



# Planning & Development Services

PLANNING SERVICES NEIGHBORHOOD & COMMUNITY SERVICES

911 NORTH 7<sup>TH</sup> AVENUE | P.O. Box 4169

POCATELLO, IDAHO 83205-4169

208.234.6184

WEB <https://www.pocatello.us>

## HISTORIC PRESERVATION COMMISSION (HPC) AGENDA

Wednesday, July 15, 2020, 6:00 p.m.

911 N. Seventh Avenue, City Council Chambers

**In-person attendance is allowed, but due to COVID-19 guidelines, strict social distancing measures are in place. Attendance is limited.**

City Hall is accessible to persons with disabilities. Program access accommodations may be provided with three (3) days' advance notice by contacting Skyler Beebe at [sbeebe@pocatello.us](mailto:sbeebe@pocatello.us); 208.234.6248 or 5815 South 5th Avenue, Pocatello, ID.

The Historic Preservation Commission is a citizen advisory group to the City Council. They are authorized to conduct a survey of local historic properties, recommend methods and procedures to preserve, restore, maintain, and operate historic properties under the ownership or control of the City; recommend the lease, sale other transfer or disposition of historic properties; participate in the conduct of land use, urban renewal and other planning processes undertaken by governmental agencies; recommend ordinances and provide information for the purposes of historic preservation; promote and conduct an educational program on historic preservation; and review and act upon applications for permits for building alteration, new construction, or demolition within designated historic districts. The Commission also plays a vital role in the City's downtown revitalization efforts. All meetings of the HPC are recorded for record retention and transcription. The following is the official agenda of the Historic Preservation Commission. Discussion and Commission action will be limited to those items on the agenda.

### AGENDA ITEM 1: ROLL CALL

### AGENDA ITEM 2: APPROVAL OF MINUTES

The Commission may wish to approve the minutes from the regular meeting on June 3, 2020 and work session on June 17, 2020. **(ACTION ITEM)**

### **\*\*WORK SESSION\*\***

The Commission will have a work session to discuss fundraising ideas & events:

- Discuss fundraising ideas **(ACTION ITEM)**
  - o Grants
  - o Capital Campaign
  - o Partnering with a 501c3
  - o Additional fundraising ideas and updates
  
- Discuss details for the Before All Hallows Eve Scavenger Hunt event on October 17<sup>th</sup> **(ACTION ITEM)**
  - o Update on coordination since last meeting
  - o Next steps and further coordination



HISTORIC PRESERVATION COMMISSION  
Minutes for June 3, 2020 at 6:00 p.m.  
City Council Chambers, Municipal Building  
911 N. 7<sup>th</sup> Avenue, Pocatello, ID

AGENDA # 2

The meeting began at 6:01 P.M.

**AGENDA ITEM #1: ROLL CALL AND DISCLOSURE OF CONFLICT OF INTEREST AND EX-PARTE CONTACT**

Disclose who was talked to, the basic substance of the conversation, and whether the conversation had any influence. Disclose if there is anything personally or professionally that would not allow an impartial or unbiased decision. Disclose if a site visit was done, location(s) of the visit, and what was seen.

**PRESENT:** Jacquee Alvord, Donald Elston, Nick Nielson, Kelsey Stenersen, William Strength, and Meagan Sully.

**UNEXCUSED:** Latecia Herzog

**STAFF:** Jim Anglesey and Aceline McCulla.

None of the Commission members had anything to report.

**AGENDA ITEM #2: APPROVAL OF MINUTES**

The Commission may wish to approve the minutes from the regular meeting on May 6, 2020.

It was **MSC (D. Elston, J. Alvord)** to approve the minutes as written from the regular meeting on May 6, 2020. Unanimous.

**AGENDA ITEM 3: CERTIFIED LOCAL GOVERNMENT (CLG) GRANTS REALLOCATION**

The Commission may wish to discuss the reallocation of CLG FY2020 grants received for the 2020 Idaho Heritage Conference (\$5,000) and the 2020 NAPC FORUM (\$2,000).

**Jim Anglesey**, Assistant Planner with the City of Pocatello, stated the SHPO office contacted Anglesey about shifting the funds to another SHPO project, since the 2020 Idaho Heritage Conference (IHC) was cancelled due to COVID-19. The HPC may apply for the funds for next year's conference. SHPO suggested reallocating the total SHPO award of \$7,000.00 to the Bonneville Neighborhood project phase 2 and or a portion of the award for HPC members to participate in the NAPC Forum online in September 2020.

**Nielson** asked if the HPC could reserve \$500 for members that wants to attend the September 15-17 conference online, and any unused money be transferred to the Bonneville Neighborhood project phase 2. **Anglesey** stated he would confirm if the \$500 training funds are not fully used, that the HPC could shift the balance to another project.

It was **MSC (W. Strength, M. Sully)** to reserve \$6,500.00 for the Bonneville Neighborhood project phase 2 and \$500.00 for the IHC online in September 2020, and any remaining balance would be moved into the Bonneville Neighborhood Phase 2 project. Unanimous.

**AGENDA ITEM 4: 2021 COMMUNITY ENHANCEMENT GRANT**

The Commission may wish to discuss the possibility of submitting an application for the 2021 Community Enhancement Grant through the Idaho State Historical Society.

**Jim Anglesey**, Assistant Planner with the City of Pocatello stated this has a July 17, 2020 deadline with a maximum of \$2,500.00 award.

Discussion ensued between the Commission. The idea to use the funds to turn historic Pocatello pictures into canvas photos or photo sets and then get donations for the canvas photos as a fundraising tool for current preservation projects.

It was **MSC (D. Elston, W. Strength)** to get Council's permission to apply for a \$2,500.00 grant. Unanimous.

#### **AGENDA ITEM 5: GHOST SIGN RESTORATION**

The Commission may wish to discuss the possibility of a ghost sign restoration project.

**Jim Anglesey**, Assistant Planner with the City of Pocatello, stated Michelle Druce wrote a letter to the Mayor asking if the City was interested in restoring ghost signs. **Nielson** asked Anglesey for more information on specific signs, the locations of the signs, how to get permission from property owners, and who would be responsible to pay for the restoration of ghost signs. **Stenersen** stated the building owner would be responsible to repaint and allow the ghost sign, and it would need to be determined if the building's brick and mortar are stable to handle the paint restoration, and what the cost would be for each sign.

It was **MSC (K. Stenersen, W. Strength)** that the HPC is interested in ghost signs, and asks that staff write Michelle Druce asking for further research and information. Unanimous.

#### **AGENDA ITEM 6: FUNDRAISING**

The Commission may wish to discuss the possibility of holding a work session for fundraising during the June 17, 2020 meeting.

**Nielson** stated that a work session would be held during the June 17 meeting.

#### **AGENDA ITEM 7: STONES TO STORIES**

The Commission may wish to discuss and begin planning for the Stones to Stories event.

Discussion ensued between Commission members.

It was **MSC (W. Strength, D. Elston)** to postpone Stones to Stories until to 2021.

#### **AGENDA ITEM 8: BEFORE ALL HALLOWS EVE AT BRADY CHAPEL**

The Commission may wish to discuss and begin planning for the scavenger hunt event.

William volunteered to Chair the Scavenger Hunt.

It was **MSC (W. Strength, D. Elston)** to move forward with the scavenger hunt for October 2020.

With no other business, it was **MSC (M. Sully, W. Strength)** to adjourn the meeting at 7:15 P.M.

Submitted by: \_\_\_\_\_ Approved on: \_\_\_\_\_  
Aceline McCulla, Secretary

HISTORIC PRESERVATION COMMISSION

Minutes for June 17, 2020 at 6:00 p.m.

City Council Chambers, Municipal Building

911 N. 7<sup>th</sup> Avenue, Pocatello, ID

AGENDA #

2

The meeting began at 6:00 P.M.

**AGENDA ITEM #1: ROLL CALL**

**PRESENT:** Jacquee Alvord, Donald Elston, Latecia Herzog, Nick Nielson, Kelsey Stenersen, William Strength, and Meagan Sully.

**STAFF:** Jim Anglesey and Aceline McCulla.

**WORK SESSION**

The Commission discussed the following fundraising ideas and events.

**1. Fundraising Idea Discussion**

**Elston** recapped the past five years of fundraising efforts and the need for further fundraising. The Brady Chapel restoration is the focus.

Elston wants to develop a message to distribute to a major donor list. Identify major donors to contact and keep track of list. **Alvord** stated she spoke with Jim Johnston, a member on the State Historic Preservation Organization board has a 501c3 partner they use for fundraisers.

Getting larger donors requires recognition for a sizable donation of \$500.00 or more. It was discussed a year or more ago, that one option for the Brady Chapel might include a placard. Alvord also mentioned a wine and cheese event for larger donors to obtain larger donations and get donated wine and cheese for the event.

**Neilson** recommended reaching out to two or three different fundraising organizations, with the possibility of finding a 501c3 partner, to come talk with the Commission and identify ideas that would work for the HPC restoration projects.

**Herzog** mentioned Brady was connected with Idaho Power, but the organization must have a 501c3 status. Herzog mentioned the Bradys in Idaho Falls turned the Brady Chapel over to the City in 1958 or 1959 because of the cost to repair and maintain the Chapel, someone may approach the Bradys to see if they would donate to help restore the chapel.

**Alvord** mentioned that a good resource to contact is the IFFT Foundation, Lisa Bearg at [lisa@idahocf.org](mailto:lisa@idahocf.org) or call 208.342.3535 for wording on how to design materials that draw out donors who donate over \$1,000.00 or more towards our projects. The Kasiska Family Foundation is another organization to call at 208.232.8380. Alvord will contact Jim Johnston to come talk with the commission on July 15. The Commission will begin with the regular meeting and then go into a work session to discuss fundraising.

**Stenersen** mentioned that a 501c3 needs to be established to attract large donors. **Strength** asked if the HPC could coordinate with the nonprofit to raise funds for the Brady Chapel. **Anglesey** reminded the Commission that HPC members are not allowed to be on the board, make decisions, or direct the nonprofit organization in any manner.

**2. Discuss Before All Hallows Eve Scavenger Hunt in October**

**Strength** mentioned that October 17 was the day that none of the high schools or the university have sporting events past 1:30 PM. Hours of operation were also discussed.

**McCulla** reminded the HPC that Steve Porter of Taste Treet offered to bring his food truck to the cemetery and give a portion of the food sales to the Brady Chapel restoration project as a donation.

McCulla will schedule a meeting with Anglesey, cemetery staff, McCulla, Porter, and Strength, to organize the event.

The finalized scavenger hunt date will be October 17 from 3 to 7 PM with the food truck.

**3. Discuss Veteran's Day Brady Chapel Open House**

**Alvord** is working on a project outside the HPC to get grave markers for more Veteran graves and a map with the Veteran gravesite locations.

The open house will be from 11 AM to 4 PM, shifts would be determined later this year.

**4. Discuss selecting a date and chair for Stones to Stories event in 2021**

Move this item to the January 20, 2021 agenda.

**Alvord** mentioned the dates for the 2021 Idaho Heritage Trust Conference are September 20-23. Day one will be a half day followed by three full days.

With no other business, it was **MSC (K. Stenersen, J. Alvord)** to adjourn the meeting at 6:59 P.M.

Submitted by: \_\_\_\_\_ Approved on: \_\_\_\_\_  
Aceline McCulla, Secretary