

HISTORIC PRESERVATION COMMISSION AGENDA

**Hybrid Meeting Zoom/In person
City Hall – Conference Room #6
April 28, 2022**

ZOOM LOGIN INFORMATION

THANK YOU FOR JOINING OUR VIRTUAL MEETING. PLEASE FOLLOW THE ZOOM INSTRUCTIONS BELOW TO PARTICIPATE AND MUTE YOUR MICROPHONE/PHONE UPON JOINING.

Join by Computer <https://cdaid-org.zoom.us/j/95511362177?pwd=RTUrdlFuendocUpmNDNqQIRqRE1xUT09>
Join by Phone (Toll Free): 888 475 4499 or 877 853 5257
Meeting ID: 955 1136 2177
Passcode: 246148

4:00 P.M. CALL TO ORDER:

ROLL CALL: Walker, Emerson, Straza, Lowe, Burns, Marienau, Miller, Mueller

MINUTES: ****ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM****
February 24, 2022

PUBLIC COMMENTS:

STAFF COMMENTS:

OTHER BUSINESS: ****ITEMS BELOW ARE CONSIDERED TO BE ACTION ITEMS****

- Planning Commission and Design Review Commission Overview and Q & A with city staff and commission representatives.
 - Commission Representatives: Tom Messina, Chair and Jon Ingalls, Vice Chair
 - Staff Representative: Tami Stroud, City Liaison to the Design Review Commission
- Recommendation to City Council for the appointment of Anne Anderson or Shannon Sardell to the Historic Preservation Commission for the one vacancy.
- Discussion on possibly changing the day for Subcommittee Meetings to either the 2nd or 3rd Thursday of the month.

SUBCOMMITTEE REPORTS:

- **Awards:** (Establish voluntary program and certificate of appropriateness; Building Heart Awards)
Chairman Walker, Commissioner Mueller, Commissioner Emerson
- **Planning:** (Infill standards for existing infill districts and Historic Overlay Areas)
Commissioner Burns, Vice Chair Miller, Commissioner Marienau, Commissioner Straza
- **Ongoing Projects** (Garden District Nomination and Local Register)
Commissioner Burns, Commissioner Lowe, Commissioner Miller, Commissioner Mueller

TRACKING TIME:

COMMISSION COMMENTS:

FUTURE AGENDA ITEMS: ****ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM****

ADJOURNMENT/CONTINUATION:

Motion by _____, seconded by _____,
to continue meeting to _____, at ___ p.m.; motion carried unanimously.
Motion by _____, seconded by _____, to adjourn meeting; motion carried unanimously.

**HISTORIC PRESERVATION COMMISSION
MINUTES**

FEBRUARY 24, 2022

**Hybrid Meeting Zoom/In person
City Hall – Conference Room #6**

COMMISSIONERS PRESENT:

Dave Walker, Chair
Anneliese Miller, Vice Chair
Walter Burns
Tyler Douglas Lowe
Sandy Emerson

STAFF MEMBERS PRESENT:

Hilary Anderson, Community Planning Director
Shana Stuhlmiller, Admin. Assistant

CITY COUNCIL LIAISON ABSENT:

Kiki Miller, City Council

COMMISSIONERS ABSENT:

Lisa Straza, Secretary
Alexandria Marienau
Jon Mueller

4:00 p.m. CALL TO ORDER:

ROLL CALL: Walker, Miller, Straza, Lowe, Burns, Emerson, Marienau, Mueller

MINUTES: ****ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM****

Motion by Burns, seconded by Emerson, to approve the minutes for January 27, 2022 . Motion approved.

PUBLIC COMMENTS:

Chairman Walker noted a letter that was forward to the commission from staff regarding the use of solar panels being next to her house and that Commissioner Lowe responded with a great response to her question.

CLG GRANT UPDATE & REQUIREMENTS: **Dan Everhart, Idaho State Historic Preservation Office**

Dan Everhart, Idaho State Historic Preservation office (SHPO) provided the following statements.

- Mr. Everhart thanked the commission for allowing him to join today's meeting.
- He stated that the Idaho State Historic Preservation office is pleased to let you know they have selected the city for full funding of 2021-22 CLG Grant request with a reminder that funding was for two separate projects a request for \$15,000 to fund the National Register nomination for the Garden District and the hiring of a consultant and \$3,547 for participation in Idaho's Heritage Conference for September in Pocatello. He added that we are excited for the partnership with the City and excited to make progress implementing the Historic Preservation Plan that was recently adopted.
- He explained how the process works for funding that the funds come from the National Parks Service to distribute grants to local partners. He added that we get no less than 10% of our annual grant to our local partners which is 800 -900 thousand dollars that get passed to our partners totaling 85-95 thousand dollars and with this year's money funding \$100,000 dollars in grants.
- He commented that things don't happen quick in Washington DC, so we can't give you the

notification to proceed until the middle of the fiscal year which begins on October 1, 2021 for fiscal year 2022 and won't receive notice on those expenditures until June or July of 2022, which puts you at a disadvantage to spend these dollars, because of the delay in beginning a project and reporting requirements at the end of a project grant cycle. He explained normally it takes two years for completion of a project, but that doesn't count for the delays, so the National Parks Service for this year will distribute these funds for a 3-year grant cycle which will be honored for 2022. He commented this is good news for everyone.

- He explained that you can proceed with the process, but delay signing any contracts until we received notification that we received the money from our partners and then to notify you that you have the funds.

Commissioner Burns inquired if we could send out a proposal for a consultant. Mr. Everhart replied yes you can put together a scope of work and send out requests, but we recommend that you delay signing a contract until we have given you the formal notice that you have received the funds.

Ms. Anderson inquired if Mr. Everhart could explain the expectations from SHPO for public engagement and their involvement. Mr. Everhart explained the process for placing something on the National Historic Register. He stated that there shouldn't be any confusion with staff, commission or members of the public but confusion does exist and want to be clear for example on how a property get listed on the National Register. He explained that the owner of a property has a right to object in writing to the listing of their property and if they do so we may not proceed with the formal listing of the property. He explained we don't fund for individual properties without getting an assurance from the property owner in advance that they will support and not oppose the National Register listing of their property. He explained that things get complicated when proposing to list an entire district, as an example the Garden District. He explained that the owners can object, but the vote is 50% plus one objection and if for some reason there was opposition to the Garden District nomination, they would have to formally object and have to amount to 50% of the owners plus one. He commented we don't want that to happen and see a wave of objections to a nomination. We understand that there will be some objection but it's our job and your job to work together to be as transparent as possible with the public and clear about the objection and not taking away property rights.

Commissioner Burns commented that we went through a similar process with the county when we did the survey on the Garden District and there were a few objections but not concerned. Mr. Everhart commented that he participated in a kickoff meeting in October of 2019 when we had a kickoff for that survey process that was well attended and the majority of questions/comments were positive and interested in the designation for a district. He said there was some confusion of what is the process and would designation limit themselves. He cautioned to have your "eyes wide open".

Chairman Walker stated he appreciates the comments and our attitude is great and questioned if this is still a positive feeling in the Garden District. Commissioner Burns replied yes, it is and when we completed the survey and all comments were positive.

STAFF COMMENTS:

Hilary Anderson, Community Planning Director provided the follow statements

- She explained with the CLG grant funding for training and that she and Mr. Everhart will be part of a panel at the Heritage Conference discussing historic preservation plans. She explained that she wouldn't have to use grant funds to attend, as the funding could come from the another source, which would allow the grant funds to be used for another commission member to attend.

OTHER BUSINESS: **ITEMS BELOW ARE CONSIDERED TO BE ACTION ITEMS**

- Set date and format for Planning Commission and Design Review Q & A with city staff and representatives from both commissions.
- Ms. Anderson stated that we are looking at the next HPC meeting on April 28th since the March meeting there is a conflict with Tami Stroud, Staff Liaison for the Design Review Commission plus we will have our new commission member plus one vacancy to fill. She explained the format maybe more of a formal presentation providing the framework and overview how these commissions work.
- CLG Grant – Next Steps for Garden District Nomination. Commissioner Burns inquired what is the timeline for notifying consultants. Ms. Anderson explained the first thing is to figure out the scope of work which was outlined in the CLG Grant application and that the subcommittee could work on that with my assistance if needed. Mr. Everhart suggested to rely on the SHPO office to help with this process and commented it's not the first time we have went through this process, but maybe your first time and SHPO staff are here to help. He noted that our office has been in transition since employees have rotated in/out and that the Garden District Survey that was paid by the county a couple years ago has been accepted, but wasn't fully reviewed and that will be happening in the next couple months which is a critical component of scoping this district nomination. He added after our office has done the review there may be a restriction not an expansion to the boundary of the district, so we need to get that review completed. He cautioned that you don't want to proceed with an RFP with the wrong boundary if we need to confirm or revise those boundaries. Commissioner Burns inquired if Mr. Everhart had an estimate on how long that review would take. Mr. Everhart explained that we have designated a staff person to this project and by the end of March we will have a better idea if those boundaries will be changed.

SUBCOMMITTEE REPORTS:

- **Awards:** (Establish voluntary program and certificate of appropriateness; Building Heart Awards) Chairman Walker, Commissioner Mueller, Commissioner Emerson

Chairman Walker commented that they discussed the structure of the awards and came up with 5 different categories and decided to maybe give out 5 awards a year or give out an award for a project that is worthy.
- **Planning:** (Infill standards for existing infill districts and Historic Overlay Areas) Commissioner Burns, Vice Chair Miller, Commissioner Marienau, Commissioner Straza

Commissioner Burns explained that their group decided to put aside the Garden District discussion and moved on with a discussion on putting together a local registry. He inquired if Mr. Everhart could send them a list of cities/counties in Idaho that have local registers. Mr. Everhart replied that he will send that information to staff who can forward to you and that the list isn't long out of our 40 partners local/county around Idaho.
- **Ongoing Projects** (Garden District Nomination and Local Register) Commissioner Burns, Commissioner Lowe, Commissioner Miller, Commissioner Mueller

Commissioner Lowe commented that his group discussed a local registry and wanted to get that list from Mr. Everhart which was confirmed in the last discussion.

Chairman Walker inquired if he could get a copy of the book that Mr. Everhart mentioned regarding Historical Preservation and if staff has a copy available to check out.

Commissioner Burns commented that in one of the groups they discussed the overlay and felt we need to meet with staff to get an idea on how we get this process started and suggested staff attend our next subcommittee meeting to discuss this topic. Ms. Anderson explained that we had planned to have the representatives from Design Review and Planning Commission attend the April meeting to discuss that process. Commissioner Miller suggested meeting with staff to come up with questions to ask at the April meeting.

TRACKING TIME:

Chairman Walker reminded everyone to track their time and send their time sheets to Commissioner Straza.

COMMISSION COMMENTS:

Chairman Walker inquired if it was appropriate the way the dialogue happened between staff and Commissioner Lowe regarding the solar panel question and inquired if that question should have been sent to staff first and then to the commission. Ms. Anderson clarified that the message was sent to her first and that she didn't forward Commissioner Lowe's response to the woman who provided the comments. The commission received Commissioner Lowe's response. So it was handled in the appropriate manner.

Chairman Walker commented that he met with Linda Coppess who is the CEO of the Chamber of Commerce and invited her to apply for a position on the Historic Preservation Commission. Ms. Anderson explained that we have another application and she is confident we will get that position filled soon. Chairman Walker noted after this year he will be moving on to other projects. Commissioner Burn's inquired why are you leaving after three years. Chairman Walker explained that he is passionate about our mission and the community, but three years with anything is long enough and time to move on to something else.

Commissioner Emerson inquired if the city has a process for mother-in-law quarters. Ms. Anderson explained that the city does have an Accessory Dwelling Unit (ADU) process including some criteria and different criteria if in an infill district which is based on Floor Area Ratio (FAR) and considered a building rather than an ADU.

Commissioner Emerson inquired if we have a process if an owner wants to apply for a Historic Preservation easement and explained as an appraiser has previously done conservation easements and aware of Historic Preservation easements that affect the value of a home. Mr. Everhart explained that this is a well-known option for preserving the character of a property in perpetuity that is through the Preservation Easement program and that Idaho doesn't take advantage of this option like some of the sister states do. He estimated there are 3-4 current Historic Preservation Easement holders, including our (SHPO) office which is one of them, that hold about 15 properties around the state that were acquired in the early 1980's. He noted that there is a local organization in Twin Falls that does something similar and that Boise is a Historic Preservation easement holder with eight properties. He stated that the intent of this process is to preserve the legacy of the owner's property.

FUTURE AGENDA ITEMS: **ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM**

Commissioner Emerson would like placed on the agenda for April a discussion on Historic Preservation Easement.

Ms. Anderson suggested to not have a full commission meeting in March but still have subcommittees meet in March with staff sending out the agenda for the subcommittees in March.

ADJOURNMENT:

Motion by Miller , seconded by Lowe , to adjourn the meeting. Motion approved.

The meeting was adjourned at 5:00 p.m.

Submitted by Shana Stuhlmiller, Administrative Assistant

DRAFT