



# 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, September 3, 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. 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 or 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 minutes from the August 19, 2020 meeting. **(ACTION ITEM)**

#### **AGENDA ITEM 3: BONNEVILLE NEIGHBORHOOD RECONNAISSANCE SURVEY**

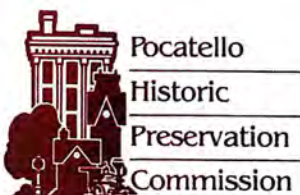
The Commission will hear an update on the Bonneville Neighborhood Reconnaissance Survey and may wish to discuss any items regarding the project. **(ACTION ITEM)**

#### **AGENDA ITEM 4: BRADY CHAPEL CAPITAL CAMPAIGN PLAN**

The Commission will hear an update on the Brady Chapel Capital Campaign Plan and may wish to discuss any items regarding the plan. **(ACTION ITEM)**

#### **AGENDA ITEM 5: BEFORE ALL HALLOWS EVE AT BRADY CHAPEL**

The Commission will hear an update on plans for the scavenger hunt event and may wish to discuss any items regarding the event. **(ACTION ITEM)**



The meeting began at 6:07 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, Latecia Herzog, Nick Nielson, and Marty Vizcarra.

**EXCUSED:** Kelsey Stenersen and William Strength.

**STAFF:** Jim Anglesey, Councilwoman Leeuwrik, and Aceline McCulla.

**Herzog** asked to be recused for Agenda Item #3, as she would be representing Dane Simmons Jr. **Vizcarra** noted he works for the company that is representing Agenda #3, but has not had contact with Herzog or the client, and it would not affect his decision. None of the other 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 August 5, 2020.

It was (MSC) (J. Alvord, M. Vizcarra) to approve the minutes as written from the regular meeting on August 5, 2020.

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

Dane Simmons Jr., represented by Latecia Herzog of Myers Anderson Architects, requests a Certificate of Appropriateness (COA) for exterior building alterations at 123 N. Main Street.

**Latecia Herzog** of Myers Anderson Architects is requesting a COA for the exterior building alterations at 123 N. Main Street. Removal of existing entry glass at the south half of the building façade. An original door will be used at the new entry and bulkhead area. New materials would be wood, tan granite tile, and glazing materials. The tile would match existing materials at the entry area. Herzog gave a brief history of the original building storefront. The tile would keep the wood off the sidewalk to save wear on the wood and the existing paint color is a greyish blue.

It was MSC (J. Alvord, M. Vizcarra) to approve the request by Dane Simmons Jr. at 123 N. Main Street, for removal of existing entry glass at the south half of the building façade, using the original door at the new entry and bulkhead area as presented, and authorize the Chair Nielson to sign the Certificate of Appropriateness.

**AGENDA ITEM 4: BEFORE ALL HALLOWS EVE AT BRADY CHAPEL**

The Commission will hear an update on plans for the scavenger hunt event and may wish to discuss any items regarding the event.

**Nielson** asked about the William Strength's status and if we need to have someone else lead the scavenger hunt. **Anglesey** noted Strength did not send in a request for reappointment, so a new event lead needs to be selected.

**Vizcarra** volunteered to lead the Scavenger Hunt event. **Herzog** asked to clarify the date and time of the event. Since more than half the members have a conflict with October 17, a new date of October 24 was selected for a tentative date.

**McCulla** will check with the Craig Reavis, John Banks with the Cemetery/Parks Dept., and S. Porter with the food truck on their availability to switch the hunt to October 24.

**Vizcarra** will take over the poster and get the information from Stenersen. Updates include the new date, change Friday to Saturday.

**McCulla** will send a list of previous names used in the scavenger hunt to Alvord.

**Alvord:** has three names and will get some more

**Vizcarra:** will review the list after McCulla gets info from Cemetery, and then Vizcarra will distribute to members.

Leeuwrik gave an update on the fundraising planner Ann Swanson. Swanson could come talk with the HPC to help advise on a fundraising plan. Leeuwrik will see if Swanson would be available to attend the September 2 or September 16 meeting and have Swanson contact Anglesey to set the date.

With no other business, it was **MSC (L. Herzog, J. Alvord)** to adjourn the meeting at 6:43 P.M.

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





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REQUEST FOR PROPOSALS

AGENDA # 3

**TO:** Historic Preservation Consultants  
**FROM:** City of Pocatello Historic Preservation Commission  
**DATE:** September 2, 2020  
**RE:** Reconnaissance Survey Phase I Completion & Phase II:  
Pocatello's Bonneville Neighborhood

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## Introduction:

The City of Pocatello wishes to complete Phase I as well as proceed with Phase II of the reconnaissance survey for the Bonneville Neighborhood. The purpose of this project is to survey properties within the designated study area to determine if the neighborhood qualifies for nomination as a historic neighborhood district to be listed on the National Register of Historic Places.

## Study Area:

The reconnaissance survey study area includes properties within the bounds of the following description as well as what is shown on the attached map (See Attachment A: Bonneville Neighborhood Survey):

Description: The study area includes properties located south of E. Oak Street, west of N. 15<sup>th</sup> Avenue, north of E. Center Street, and east of N. 6<sup>th</sup> Avenue.

Phase I: Included a reconnaissance survey of properties located south of E. Oak Street, west of N. 11<sup>th</sup> Avenue, north of E. Clark Street, and east of N. 7<sup>th</sup> Avenue.

## Phase I Completion & Phase II Funding:

Funding for the completion of remaining work on Phase I and all of Phase II of this project will be provided by the Certified Local Government grant funds to the amount of \$6,600, provided to the City of Pocatello by the Idaho State Historic Preservation Office (SHPO) and the National Park Service.

## Scope of Work:

The project will involve the compilation of complete reconnaissance survey forms and supporting documentation of residential properties (see Attachment B: Survey Form Example), including determination of possible boundaries for future nomination as a historic residential

district to the National Register of Historic Places.

This survey in its entirety includes approximately 72 city blocks (with approximately 870 properties) located in the Bonneville Neighborhood. Approximately 31 of these blocks (approximately 393 properties) have been partially completed in their surveying in Phase I. The required work to complete the Phase I data collection is listed below. Respondents must include in their proposal submissions the cost to complete the data collection for Phase I as well as the number of additional properties within the survey boundaries that can be surveyed for the funded amount (\$6,600). This amount must cover both the work for Phase I as well as any additional undocumented properties within the survey boundary (Phase II).

The items to be completed for the Phase I reconnaissance survey include the following:

1. Complete Subdivision Name, Block, and Tax Parcel fields;
2. Provide Const/ACT2 and ACTDATE2 information if applicable for major remodels/additions;
3. Complete the TOTAL#FEATURES and ASSOCIATED FEATURES fields;
4. Complete the WALL/FOUNDATION/ROOF/OTHER MATERIAL fields;
5. Complete both the PLAN and CONDITION fields;
6. Provide a topo map for each site form;
7. Provide additional detail in the comments section relative to integrity. If integrity is lost or compromised, indicate why (change in materials, design, etc). It isn't enough to simply say integrity has been lost and the property is noncontributing;
8. If additional field work is required, we encourage additional images beyond a photo of the front elevation and an oblique. Consider both side elevations and accessory structures, if possible.

The final product for Phase II must contain two copies of the following:

1. Survey Data Cover Sheet;
2. Inventoried Properties List;
3. Individual copies of site forms (consult with State Historic Preservation Office (SHPO) for the appropriate form);
4. Final Survey Report with recommendations on future fieldwork and potential National Register Districts and/or individual properties;
5. Maps indicating exact location of each property;
6. Two (2) clear photographs per property. One of the two (2) photographs should be an overview from far enough away that the entire site, as well as the setting, are visible. One photograph should be the front exterior wall for each building on the property. Each printed photo must include a caption/label describing the subject of the photographs, direction, date, and any Smithsonian trinomial, IHSI number or temporary site number;
7. A thumb drive or CD containing individual property data using SHPO database template. SHPO will work closely with the selected consultant for instruction on use of the database.

All work shall comply with the "Consulting with Idaho SHPO" guidance document (See Attachment C: Consulting with Idaho SHPO) and shall conform to the Idaho Historic Sites Inventory Standards and Guidelines for Documenting Historic Properties and the Secretary of the Interior's Standards for Identification and Evaluation (available from the Idaho State

Historic Preservation Office, 210 Main Street, Boise, ID 83702, Phone: 208.334.3861).

**Timeline:**

1. Successful Applicant to be notified by City of Pocatello no later than October 9, 2020.
2. Consultant Agreement to be signed and initiated no later than October 30, 2020.
3. An initial or partial draft of any publication for review and comment must be submitted to SHPO no later than January 31, 2021.
4. A sample of completed inventory forms for review and comment (5% of the total number of properties to be surveyed) must be submitted to SHPO no later than May 1, 2021.
5. A completed second draft of any publication for review and comment must be submitted to SHPO no later than May 31, 2021.
6. The final version of the publication must be submitted to SHPO no later than September 1, 2021.
7. The selected consultant will be asked to attend a Historic Preservation Commission (HPC) meeting to present the final product to the public before September 30, 2021. These public meetings are typically held at 6:00 p.m. in the Pocatello City Council Chambers on the first and third Wednesdays of each month.

**Proposal Requirements:**

The following information must be included in the consultant's proposal:

1. Project statement/description in the consultant's own words;
2. Product to be delivered, including services to be performed;
3. Scope of work delineating specific tasks to be performed;
4. Time frame in which work can be completed with the following required deadlines applied:
  - a. Successful Applicant to be notified by City of Pocatello no later than October 9, 2020.
  - b. Consultant Agreement to be signed and initiated no later than October 30, 2020.
  - c. An initial or partial draft of any publication for review and comment must be submitted to SHPO no later than January 31, 2021.
  - d. A sample of completed inventory forms for review and comment (5% of the total number of properties to be surveyed) must be submitted to SHPO no later than May 1, 2021.
  - e. A completed second draft of any publication for review and comment must be submitted to SHPO no later than May 31, 2021.
  - f. The final version of the publication must be submitted to SHPO no later than September 1, 2021.
  - g. The selected consultant will be asked to attend a Historic Preservation Commission (HPC) meeting to present the final product to the public before September 30, 2021. These public meetings are typically held at 6:00 p.m. in the Pocatello City Council Chambers on the first and third Wednesdays of each month.
5. Description of the consultant's organizational framework, production capabilities, special resources or equipment, and any other information which demonstrates that the respondent can effectively and efficiently deliver the products;
6. Resume, Portfolio including qualifications and prior experience of the consultant,

- including references; and
7. Documentation that the consultant has successfully completed reconnaissance survey forms adequate for later National Register District nomination, or adequate demonstration of capability to perform such.

**Selection Criteria:**

Designated members of the Planning & Development Services Department staff shall serve as the selection committee to evaluate submitted proposals and select the preferred consultant. Proposals will be reviewed using the following criteria:

1. Demonstrated expertise or experience in completion of residential reconnaissance surveys for the purpose of National Register district nominations, which have met the Secretary of Interior Standards.
2. Qualifications; experience of personnel directly involved in similar types of projects as well as technical training, experience, and skills of individuals working directly on the nomination.
3. Management capability; ability to meet proposed timelines for the project.
4. Number of properties for which surveys can be completed within the budget available.
5. Experience regarding submission of information to SHPO.

The City reserves the right to reject any and all proposals.

The successful applicant will be notified on or before October 9, 2020.

**Payment for Services:**

Payment in full for services will be made upon acceptance by SHPO of final products.

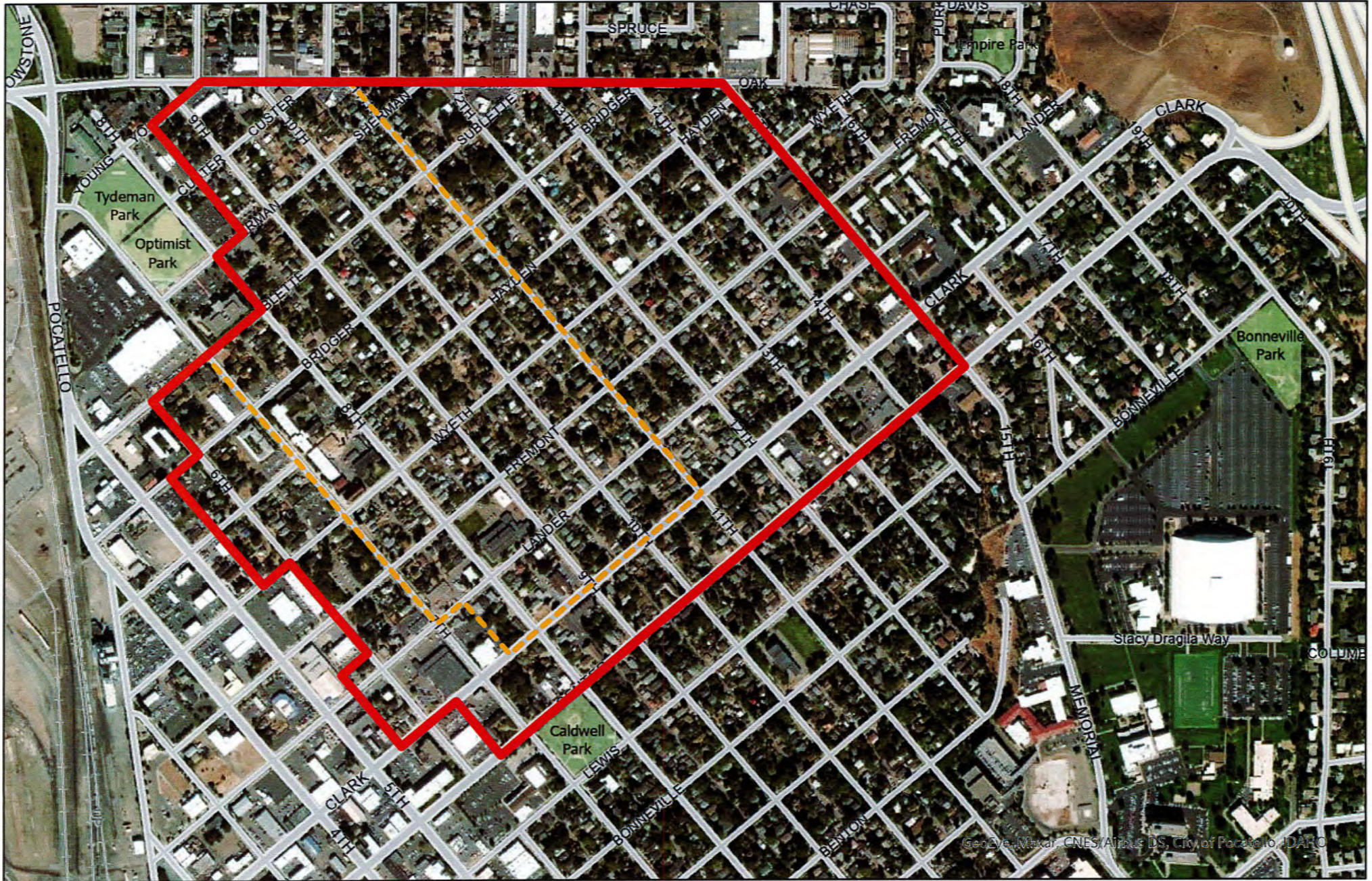
**Submittals and Questions regarding this request should be directed to:**


Jim Anglesey, Assistant Planner  
City of Pocatello Planning & Development Services Department  
Office: 208.234.6500  
Email: [janglesey@pocatello.us](mailto:janglesey@pocatello.us)

**ALL PROPOSALS MUST BE IN PDF FORMAT AND SUBMITTED NO  
LATER THAN SEPTEMBER 25, 2020.**

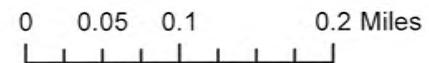


# Bonneville Neighborhood Survey



 Bonneville Neighborhood Survey

 Phase 1



GeoEye, Maxar, CNES/Airbus DS, City of Pocatello, DARC