The meeting began at 6:00 P.M.

AGENDA ITEM #1: ROLL CALL
PRESENT: Jacquee Alvord, Donald Elston, Latecia Herzog, Nick Nielson, Kelsey Stenersen, and Meagan Sully.
EXCUSED: William Strength.
STAFF: Councilwoman Linda Leeuwrik, Aceline McCulla, and Terri Neu.

AGENDA ITEM #2: 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.

None of the Commission members had anything to report.

AGENDA ITEM #3: APPROVAL OF MINUTES
The Commission may wish to approve the Scavenger Hunt minutes from October 11 and the regular meeting minutes from October 16, 2019.

It was Motioned, Seconded, and Carried (MSC) (J. Alvord, K. Stenersen) to approve the minutes as written for the Scavenger Hunt from October 11 and the regular meeting from October 16, 2019.

AGENDA ITEM #4: CERTIFICATE OF APPROPRIATENESS
IES Custom Staffing, represented by Sign Up Signs and Graphics, requests a Certificate of Appropriateness and sign permit for new window signage at 150 S. Main Street, Kress Building.

Jason Young of Sign Up signs and Graphics, 3275 Highway 30 W., Pocatello mentioned the graphics are die-cut, not full window. Herzog clarified that 39 square feet is allowed and Young was asking for 71.2 square feet per the application. Herzog asked Neu if the size of the phone number was allowed. Neu noted 6 square feet would be the maximum allowed on the side window for the phone number. Young stated he found errors in numbers on the application, the front window total comes to 31.4 square feet and the side window is 13.29 square feet for a total of 44 square feet. Herzog recommended removing the phone number and leaving graphic size.

It was Motioned, Seconded, and Carried (MSC) (L. Herzog, D. Elston) to approve the request by IES Custom Staffing at 150 S. Main Street, for a sign permit with 39 square feet on the front window, with the removal of the phone number, and reducing the signage on side window to six square feet including the phone number, and to have Chair Nielson sign the Certificate of Appropriateness.

AGENDA ITEM #5: 2020 IDAHO HERITAGE CONFERENCE
The Commission shall discuss and decide who would like to chair and act as liaison to The Heritage Partners for the Commission.
Alvord presented ideas for the next conference call. McCulla will tentatively hold the Council Chambers for January 15, 2020 from 5 p.m. – 6 p.m. for the Idaho Heritage Conference Committee meeting.

AGENDA ITEM #6: CERTIFIED LOCAL GOVERNMENT GRANT
The Commission may wish to decide to apply for the Certified Local Government Grant for 2020/2021 and what project to fund.

Neu stated she would apply. An application will be prepared to complete the Bonneville Neighborhood survey for the National Register listing. Herzog recommended to complete the Bonneville Neighborhood application. The Bonneville elementary School is a Frank Paradise building. Neu stated it would take approximately nine months for the reconnaissance survey.

AGENDA ITEM #7: OLD TOWN MASTER PLAN TASK FORCE
The Commission may wish to choose a Commission member to attend the Old Town Master Plan Task Force meetings.

Neu stated the Task Force wanted an HPC member to attend all the meetings. The meetings will be held in Station Square from noon to 1:30 p.m. and lunch would be provided.

Nominations:
Latecia Herzog – declined
Nielson and Elston will co-represent on the Task Force.

AGENDA ITEM 8: Next meeting agenda items:

The commission will adjourn to Ming’s Café for a holiday party following the meeting on December 4, 2019.

AGENDA ITEM 9:
  a) A donation was received by the Ladies Lunch Group to help the Brady Chapel.
  b) Terri will no longer be the staff liaison for the HPC, this is her last meeting.

With no other business, it was MSC (L. Herzog, J. Alvord) to adjourn the meeting at 6:55 P.M.

Submitted by: ___________________________  Approved on: ___________________________
Aceline McCulla, Secretary  December 4, 2019