

January 5, 2023

The HISTORIC PRESERVATION COMMISSION met in the Bell Building Upstairs Conference Room at 215 "D" Street. Chair Ross called the meeting to order at 10:02 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; Dennis Ohrtman; Ged Randall; Leah Boots; Greg Follett, Vice Chair; Ed King

COMMISSIONERS EXCUSED: Laurinda Riggs; Lisa Hasenoehrl; Peggy Heuskinveld;

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

CITY COUNCIL LIAISON PRESENT: Kathy Schroeder

GUESTS: None.

1. APPROVAL OF NOVEMBER 28, 2022 SUBCOMMITTEE SPECIAL MEETING MINUTES

Commissioners Randall and Follett moved and seconded, respectively, to approve the November 28, 2022 Subcommittee Special meeting minutes. The motion passed 6-0.

2. APPROVAL OF DECEMBER 1, 2022 REGULAR MEETING MINUTES

Commissioners Ohrtman and Randall moved and seconded, respectively, to approve the December 1, 2022 regular meeting minutes. The motion passed 6-0.

3. APPROVAL OF DECEMBER 12, 2022 SUBCOMMITTEE SPECIAL MEETING MINUTES

Commissioners Randall and Boots moved and seconded, respectively, to approve the December 12, 2022 Subcommittee Special meeting minutes. The motion passed 6-0.

4. APPROVAL OF DECEMBER 15, 2022 SPECIAL MEETING MINUTES

Commissioners Follett and Randall moved and seconded, respectively, to approve the December 15, 2022 Special Meeting minutes. The motion passed 6-0.

II. CITIZEN COMMENTS

None.

III. NEW BUSINESS

1. **ELECTION OF CHAIR AND VICE CHAIR OF THE HISTORIC PRESERVATION COMMISSION FOR THE CALENDAR YEAR 2023:** Staff Hollingshead reviewed the bylaws and the fact that current Chair Ross would be stepping down after the January meeting. Staff Hollingshead asked for nominations. Commissioner Ohrtman nominated Greg Follett as Chair and Commissioner Follett accepted the nomination. Staff Hollingshead asked if there were any other nominations and there were none. Staff called for the vote, motion passed 6-0 and Greg Follett will be Chair for the 2023 year. Staff Hollingshead asked for a nomination for Vice Chair. Chair Follett nominated Ed King for Vice Chair and Commissioner King accepted the nomination. Chair Follett asked if there were any other nominations and there were none. Motion passed 6-0 and Ed King will be Vice Chair for the 2023 year.

IV. OLD BUSINESS**1. PRIORITIES PLAN UPDATE**

Staff Hollingshead reviewed the updates that the Commission had requested at the December meeting. Staff Hollingshead also went over some questions regarding when the Commission wanted to approach the Mayor and Council regarding a proclamation for Historic Preservation Month. Commissioner Randall asked staff to find out if the proclamation needed to be an ordinance or a resolution and staff stated she would contact legal for the information.

Staff Hollingshead pulled up the HPC webpage on the City's website and showed the Commission the links to the National Register of Historic Places that had been added and the State Historic Preservation Office link for historic tax incentive information that had been added. Staff asked the Commission for feedback on adding a link to the GSA technical documents for the repair and maintenance of historic buildings instead of developing a reference library for exterior improvements. The Commission agreed that utilizing that resource would be a good addition. Staff Hollingshead asked the Commission if they wanted to include just a list of links on the side bar to include the Building Official and the Fire Marshal for building and fire code questions or if they wanted a narrative in the body of the page. The Commission agreed that links in the side bar would be better. The Commission directed staff to look into adding a map of the Normal Hill Heritage Overlay zone and the West End Historic District so that

property owners could more easily identify if their property was located in one of those areas. Staff Hollingshead let the Commission know that she had found both lists of historically significant properties that had been developed during the original Historic District creation and by the consultant during the Historic District expansion and she would work on getting those into a digital format so they could also be accessed from the HPC webpage.

Staff Hollingshead then reviewed item C3 from the Priorities Plan and suggested to the Commission that they review Chapter 40 of city code in regards to the Developer Incentive programs that already exist rather than try to create a separate incentive program. The Commission directed staff to add Chapter 40 to the February agenda and to have Grant Manager, Melinda Rose, present on the programs available.

Staff Hollingshead also reviewed item D1 from the Priorities Plan and suggested that the Commission concentrate on understanding and promoting one incentive program before embarking on a second incentive program. Staff also let the Commission know that Grant Manager, Melinda Rose, was working on a grant application that would allow the city to provide sub-grants to owners of historically significant properties and that she would let the Commission know if the city was successful in that application.

Commissioner Ross asked about the Restoration Possibilities section of the Priorities Plan and Staff Hollingshead told the Commission that the Grant Manager was working with the Facilities Manager on some grant funding for exterior restoration work at the Carnegie Building and that the Grant Manager was working with the Modie Conservatory group on finding grant funding for restoration work on the towers on 8th.

2. PLAQUES PROJECT SUB-COMMITTEE:

Staff Hollingshead reviewed the timeline that the subcommittee had committed to and dates that the full Commission would be reviewing work. Subcommittee member Boots discussed the work she was doing on the narrative and the difference between the plaques narrative and the information that would be available through the QR code. Next subcommittee meeting is January 9, 2023 and all are welcome.

3. REVIEW OF HISTORIC PRESERVATION WEBSITE

Staff Hollingshead stated that she had covered all the items on the website with the Commission during the Priorities Plan discussion and asked if there was anything additional that the Commission wanted to see. There was not.

V. COMMISSIONER COMMENTS:

1. Presentation Video from Commissioner Riggs.

Staff Hollingshead said that since Commissioner Riggs was not in attendance at the meeting and had not provided the video clip beforehand, staff would add this item to the February agenda and hopefully the video could be viewed then.

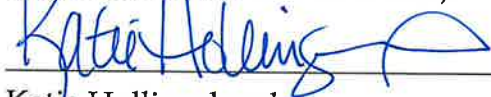
Commissioner Ohrtman let the Commission know that Katherine Kirk from the Idaho Heritage Trust had suggested to the Nez Perce County Historical Society that they pursue a nomination to the National Register of Historic Places for the museum building.

VI. STAFF-COMMISSION COMMUNICATIONS: Staff Hollingshead presented Commissioner Ross with a plaque recognizing her five (5) years of service on the Historic Preservation Commission and thanked her for all of her work and support of historic preservation on behalf of the Commission and the City. Staff queried the Commission for attendance at the February 2, 2023 meeting and all Commissioners stated they planned to attend. Staff asked the Commission to spread the word that there is an open Commission seat and to encourage people to apply.

VII. ADJOURN

There being no further business, Chair Follett asked for a motion to adjourn. Commissioners Randall and Ohrtman moved and seconded, respectively to adjourn the meeting of the Historic Preservation Commission at approximately 10:53 a.m. Motion passed 6-0.

RESPECTFULLY SUBMITTED,



Katie Hollingshead
Recording Secretary



Chairperson or Acting Chairperson
Historic Preservation Commission

Approved this 2nd day of February, 2023.