

1. 10:00 A.M. HPC 1-5-2023 Regular Meeting

Documents:

[1-5-2023 HPC MEETING PACKET.PDF](#)
[1-5-2023 AGENDA.DOC.PDF](#)

AGENDA
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
10:00 am – January 5, 2023
Bell Building 2nd Floor Large Meeting Room – 215 D Street

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston’s Facebook page or the City’s website at cityoflewiston.org or <https://livestream.com/lewiston/events/7428184>.

I. CALL TO ORDER

1. Approval of Minutes, Subcommittee Special Meeting – November 28, 2022
(Action Item)
2. Approval of Minutes, Regular Meeting – December 1, 2022 *(Action Item)*
3. Approval of Minutes, Subcommittee Special Meeting – December 12, 2022
(Action Item)
4. Approval of Minutes, Special Meeting – December 15, 2022 *(Action Item)*

II. CITIZEN COMMENTS

Please email to khollingshead@cityoflewiston.org or call 208-746-1318 ext 7261 and leave your comments, which will be transcribed and read by staff during the Commission meeting.

III. NEW BUSINESS *(Please note that identifying an item as an “Action Item” does not require the Historic Preservation Commission to vote on that item)*

1. Election of Chair and Vice Chair of the Historic Preservation Commission for the Calendar Year 2023 *(Action Item)*- See related provisions of the Commission’s Bylaws

IV. OLD BUSINESS

1. Priorities Plan update and discussion *(Action Item)*
2. Plaques Project Subcommittee update and timeline of project *(Action Item)*
3. Review of Historic Preservation Website *(Action Item)*

V. COMMISSIONER COMMENTS

1. Presentation Video from Laurinda Riggs

VI. STAFF COMMENTS

1. Presentation of years of service plaque to Vikky Ross
2. Query of Commissioners to attend the next regularly scheduled meeting of February 2, 2023.

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

VII. ADJOURN (*Action Item*)

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

November 28, 2022

The HISTORIC PRESERVATION COMMISSION Plaques Project Subcommittee met in the Bell Building Upstairs Conference Room at 215 "D" Street. Subcommittee Chair Heuskinveld 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: Ged Randall; Leah Boots (at 10:08 a.m); Peggy Heuskinveld, Subcommittee Chair;

COMMISSIONERS EXCUSED: None

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

CITY COUNCIL LIAISON PRESENT: None

GUESTS: Steven Branting

II. **CITIZEN COMMENTS**

None.

III. **NEW BUSINESS**

1. **PLAQUES PROJECT DISCUSSION**

Staff Hollingshead reviewed the information provided in the packet including the existing narrative from the Walking Tour Map and the character count for each narrative, photos of existing plaques on buildings in the downtown corridor and the draft letter and mailing list of property owners. Staff Hollingshead then went over the emails that Commissioner Heuskinveld had provided before the meeting and the information from Steven Branting. Staff Hollingshead clarified that the Commission had voted to have Northwest Engraving create the plaques and not Fossil.

Commissioner Randall asked if all the buildings listed on the walking tour map are located in the Historic District and Staff Hollingshead stated yes. Commissioner

Randall stated he thought there should be a reference to the Historic District on the plaque.

Mr. Steven Branting offered that since more information has come to light since the original creation of the walking tour map, he would recommend that the dates of each building be confirmed because they might be different than what was previously believed.

The Commission discussed how much of the existing narrative they wanted to use and what information might be removed and transferred to the QR code. The Commission discussed whether or not to include the original and the existing address on the plaque.

Commissioner Boots and Subcommittee Chair Heuskinveld volunteered to review and rewrite the narratives for the 23 buildings. They will send samples to Mr. Branting to verify the information and will bring the narratives back to the subcommittee for review at the December 12, 2022 meeting.

The subcommittee directed Staff to create a timeline for each stage of the project to be completed to keep them on track. Staff will also contact Northwest Engraving about the amount of time they will need to create the 23 plaques and if there is a UV coating that can be applied to the plaques to help with sun protection. Staff will also follow up with IT about creating the QR codes and making a numbered sheet to tie each QR code to the correct building and webpage information.

IV. **COMMISSIONER COMMENTS:** None.

V. **STAFF-COMMISSION COMMUNICATIONS:**

The next meeting will be on December 12th, 2022.

VI. **ADJOURN**

There being no further business, Chair Heuskinveld asked for a motion to adjourn. Commissioners Boots and Randall moved and seconded, respectively to adjourn the meeting of the Historic Preservation Commission Plaques Project Subcommittee at approximately 10:55 a.m. Motion passed 3-0.

RESPECTFULLY SUBMITTED,

Katie Hollingshead
Recording Secretary

Chairperson or Acting Chairperson
Historic Preservation Commission

Approved this _____ day of _____, 2022.

December 1, 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 10:04 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 (zoom); Dennis Ohrtman (zoom); Ged Randall (zoom); Laurinda Riggs; Lisa Hasenoehrl (zoom); Leah Boots; Peggy Heuskinveld (at 10:10 am); Greg Follett, Vice Chair;

COMMISSIONERS EXCUSED: Ed King

STAFF MEMBERS PRESENT: Katie Hollingshead, Assistant Planner; Melinda Rose, Grant Writer; Joel Plaskon, City Planner (zoom); Aaron Butler, IT

CITY COUNCIL LIAISON PRESENT: None

GUESTS: None.

II. APPROVAL OF NOVEMBER 3, 2022 REGULAR MEETING MINUTES

Commissioners Follett and Boots moved and seconded, respectively, to approve the November 3, 2022 regular meeting minutes. The motion passed 7-0 (Commissioner Heuskinveld arrived after the vote).

III. APPROVAL OF OCTOBER 18, 2022 SPECIAL MEETING MINUTES

Commissioners Randall and Ohrtman moved and seconded, respectively, to approve the November 14, 2022 Subcommittee special meeting minutes. The motion passed 7-0 (Commissioner Heuskinveld arrived after the vote).

IV. CITIZEN COMMENTS

None.

V. NEW BUSINESS

- 1. CERTIFICATE OF APPROPRIATENESS, WEST END HISTORIC DISTRICT. AN APPLICATION FROM THE CITY OF LEWISTON TO REZONE A PORTION OF**

DOWNTOWN, FROM C-4, GENERAL COMMERCIAL TO C-5, CENTRAL COMMERCIAL: Staff Hollingshead reviewed the application, maps and staff report from the packet and went over the reasoned statement that had been generated at the Public Hearing held by the Planning & Zoning Commission. Staff Hollingshead also reviewed the code sections from both Lewiston City Code and Idaho State Statutes that talked about the Certificate of Appropriateness being required for a zone change. Staff let the Commission know that there was nothing in either of those codes, or the design guidelines that spoke specifically to the review criteria for a rezone and that after speaking to the City Attorney, Kayla Hermann, the advice she would offer is that the Commission look at the purpose and intent of each of the zones and determine which is more appropriate and aligns better with the purposes and intents of the West End Historic District and the Central Business District.

Commissioner Randall said that the C4 zone allows for a homeless shelter and a bridge housing shelter with a Conditional Use Permit and the C5 does not allow for either. Commissioner Randall voiced that he would like to deny the application and send it back to the Planning & Zoning Commission for them to add those uses to the Conditional Uses in the C5 zone if they wanted this portion of the downtown to be rezoned to C5.

Commissioner Boots disagreed and stated that adding uses to zones is not the responsibility of the Historic Preservation Commission and that she felt the Commission should not be trying to do the Planning & Zoning Commissions work.

Commissioner Riggs asked if the Commission was actually considering a homeless shelter or a bridge housing shelter in the Historic District. Staff answered no.

Commissioner Ohrtman stated that the Commission has encouraged this move to the C5 zone for quite some time because the intents and purpose of the C5 zone align better with the goals and objectives of the West End Historic District. Commissioner Ohrtman motioned to approve the rezone. Commissioner Follett provided the second. City Planner, Joel Plaskon reminded the Commission that their charge was to decide if the proposal was deserving of a Certificate of Appropriateness and encouraged the Commissioners to again look at the purpose of the C5 zone.

Commissioner Ohrtman amended his motion to approve the Certificate of Appropriateness for the rezone from C4 to C5. Commissioner Follett provided the second. Motion passed 6-2, with Commissioners Randall and Riggs voting against.

VI. OLD BUSINESS

1. PRIORITIES PLAN UPDATE

Staff Hollingshead reviewed the items that the Commission had discussed at the November meeting and had updated the Priorities Plan. Staff Hollingshead also went

over some thoughts regarding some of the items and actions that might be possible, including existing resources that could be linked from the current HPC webpage to external sources. The Commission discussed the Building Partnerships section and Commissioner Ohrtman asked that the Realtor Association be added there. Commissioner Riggs asked that the Tribe be added also. Commissioner Ohrtman stated that he thought the Commission had already come up with a list of historically significant properties and Chair Ross stated that when the Design Guidelines were developed that the consultant had identified historically significant properties within the Historic District and that the Commission could use that as a starting point. Staff Hollingshead will track down that list from that project. Commissioner Riggs asked that website updates be added to the Recognition of Historic Preservation since that is where the other annual items are listed.

The Commission discussed different ideas for outreach events that might be possible with Commissioner Heuskinveld saying that she envisioned an event like Beautiful Downtown Lewiston's Art Walk, where property owners could provide information about their buildings and it would encourage people to visit the businesses, a location could be established for local historians to give talks. Chair Ross mentioned that Art Walk has opened the last two years with a presentation from the Tribe giving the history of the Nez Perce in this area. Commissioner Boots mentioned that the Nez Perce County Historical Society is connected to a speakers bureau and maybe the Historic Preservation Commission could also access that resource.

Chair Ross asked about events for commercial property owners and could that be like a recorded conversation that could be on the HPC webpage for people to access. Staff Hollingshead asked if she was thinking like a work session where the meeting was recorded and livestreamed? Chair Ross stated she wasn't sure, maybe an interview format with property owners who have previously gone through the Certificate of Appropriateness process.

Commissioner Ohrtman stated that when tourists come to the Museum they frequently ask if people who live in Lewiston know what treasures they have in the buildings that exist. Commissioner Ohrtman suggested that the Commission consider making a video presentation, maybe 5 to 10 minutes and have this be part of the education provided to City Council. Commissioner Riggs agreed that would be a great thing to have. Commissioner Heuskinveld said that a video like that could be incorporated into the outreach for the plaques project. Chair Ross agreed that the plaques project needed to really be celebrated and media needed to be made aware. The Commission directed staff to make the suggested edits to the Priorities Plan and to add another review to the January agenda.

2. PLAQUES PROJECT SUB-COMMITTEE:

Subcommittee Chair Heuskinveld let the Commission know that the subcommittee had met twice and was working on the narrative for the plaques themselves, letters are going out to the property owners and staff is creating a timeline to keep the subcommittee on track. Next subcommittee meeting is December 12, 2022 at 10 am and all are welcome.

VII. COMMISSIONER COMMENTS:

Commissioner Riggs said that Forest Delka was putting together a great presentation and she would try to get a copy of it to show the Commission at the January meeting.

VIII. STAFF-COMMISSION COMMUNICATIONS: Staff queried the Commission for attendance at the January 5, 2023 meeting and all Commissioners stated they planned to attend. Staff reminded the Commission that Chair and Vice Chair are elected in January and to be thinking about that. Staff asked the Commission to spread the word that there would be an open Commission seat come January and to encourage people to apply.

IX. ADJOURN

There being no further business, Chair Ross asked for a motion to adjourn. Commissioners Ohrtman and Randall moved and seconded, respectively to adjourn the meeting of the Historic Preservation Commission at approximately 11:18 a.m. Motion passed 8-0.

RESPECTFULLY SUBMITTED,

Katie Hollingshead
Recording Secretary

Chairperson or Acting Chairperson
Historic Preservation Commission

Approved this _____ day of _____, 2022.

December 12, 2022

The HISTORIC PRESERVATION COMMISSION Plaques Project Subcommittee met in the Bell Building Upstairs Conference Room at 215 "D" Street. Subcommittee member Boots 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: Ged Randall; Leah Boots;

COMMISSIONERS EXCUSED: Peggy Heuskinveld, Subcommittee Chair;

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

CITY COUNCIL LIAISON PRESENT: None

GUESTS: None

II. CITIZEN COMMENTS

Staff Hollingshead stated that one building owner had responded to the letter that she had sent out following the November 28, 2022 meeting.

III. NEW BUSINESS

1. PLAQUES PROJECT DISCUSSION

Commissioner Boots reviewed the information for five (5) of the plaques that she had completed and the side bars of information that could be accessed by the QR code. Staff Hollingshead stated that she would like the subcommittee to review the proposed plaque narratives against those narratives on the existing plaques. The new plaques provide the opportunity not only for the QR code to link to photos and other items of interest but to provide additional information than that already presented on plaques. Commissioner Boots asked that Staff Hollingshead email the photos of the existing plaques again so that her and Commissioner Heuskinveld can do the comparison as they are working on their narratives.

Commission Randall asked if there was an opportunity to provide links within the QR codes to the Nez Perce County Historical Society site and photos or information

that they might have. Commissioner Boots stated that the Historical Society site did not have a digital library and that there were just narratives of the creation of the different towns within the County.

Staff Hollingshead reviewed the timeline of deadlines that the Subcommittee had asked her to put together and asked the subcommittee if they felt the deadlines were reasonable and achievable. The Subcommittee agreed that they thought they could meet the goals set forth on the timeline. Commission Randall asked for additional checkpoints to be added to make sure deadlines were being met and giving the ability to add subcommittee meetings if deadlines were not being met. Staff Hollingshead stated she would type up the timeline of deadlines and email to the full Commission.

Staff Hollingshead reviewed the list of building owners and will follow up the letter with an email to those owners she has contact information for. Staff Hollingshead stated that she thought the full Historic Preservation Commission should be involved with the outreach to building owners.

IV. COMMISSIONER COMMENTS: None.

V. STAFF-COMMISSION COMMUNICATIONS:

The next meeting will be on January 9th, 2023.

VI. ADJOURN

There being no further business, Subcommittee member Boots asked for a motion to adjourn. Commissioners Randall and Boots moved and seconded, respectively to adjourn the meeting of the Historic Preservation Commission Plaques Project Subcommittee at approximately 10:26 a.m. Motion passed 2-0.

RESPECTFULLY SUBMITTED,

Katie Hollingshead
Recording Secretary

Chairperson or Acting Chairperson
Historic Preservation Commission

Approved this _____ day of _____, 2023.

December 15, 2022

The HISTORIC PRESERVATION COMMISSION met in the Bell Building Upstairs Conference Room at 215 "D" Street. Vice Chair Follett called the meeting to order at 10:05 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; Ged Randall (zoom); Laurinda Riggs (@ 10:16 a.m.); Lisa Hasenoehrl (zoom); Greg Follett, Vice Chair; Ed King

COMMISSIONERS EXCUSED: Vikky Ross, Chair; Leah Boots; Peggy Heuskinveld

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

CITY COUNCIL LIAISON PRESENT: None

GUESTS: None.

II. MOTION TO APPROVE AMENDED AGENDA

Commissioner's Hasenoehrl and King motioned and seconded, respectively, to approve the amended agenda. Motion passed 5-0 (Commissioner Riggs arrived after the vote).

III. NEW BUSINESS

- 1. CERTIFICATE OF APPROPRIATENESS, WEST END HISTORIC DISTRICT. A PROPOSAL BY THE NEZ PERCE COUNTY HISTORICAL SOCIETY & MUSEUM FOR PARKING LOT AND LANDSCAPE IMPROVEMENTS IN THE PARKING LOT ON THE EAST SIDE OF THE MUSEUM CAMPUS, AT THE NORTHWEST CORNER OF THE INTERSECTION OF CAPITAL AND 4TH STREETS, PER LEWISTON CITY CODE 19.5-11 (ACTION ITEM):** Commissioner Ohrtman disclosed that he is on the Board at the Historical Society but has no financial gain from the application.

Staff Hollingshead reviewed the application and site plans that had been submitted. Vice Chair Follett walked the Commission through each section of the Design Guidelines review sheet. The Commission found that the project complies with sections L-5, L-6, L-10 and L-13 of the Design Guidelines and that all other sections

were not applicable to the project. Commissioners King and Riggs moved and seconded, respectively, to approve the Certificate of Appropriateness. Motion passed 6-0.

2. **LETTER OF SUPPORT FOR CARNEGIE LIBRARY GRANT APPLICATION TO SAVE AMERCIA'S TREASURES GRANT FOR RESTORATION OF THE CARNEGIE LIBRARY EXTERIOR:**

Staff Hollingshead reviewed with the Commission that she had mentioned at the regular meeting on December 1 that the facilities manager and the grant manager were working on a grant application and that they had requested a letter of support from the HPC. Staff Hollingshead read to the Commission the two paragraphs she had put together for the letter and asked for further suggestions to complete. The Commission discussed adding information about the location of the Carnegie in Pioneer Park and the importance of that. Staff will complete the letter and return it to the grant writer for inclusion with the grant application.

IV. **COMMISSIONER COMMENTS:**

Commissioner Ohrtman let the Commission know that a roof replacement project at the Nez Perce County Historical Society had been completed using grant funding.

Commissioner Randall stated that he noticed that the parking lot that had just been approved for Certificate of Appropriateness did not include an ADA accessible space. Staff Hollingshead did clarify that an ADA space was not required in this new parking area because it was considered overflow parking and there were the required ADA spaces already in place next to the Museum which had the required ADA accessible route. Commissioner Randall stated that he understood that additional ADA spaces were not required but he thought they could still ask for them.

V. **STAFF-COMMISSION COMMUNICATIONS:**

Staff Hollingshead let the Commission know the Council Liaison Schroeder had emailed her that morning and had asked for the Commission to be polled to see if any Commissioner's would be interested in volunteering their time to assistance Council Liaison Schroeder with a National Registry nomination. Staff Hollingshead stated she would email out the request following the meeting and any interested Commissioners could respond directly to Mrs. Schroeder.

VI. **ADJOURN**

There being no further business, Vice Chair Follett asked for a motion to adjourn. Commissioners Ohrtman and Randall moved and seconded, respectively to adjourn the

meeting of the Historic Preservation Commission at approximately 10:42 a.m. Motion passed 6-0.

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.

2023

Historic Preservation Commission Meeting Yearly Calendar

HPC Meeting
 Holidays Off
 Subcommittee Special Meeting

January						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
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February						
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May						
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June						
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July						
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October						
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November						
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December						
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31						

FY2023 HPC Priorities Plan

Current Projects:

- Recognition of Historic Places and Buildings – Plaques Project

Commission Priorities

1. EDUCATION

a. General

1a. Provide a tool for incoming city council members to gain a strong understanding of the role historical preservation has in City of Lewiston properties. (Actionable: Provide a brief presentation or packet of information to city council members, especially incoming or new council members, detailing the code requirements, process, and importance of being a spokesperson for historical preservation in the City of Lewiston. Create a presentation video.)

2a. Encourage people to attend and bring up questions during public comment at HPC meetings. If items mentioned during public comment merit HPC discussion, consider them during “Commissioner Comments” in the meeting’s agenda and potentially include them as a future agenda item.

3a. Ask City Council to declare May as “Historic Preservation Month” which is a nationwide effort.

4a. Look for ways to enlarge the audience for historical preservation ideas to affect the community in a positive manner.

5a. Develop a list of frequently asked questions and post on the HPC webpage. Comment section for public to ask questions.

6a. Develop a reference library for exterior improvements

7a. Add a link to the Building Official and Fire Marshall for building and fire code requirements.

8a. Add information about financial incentives available. Add a link to tax incentive information.

9a. List Historical Registry Properties on website. List Historically significant properties.

10a. HPC sponsor speakers on interesting subjects related to Historical preservation or the History of the area.

b. Realtors

1b. Provide more educational opportunities for real estate professionals, prospective buyers, etc to understand the importance of protecting historical properties in the City of Lewiston. (Actionable: Provide/distribute a flier explain the importance and requirements of historical preservation at open houses, especially ones that are located in the Normal Hill Heritage Overlay zone or West End Historic District.)

2b. Plan a seminar on the Certificate of Appropriateness process and invite those people who have gone through the process to attend and provide their feedback.

c. Commercial Building Owners in West End Historic District

C1. Plan events for building and business owners to share what Historic Preservation Commission actions are “real” or “perceived” with discussion of specific areas where the Commission input does not impede either construction or remodeling.

- C2. Add information to the city website regarding commercial buildings in the West End Historic District and remodeling/construction/certificate of appropriateness rules.
- C3. Incentivize reusing historic buildings by offering monetary incentives. Reduce costs the city has control over such as reduction in permit fees and city utility hook-up fees.
- C4. Gather information about federal tax incentives for historic properties to distribute to property owners to make them aware of already existing programs to help defray cost of rehab/preservation efforts.
- d. Residential Building Owners in the Normal Hill Heritage Overlay Zone
 - D1. Consider a city grant program to help Normal Hill Overlay homeowners with exterior preservation costs. Work with Grant Manager to develop criteria and thresholds, determine where funding would come from. Grant program would need City Council approval.

2. ONGOING HISTORIC PRIORITIES

- a. Orchid Awards
 - i. Signage
- b. Plaques
 - i. Policy
 - ii. Purchase
- c. The City of Lewiston should work with Code Enforcement and the HPC to incentivize positive behaviors through recognition of praiseworthy efforts to beautify Lewiston and make the community more livable.
- d. Review HPC website annually to make updates

3. IDENTIFICATION OF HISTORIC PLACES AND BUILDINGS

- a. Nominations to the National Register
 - A1. Engage building and business owners in the historic districts or in areas of future historic designation in a dialog to reveal benefits and obligations of current codes, remodeling guidelines, and possible decisions by governmental agencies that could impact them.

4. RESTORATION POSSIBILITES

- a. Capital Projects for City owned properties
 - i. Carnegie building
 - ii. Towers
- b. Restoration project of steps and pathways between Historic Downtown and Normal Hill

5. EDUCATION FOR COMMISSION AND STAFF

- a. Commission involvement in National/State Conferences
- b. Reports to City Council – January/February and September/October
- c. New Commissioner Orientation
 - i. Make readily available the folder, “Enriching the Future with Lewiston’s History”
 - ii. Host family education events throughout the year.

6. BUILDING PARTNERSHIPS

Build relationships with organizations to advance Historical Preservation

- i. BDL
- ii. Nez Perce County Historical Society and Museum
- iii. LCSC
- iv. Liberty Theater
- v. Realtor Association

vi. Nez Perce Tribe

7. SIDEWALK VAULTS

- a. Education
 - A1. Pull owners of buildings with vaults together to hear their concerns and hopes for vault usage, upkeep or demolition.
- b. Progress Completion of Inventory
- c. Collection on the Historic Significance on vaults
- d. Educate/Document Historical Usage
- e. Preservation and Education Efforts

Meeting Date:

January 5, 2023

January 9, 2023

January 23, 2023

February 2, 2023

February 3, 2023

February 13, 2023

February 27, 2023

March 2, 2023

March 3, 2023

March 13, 2023

March 27, 2023

April 6, 2023

April 7, 2023

April 10, 2023

April ??, 2023

April ??, 2023

April 24, 2023

May 4, 2023

Task Completion:

HPC Regular Meeting. Full Commission work on outreach.

Subcommittee complete draft plaques language

Subcommittee complete final plaques language

HPC Regular Meeting. Review & Approve plaques language

Order Plaques

Subcommittee complete 5 QR codes narrative

Subcommittee complete 5 QR codes narrative (10 complete)

HPC review & approve 10 QR codes narratives

Add narratives to webpages

Subcommittee complete 5 QR codes narratives (15 complete)

Subcommittee complete 5 QR codes narratives (20 complete)

HPC review & approve 10 QR code narratives (20 total)

Add narratives to webpages

Subcommittee complete 3 QR codes narrative (23 complete)

Special HPC meeting to review 3 remaining QR codes narrative?

Add narratives to webpages

Schedule install of plaques on buildings

HPC "unveiling" of plaques at regular meeting

AGENDA
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING

10:00 am – January 5, 2023

Bell Building 2nd Floor Large Meeting Room – 215 D Street

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston’s Facebook page or the City’s website at cityoflewiston.org or <https://livestream.com/lewiston/events/7428184>.

I. CALL TO ORDER

1. Approval of Minutes, Subcommittee Special Meeting – November 28, 2022 (*Action Item*)
2. Approval of Minutes, Regular Meeting – December 1, 2022 (*Action Item*)
3. Approval of Minutes, Subcommittee Special Meeting – December 12, 2022 (*Action Item*)
4. Approval of Minutes, Special Meeting – December 15, 2022 (*Action Item*)

II. CITIZEN COMMENTS

Please email to khollingshead@cityoflewiston.org or call 208-746-1318 ext 7261 and leave your comments, which will be transcribed and read by staff during the Commission meeting.

III. NEW BUSINESS (*Please note that identifying an item as an “Action Item” does not require the Historic Preservation Commission to vote on that item*)

1. Election of Chair and Vice Chair of the Historic Preservation Commission for the Calendar Year 2023 (*Action Item*)- See related provisions of the Commission’s Bylaws

IV. OLD BUSINESS

1. Priorities Plan update and discussion (*Action Item*)
2. Plaques Project Subcommittee update and timeline of project (*Action Item*)
3. Review of Historic Preservation Website (*Action Item*)

V. COMMISSIONER COMMENTS

1. Presentation Video from Laurinda Riggs

VI. STAFF COMMENTS

1. Presentation of years of service plaque to Vikky Ross
2. Query of Commissioners to attend the next regularly scheduled meeting of February 2, 2023.

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

VII. ADJOURN (*Action Item*)

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