

April 1, 2021

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The HISTORIC PRESERVATION COMMISSION met in the City Hall West Conference Room at 1134 "F" Street and via Zoom Meeting (video conferencing) Service (app). Vice Chair Follett 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:* Greg Follett, Vice Chair (in person); Vikky Ross (ZOOM); Dennis Ohrtman (ZOOM); Leah Boots (in person); Ed King (in person); Linnea Noreen (in person)

*COMMISSIONERS EXCUSED:* Brett Gile; Michelle Bly, Chair; Ged Randall

*STAFF MEMBERS PRESENT:* Joel Plaskon, City Planner (ZOOM); Aaron Butler, IT (ZOOM); Katie Hollingshead, Assistant Planner

*CITY COUNCIL LIAISON PRESENT:* None

*GUESTS:* None

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

Commissioner's Ross and Boots moved and seconded, respectively, approval of the March 4, 2021 minutes. The motion carried 6-0.

**III. APPROVAL OF MARCH 11, 2021 SPECIAL MEETING MINUTES**

Commissioner's King and Boots moved and seconded, respectively, approval of the March 11, 2021 minutes. The motion carried 6-0.

**IV. CITIZEN COMMENTS**

None.

**V. NEW BUSINESS**

**1. CERTIFIED LOCAL GOVERNMENT EVALUATION WITH SHPO:**

Staff Hollingshead informed the Commission that the State Historic Preservation Office conducts an evaluation every four (4) years of all Certified Local Governments. Lewiston's last evaluation was in 2017 and is up for evaluation this year. Staff Hollingshead reviewed the evaluation form with the Commission and asked for feedback on items she was not familiar with. Staff Hollingshead took notes of information to include in the evaluation form and let the Commission know that she would be submitting the form and supporting documentation and that Pete L'Orange from SHPO would be attending the May meeting to conduct the interview portion of the evaluation.

2. **ORCHID AWARDS:** Staff Hollingshead directed the Commission to the Orchid Awards information sheet that was included in the meeting packet and reviewed the Award Categories. Summarizing from the last meeting, Staff Hollingshead said she needed direction from the Commission on if they would like to draft a press release regarding the postponement of the Orchid Awards to May 2022 and if they would like to dedicate a future HPC Newsletter to the Orchid Awards and using that to honor current projects and ask for nominations for next year. The Commission discussed and decided that no press release was necessary at this time but that the website should be updated to reflect the May 2022 date. The Commission directed staff to make the Orchid Awards an agenda topic for the July meeting.
3. **PRESERVATION GROUPS:** Staff Hollingshead asked the group if they were able to watch the presentation from the Anne Bolinger Building group from the City Council work session that had been emailed out earlier. Staff Hollingshead also directed the Commission to the minutes from that presentation that were included in the meeting packet. The Commission discussed various groups and buildings and how the HPC can stay abreast of projects and happenings in the City. The Commission directed staff to invite Carolyn Honeycutt from Beautiful Downtown Lewiston to a future meeting so that they could gather information from her on downtown projects. Commissioner Orhtman gave a synopsis of the Liberty Theatre group's work on the Liberty Theatre and the next steps they will be taking. Commissioner Orhtman said that fundraising is at a standstill due to Covid but the group does have plans to participate in the Refresh the Valley clean-up day on April 24<sup>th</sup>. The Commissioners discussed further how HPC can be involved with projects and can support other preservation groups while still keeping in mind the Advisory role that they play. The Commission directed staff to keep this topic on future agendas to remind the Commission to keep an eye out for projects happening in the Historic District.

4. **EXEMPTION OF CERTAIN ABOVE GROUND UTILITY STRUCTURES FROM CERTIFICATES OF APPROPRIATENESS (Action Item):** Staff Hollingshead reviewed the items that had been included in the packet for the Commission. Staff Plaskon let the Commission know that the 1500 items that are included in the above ground utility structure list are items that do not require permits when work is being done on them, and typically the way staff knows to bring a Certificate of Appropriateness application to the Commission is because a permit is required for the work. Commissioner Orhtman mentioned that the Beautiful Downtown Lewiston design committee works on coming up with visually appealing benches, trash cans, etc and he felt that the HPC also reviewing those items was duplicating work. Staff Plaskon asked the Commission if they knew how many Certificate of Appropriateness reviews they normally complete in a year for the West End Historic District. Staff Hollingshead said that the Commission had completed 38 reviews in the past four (4) years (approximately 9.5 reviews per year) but that included the Normal Hill Heritage Overlay zone as well as the West End Historic District. Staff Plaskon said that if even only 5% of the 1,500 above ground utility structures needed a Certificate of Appropriateness, that would be 75 reviews per year and would exceed Staff Hollingshead's allotted 20% of her staff time to the HPC. The Commission discussed at length the pros and cons of reviewing these items, if there was another option rather than an all or nothing approach, and how the Commission might determine what should require a Certificate of Appropriateness and what doesn't. Commission brought up questions on how the franchise utility agreements work and how items in the right of way get approved for installation. The Commission directed staff to bring additional information back to the Commission to help them determine a course of action. Commissioner's Noreen and King motioned and seconded, respectively, to table this item until the May meeting, the motion carried 6-0.

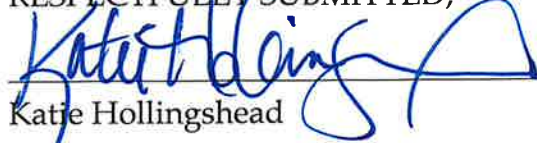
## VI. **OLD BUSINESS**


1. **PRIORITIES PLAN:** Staff Hollingshead told the Commissioner's that Commissioner Randal had wanted to discuss a couple of items to be added to the Priorities Plan but since he was not in attendance that discussion would be postponed till the next meeting.
2. **NORMAL HILL CEMETERY:** Staff Hollingshead let the Commission know that she had done some reading in the CLG grant manual and had found that inventories

and/or restorations of cemeteries are on the "Unallowable Projects" list and CLG grant monies cannot be used for that. Staff Hollingshead also contacted Pete L'Orange with SHPO and he confirmed that CLG grants do not fund nominations for cemeteries because it is very hard to list cemeteries in the National Register of Historic Places. Commissioner Orhtman brought up that HPC should instead pursue other items that might be beneficial to preserving the history of the cemetery and that the HPC reach out to the Urban Forestry/Cemetery Commission about HPC being involved. Commissioner Boots asked if the Urban Forestry/Cemetery Commission could be invited to come to a HPC meeting to talk about their plans for cemetery updates and the Parks Master Plan. Staff Hollingshead said she would reach out to Tim Barker with Parks & Rec and see when he or a member of the Urban Forestry/Cemetery Commission could attend a meeting to discuss.

- VII. **COMMISSIONER COMMENTS:** Commissioner King remarked that he would really like to see the Commission encourage more collaboration with Beautiful Downtown Lewiston on projects.
- VIII. **STAFF-COMMISSION COMMUNICATIONS:** Staff Hollingshead reminded the group that she had sent out the timesheet template just prior to the meeting and asked that Commissioner's record their March time and return it to her. Staff Hollingshead queried the Commissioners of who would be attending the May meeting, all Commissioner's present stated they were able to attend.
- IX. **ADJOURN**  
There being no further business, Commissioner's Boots and Noreen moved and seconded, respectively, to adjourn. The motion carried 6-0 and the Historic Preservation Commission adjourned at approximately 11:47 a.m.

RESPECTFULLY SUBMITTED,

  
Katie Hollingshead  
Recording Secretary

  
Chairperson or Acting Chairperson  
Historic Preservation Commission

Approved this 6 day of May, 2021.