Lewiston

## Historic Preservation Commission Bylaws

### Article I. Name

The name of this advisory board or commission is Historic Preservation Commission, hereafter referred to as the "Commission".

### Article II. Membership

The Commission shall consist of nine (9) voting members.

### Article III. Officers

A. The officers of the Commission shall be a chairperson and vice-chairperson elected from among the Commission members at the first regularly scheduled meeting in January, or at such other time as the Commission deems feasible.

B. Officers shall serve a term of one (1) year from the meeting at which they are elected and until their successors are duly elected.

C. The chairperson shall preside at all meetings of the Commission, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Commission, serve as an *ex officio* voting member of all committees, and generally perform all duties associated with that office.

D. The vice-chairperson, in the event of the absence or disability of the chairperson or of a vacancy in that office, shall assume and perform the duties and functions of the chairperson.

E. In the event of the absence of the chairperson and vice-chairperson, those Commission members present shall elect, by majority vote, a temporary chairperson for that meeting. Should the chairperson or vice-chairperson arrive, the temporary chairperson shall relinquish the chair upon the conclusion of the item of business then in consideration before the Commission.

### Article IV. Meetings and Minutes

A. All Commission meetings shall be governed by the Open Meetings Law, I.C. §§ 74-201 *et seq.*; and all Commission records shall be subject to the Public Records Act, I.C. §§ 74-101 *et seq.*, and the City of Lewiston records retention schedule.

B. Regular meetings shall be held on the first Thursday of each month at 10:00 am at 215 D Street, Community Development Building, or at such other location or time as shall be designed in advance. If a day fixed for a regular meeting falls on a holiday, then such meeting shall be cancelled.

C. Special meetings may be called by a consensus of the Commission, the chairperson, or the staff liaison. If the time and place of a special meeting has not been determined at a regular meeting with all Commission members present, then a notice of the time and place of the special meeting shall be sent to all Commission members as soon as practicable.

D. Unless otherwise provided by law, a quorum for the transaction of business at any meeting shall consist of a majority of the currently appointed voting members of the Commission

E. Meeting minutes of the Commission shall comply with Idaho Code Title 74, Chapter 2. Meeting minutes shall be maintained in accordance with the City of Lewiston records retention schedule.

## **Article V. Rules of Debate**

A. *Recognition by chairperson and interruptions prohibited.* A Commission member desiring to speak at a meeting shall address the chairperson and, upon recognition by the chairperson, shall confine himself or herself to the question under debate. A Commission member, once recognized by the chairperson, shall not be interrupted when speaking.

B. *Call for the question.* A Commission member may call for the question upon being recognized by the chairperson. If the motion to call for the question is seconded, debate shall not be allowed, and the motion must be approved by two-thirds (2/3) of the Commission members present. If the motion is so approved, the Commission shall immediately vote on the underlying question without further debate.

## **Article VI. Committees**

A. As authorized by the Commission, the chairperson may appoint committees of one (1) or more Commission members and/or members of the community at large, each for such specific purposes as the business of the Commission may require from time-to-time. A committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after a final report is made to the Commission.

B. All committees shall make a progress report to the Commission at each Commission meeting.

C. No committee shall have other than advisory powers unless, by suitable action of the Commission, it is granted specific power to act.

D. All committee meetings shall be governed by the Open Meetings Law, I.C. §§ 74-201 *et seq.*; and all committee records shall be subject to the Public Records Act, I.C. §§ 74-101 *et seq.*, and the City of Lewiston records retention schedule.

## **Article VII. General**

A. *Voting.* An affirmative vote of the majority of all Commission members present at the time shall be necessary to approve any action before the Commission. A motion shall fail if votes upon such motion are tied. The chairperson may vote upon and may move or second a proposal before the Commission. Unless otherwise provided by law, every Commission member present when a question is put forth shall vote for or against the same. Unless excused from voting, if a Commission member refuses or fails to vote, and the result of such refusal or failure creates a tie, that Commission member's vote shall be counted as an "aye." If a Commission member is excused from voting, that member may be counted for purposes of determining a quorum, but shall not be counted toward the minimum number of votes required to pass or reject a motion.

B. *Conflicts of interest.* Commission members shall adhere to the applicable provisions in Idaho Code regarding conflicts of interest.

C. *Conflicts.* In the event of a conflict between a provision in these Bylaws, the Lewiston City Code, and/or Idaho Code, the order of priority shall be Idaho Code, the Lewiston City Code, and these Bylaws.



D. *Amendments.* The Commission may amend the number of voting members (Article II); when officers will be elected and the duties of additional officers, if applicable (Article III); and the date, time, and location of regular meetings (Article IV) upon majority vote of the full Commission; approval from the City Council shall not be required to amend such provisions. However, the remaining provisions of these Bylaws shall not be amended by the Commission without prior approval from the City Council.

**These bylaws were adopted by the Commission on February 6, 2020. These Bylaws shall replace and supersede any previously-adopted Bylaws of the Commission.**

# IV. 1. PLAQUES COMMITTEE

## SIGN EXAMPLE FROM DR. BRANTING 12" x 12"

### Henry C. Kettenbach Building



A Lewiston business leader since the early 1880s and the third Kettenbach brother to make his fortune in the city, Henry built this block in 1907 using local architect James Nave's Romanesque design, replacing an earlier building that had housed the *Lewiston Teller*, an early newspaper, and Lewiston's municipal offices. A large storefront and rooms for four smaller businesses took up the ground floor. The second floor was dedicated to the Kettenbach European Hotel. Later, under new management, it became the Princess Hotel, one of several bordellos lining Main Street west of Fifth Street in the 1920s and 1930s.

The building features imported cast iron façades and pressed tin oriels (bay windows). It is said that during the height of the prostitution era, the "ladies of the night" posed in the windows, smiling down at those walking below to attract potential customers. Lewiston was declared "off limits" from 1943 - 1946 at the insistence of the United States Navy, which was operating a pilot training school at Lewiston State Normal, now Lewis-Clark State College.

**To: Steven Branting**  
Nez Perce County Historical Society  
1012 Third street  
Lewiston, ID 83501

**Account Executive: Angie Edwards**  
**ID #: 1075657.03**

Phone#: 208-743-2535 Fax#:

**Tag Name: Landmark Building Plaques**

Part Number	Qty	Description	Each	Ext
E12-01-T4	1	1/2" Exterior CHPL Graphic. Panel Size: 12" x 12" 4 Threaded Inserts w/ Tamper Resistant Bolts.	87.00	87.00
ZB-02	4	2" Z-Bar Hanger. Aluminum. - Includes "A" & "B" Assembly	8.00	32.00
99810	1	Color Sample - 8" x 10" x 1/16" CHPL. - Used in production for color matching and resolution. - Includes shipping.	40.00	40.00

All Fossil panels feature our exclusive 12-Color HD Printing.

**Subtotal:** \$159.00

Digital files must conform to Fossil File Prep Guidelines (FossilGraphics.com)  
Electronic layout proofs provided at no charge.

**Subtotal:** 159.00

Features are indicated in Part Numbers:

"-P" = Custom Shape; "-T" = Threaded Inserts; "-D" = Double Sided; "-H" = Holes; "MURAL" - Indicates panels built to go directly beside another panel.

**Shipping:** 55.00

**0 %Tax:** 0.00

**TOTAL:** \$214.00

Shipping to zip code: 83501. Estimate based on destination being a non-residence that has a forklift if necessary.

**Deposit Due:** 128.00

Shipping charges include packaging and insurance.

**After Delivery Amount Due** 86.00

Quote valid 90 days. Order produced under our standard Terms and Conditions of Sale (FossilGraphics.com/terms). For installation info or to determine best thickness of CHPL to meet your requirements (FossilGraphics.com/guide).

**TERMS:** 60% Deposit / Balance Net 10 After Delivery

Please sign to authorize production: \_\_\_\_\_ / / \_\_\_\_\_ Print: \_\_\_\_\_

**IV. 1. PLAQUES COMMITTEE 12"x12" QUOTE**

# IV. 2. SIDEWALK VAULTS



Lewiston

Katie Hollingshead <khollingshead@cityoflewiston.org>

---

## Re: Looking for an update on the downtown "plan of plans"

1 message

---

**Dustin Johnson** <djohnson@cityoflewiston.org>

Thu, Dec 30, 2021 at 10:18 AM

To: Katie Hollingshead <khollingshead@cityoflewiston.org>

The contract was awarded at the last meeting (December 20th) to Horrocks Engineering. The first phase of the project is just data collection and compiling everything from all of the plans. The public outreach component will probably kick off sometime in the spring.

On Thu, Dec 30, 2021 at 9:42 AM Katie Hollingshead <khollingshead@cityoflewiston.org> wrote:

Hi Dustin,

I have an HPC meeting next week and wanted to provide them with an update on the downtown plan that you had spoken about at the November meeting. Can you tell me if the consultant contract was awarded ( I think I remember that it was) and if you have any idea about when the outreach might start?

Thanks!

**Katie Hollingshead**

Assistant Planner

City of Lewiston



T 208.746.1318 x 7261

F 208.746.5595

215 D Street

P.O. Box 617

Lewiston, ID 83501-1930

www.cityoflewiston.org

COMMUNITY SPONSOR



## SEEKING NOMINATIONS LEWISTON ORCHID AWARDS 2022

Lewiston Historic Preservation Commission requests your nominations for the Orchid Awards to celebrate those individuals and organizations that have made a positive contribution to historic preservation.

Examples of preservation projects can be awarded in the following categories:

- 1) Excellence in Historic Preservation
- 2) Contribution to Historic Preservation
- 3) Preservation-Sensitive New Construction
- 4) Friend of Preservation
- 5) Distinguished Preservationist
- 6) Cultural Heritage Preservation
- 7) Heritage Stewardship

Application Form: [www.cityoflewiston.org](http://www.cityoflewiston.org) or Community Development, 215 D St.

Deadline: April 1, 2022

Information: Katie Hollingshead | (208) 746-1318 x7261