



## HISTORIC PRESERVATION COMMISSION (HPC) AGENDA

Wednesday, August 18, 2021, 6:00 p.m.  
911 N. Seventh Avenue, City Council Chambers

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

### **MASKS/FACE COVERINGS ARE REQUIRED.**

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 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.

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

The Commission may wish to approve the meeting minutes from August 4, 2021. **(ACTION ITEM)**

#### **AGENDA ITEM 3: DOWNTOWN HISTORIC DISTRICT STANDARDS OUTREACH**

The Commission may wish to discuss and set a plan of action on how to effectively notify and educate tenants, businesses and property owners on the established standards of the Downtown Historic District. **(ACTION ITEM)**

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

#### **THE BRADY CHAPEL CENTENNIAL CAMPAIGN PLAN**

The Commission may wish to discuss and coordinate plans for funding & events.

- Discussion on grants and funding
- Event Planning for the summer gala



HISTORIC PRESERVATION COMMISSION  
Minutes for August 4, 2021 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 6:04 PM.

**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, Ruta Casabianca, Donald Elston, Elizabeth Fore, Josh Pohlman, and Marty Vizcarra.

**STAFF:** Jim Anglesey, Councilwoman Leeuwrik

None of the members had any conflicts of interest.

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

The Commission may wish to approve the meeting minutes from July 21, 2021 and the special meeting from July 27, 2021.

It was moved by **D. Elston** and seconded by **J. Alvord** to approve the meeting minutes, as written, from July 21, 2021 and the special meeting from July 27, 2021. Those in favor: Alvord, Casabianca, Elston, Fore, Pohlman, and Vizcarra. Unanimous. Motion carried.

**AGENDA ITEM #3: CERTIFICATE OF APPROPRIATENESS**

Mecinna Price of the Valentine Ballroom, has submitted an application for a certificate of appropriateness for signage and door displays at 100 S. Arthur Avenue, the Valentine building.

**Price** discussed the installation of the vinyl window signage and door displays that was completed prior to HPC approval.

The commission ensued in discussion. The commission expressed concerns regarding the door displays.

**Jim Anglesey**, City of Pocatello staff liaison, stated that staff finds that the application for a certificate of appropriateness is compliant with Pocatello Municipal Code Section 17.04.210.

The Commission, after discussion, determined that the door display should be considered a sign and that the issuance of a Certificate of Appropriateness would not meet review standards for a sign.

It was moved by **D. Elston** and seconded by **E. Fore** to approve the window signage as presented.

Those in favor: Alvord, Casabianca, Elston, Fore, Pohlman, and Vizcarra. Unanimous. Motion carried.

Discussion continued regarding the door signage.

It was moved by **J. Alvord** and seconded by **J. Pohlman** to deny the door signage as presented.

Those in favor: Alvord, Casabianca, Elston, Fore, Pohlman, and Vizcarra. Unanimous. Motion carried.

Elston expressed that the Commission needs to set an agenda item at the next meeting to discuss actions to reach out and educate the property and business owners and tenants within the Downtown Historic District of the expected standards and expectations for the historic district.

The commission ensued in discussion and agreed that education and action needs to happen to prevent issues of misinformation and misunderstanding of the standards of the District.

#### **AGENDA ITEM 4: IDAHO HERITAGE CONFERENCE**

The Commission will hear an update regarding the Idaho Heritage Conference.

Alvord provided an update on the Idaho Heritage Conference and promotion of the event locally. Alvord encouraged all members to promote the conference and its importance within their circles.

#### **AGENDA ITEM 5: BRADY CHAPEL CENTENNIAL CAMPAIGN**

The Commission may wish to discuss and coordinate plans for funding & events.

- Event Planning:
  - Art Walk: August 6, 2021 - Update and action for planning this event.  
Location: Myers Anderson Architects  
Hours: 5-8 PM  
Table for: Downtown Business Assistance and  
Table for: Brady Chapel Restoration Campaign

Volunteers from the Commission:

Ruta Casabianca – 5-8 PM

Elizabeth Fore – 4:45-8:30 PM

Marty Vizcarra – 4:45-8:30 PM

Jacquee Alvord – 4:30-8 PM

**Vizcarra** will continue to attempt to contact Stephanie Palagi of Historic Downtown Pocatello regarding permits for the Art Walk event and other necessary processes required.

- Summer Gala: August 26, 2021, 5-7pm

**Elston** discussed details regarding reserving restroom facilities for the Gala. **Vizcarra** agreed to mail the remainder of invitations. Vizcarra also asked to set a work session after the regular meeting on August 18<sup>th</sup> to finalize coordination plans for the Gala.

With no other business, it was moved by **J. Alvord** and seconded by **R. Casabianca** to adjourn the meeting at 7:50 P.M. Those in favor: Alvord, Casabianca, Elston, Fore, Pohlman, and Vizcarra. Unanimous. Motion carried.

Submitted by: \_\_\_\_\_ Approved on: \_\_\_\_\_  
Jim Anglesey, Liaison