HISTORIC PRESERVATION COMMISSION
Wednesday, July 6, 2016 - 6:00 p.m.
City Council Chambers
911 N. 7th Avenue
Pocatello, ID

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

AGENDA ITEM #1: ROLL CALL

AGENDA ITEM #2: DISCLOSURE OF CONFLICT OF INTEREST AND EX-PARTE CONTACT
Disclose financial or personal interests in items on the agenda and disclose who was talked to, the basic substance of the conversation and whether the conversation had any influence. Disclose if a site visit was done, location(s) of the visit and what was seen.

AGENDA ITEM #3: APPROVAL OF MINUTES
The Commission may wish to approve the minutes from the June 15, 2016 regular meeting.

AGENDA ITEM #4: CERTIFICATE OF APPROPRIATENESS
Sign Up Signs and Graphics, representing Enchantments, requests a Certificate of Appropriateness for new signs at 233 N. Main Street, Suite C, the W.O.W. Building.

AGENDA ITEM #5: BRADY CHAPEL
The Commission may wish to discuss potential projects for the Brady Chapel.

AGENDA ITEM #6: OCTOBER'S CEMETERY ACTIVITIES
The Commission may wish to discuss the proposed activities at the Mountain View Cemetery in October.

AGENDA ITEM #7: WORK DAY
The Commission may wish to decide on a day to work on the sign on the east side of the Center Street Underpass.

Pocatello Historic Preservation Commission

Municipal Building, P.O. Box 4169, Pocatello, ID 83205
PHONE (208) 234-6184 - FAX (208) 234-6586

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

AGENDA # 3

HISTORIC PRESERVATION COMMISSION
Minutes for June 15, 2016 - 6:00 p.m.
City Council Chambers, Municipal Building
911 N. 7th Avenue, Pocatello, ID

The meeting began at 6:10 PM.

AGENDA ITEM #1: ROLL CALL
PRESENT: Jacquee Alvord, Latecia Herzog, Jeffrey Jimenez, and Nick Nielson.
EXCUSED: Stephanie Christelow and Kelsey Stenersen.
UNEXCUSED: Mary Kuehler.
STAFF: Aceline McCulla and Terri Neu.
GUEST: Councilmen Michael Orr (left at 6:55 PM)

AGENDA ITEM #2: DISCLOSURE OF CONFLICT OF INTEREST AND EX-PARTE CONTACT
Disclose financial or personal interests in items on the agenda and disclose who was talked to, the basic substance of the conversation and whether the conversation had any influence. 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 minutes from the April 20 and May 4, 2016 regular meetings and the Historic Preservation Conference on May 20 and 21, 2016.

Motion was made by **Alvord** and seconded by **Herzog** to approve the minutes for April 20, May 4, May 20 and 21, 2016. Motion passed unanimously.

AGENDA ITEM #4: HP MONTH
The Commission may wish to continue discussion and finalize plans for HP Month activities.

Neu stated that on June 1 Alvord, Christelow, and Neu had met to discuss the results of the HP Month event. *First*, they discussed holding the future events the end of April, the week before ISU finals, to capture more Idaho State University (ISU) students and faculty before the end of spring semester. *Second*, it was suggested to have a one-day historic preservation event instead of two-day event and to hold it on Saturday. If the Anthropology Department/Museum wanted to have a separate day, they could have it the next weekend. The HPC and the Anthropology Department/Museum could cross-promote both events. *Third*, it was recommended to reorganize the presentations to two 1-hr presentations in the morning and four 20-minutes presentations in the afternoon and one 1-hour presentation, the keynote speaker, and two 20 minutes presentations in the morning and four 20-minute presentations in the afternoon. *Fourth*, Neu mentioned a need for better publicity. The public relations material should inform the public about the HPC's purpose and function, and the event should be promoted earlier and have the information placed on the statewide published-schedule. Some media ideas suggested were the ISU newspaper and the Idaho State Journal. Christelow stated she would be willing to write some articles for the newspapers. Another suggestion was to incorporate the School District. *Fifth*, begin planning for the 2017 HP Month Event this fall.

Suggested presentations:

- Kristine Hunt - bungalows
- Jacquee Alvord
- Presentation on the cemetery
- Pete L'Orange, SHPO
- Kevin Marsh, Keynote speaker
- Paul Sivitz

AGENDA ITEM #5: OCTOBER'S CEMETERY ACTIVITIES
The Commission may wish to discuss the proposed activities at the Mountain View Cemetery in October.

Herzog stated she and Alvord worked for about four hours on Memorial Day at the Brady Chapel. She discussed the changes in the Brady Chapel and stated there was an open floor plan and three original benches were set along the interior walls. Media equipment worked but did not have sound.

Herzog mentioned Martin Peace found photographs stored in the Brady Chapel. Herzog mentioned she would pick them up and scan them into digital copies as well as the pamphlets, brochures, articles and other documents he had and try to write a progressive history from the oral history capturing 1966 through 1979, while the building was locked. She could write an article for the Journal requesting the original pew benches to be returned to the church and offer to mount a plaque on the restored bench with the donated family name.

Water damage has been resolved due to the planting buffer between the grass and the building. There is efflorescence on the north wall caused by day and night temperature fluctuation, which causes condensation more on the north wall. A future fundraising project may include reinstalling radiant space heaters that were taken out. **Neu** mentioned when the Friends of the Cemetery Committee was disbanded the annual workday was lost. The HPC could schedule an annual workday before Memorial Day to work on the Brady Chapel and maybe take that over.

Herzog mentioned having a game brochure to locate famous people's graves (with information explaining why the selected people were famous) during the walking tour and people could receive a treat or coupon from a neighboring restaurant for a free treat if they find all of them.

Alvord stated she had spoken with John Banks with the Parks and Recreation Department on other projects, and she felt the HPC should have a sit down with Banks and Peace to discuss concerns of the Brady Chapel to get support and help with projects. **Neu** stated she would talk with the Finance Department about renting out the Brady Chapel and include it on the Fee Resolution for 2017, this would be set up and ready to accept requests and payment. **Herzog** wanted to use the funds for restorative purposes and she would volunteer her time to oversee the property during events. She stated a schedule could be set listing special events and activities and include known blackout dates for paid reservations and posted on the City's website. Herzog also wanted to get a new sound system and a new flagpole. **Alvord** stated it would not be hard to get Veterans to perform a flag ceremony. **Neu** stated that the Parks and Recreation Committee oversee the Brady Chapel now and she did not believe the Chapel was on any project list. **Herzog** mentioned Peace stated he had set aside funds for upkeep on the Brady Chapel, but the funds disappeared. **Neu** stated an account could be set up specifically for the Brady Chapel maintenance, repairs, and other specific identification markers for donations and

fundraising monies to be held and the money would not disappear. She will discuss this with Joyce Stroschein in Finance. **Neilson** asked for a work session on the Brady Chapel, maybe an agenda item to discuss at the next meeting, and if Neu would invite Peace if he is able to attend.

AGENDA ITEM #6: PROJECT UPDATE

A. Old Town Update – **Herzog** stated there was not a meeting this past month, there was nothing to report.
B. Newsletter - **Neu** stated there was nothing to report
C. Greyhound Bus Depot repairs and cleanup - **Neu** stated there was nothing to report
D. Student Interns – **Christelow** was absent - nothing to report
E. The 2017 HP Conference - **Neu** stated planning would begin this fall.

AGENDA ITEM #7: OTHER ITEMS FROM STAFF AND COMMISSION

Nielsen asked Neu to add an agenda item for next meeting to set a work date for the green and white wood sign on East Center at the underpass.

AGENDA ITEM #8: CALENDAR OF EVENTS

July 1 – First Friday Art Walk **Herzog** approved a new piece of art for the Center Street underpass tunnel, and it will be ready by the August First Friday Art Walk.

With no other business, **Jimenez** motioned and **Alvord** seconded to adjourn the meeting at 7:18 PM.

Submitted by: _____ Approved on: _____

Aceline McCulla, Secretary

AGENDA ITEM NO. 4

TO: Historic Preservation Commission

FROM: Terri Neu, Assistant Planner

DATE: Meeting Date – July 6, 2016

RE: Certificate of Appropriateness request for two new signs at 233 N. Main Street, Suite C (W.O.W. Building)

REQUEST

Sign Up Signs and Graphics, representing Enchantments, has submitted applications for a sign permit and certificate of appropriateness for two new signs at 233 N. Main Street, Suite C, the W.O.W. Building. One sign is a projecting sign and the other is on the front of the awning.

The proposed signs are flat metal with blue background with white lettering with no lighting.

BACKGROUND

The Woodmen of the World (W.O.W.) Building was built in 1907 and was considered "Contributory" when the Downtown Historic District was listed in the National Register of Historic Places in 1972. The Inventory-Nomination Form states, "This site is made up two two-story brown brick buildings sharing a common façade. The building has a corbelled brick cornice and round-arched double-hung sash second-story windows.

The first floor of the buildings has housed several variety and dry-goods stores. The left portion of the second floor originally housed the Main Hotel; the right section housed the Free Silver Camp No. 168 and the Woodmen of the World lodge hall. The popularity of the W.O.W. in Pocatello is demonstrated by the large number of W.O.W. graves in the local cemetery."

ANALYSIS

Staff finds that Municipal Code Section 15.38.130(C) requires that the Commission consider the general compatibility of proposed work to the property itself as well as to the surrounding district. Exterior design, arrangement, proportion, detail, scale, color, texture and materials should be taken into consideration.

Municipal Code 15.20.230 governs size of signage within the Downtown Historic District as follows:

Building Frontage:	Approximately 25 feet
Total Sign Area Allowed:	37.5 square feet
Existing Signs:	None for this business
Sign Area Proposed:	40.25 square feet

RECOMMENDATION

Staff recommends approval of the proposal.

PLANNING & DEVELOPMENT SERVICES
PO Box 4169, 911 North Seventh Avenue
Pocatello, Idaho 83205
(208)234-6184 FAX (208)234-6586

Received on: 6/23/16

Application Deadline: _____

HPC Meeting: _____

Dates for public hearing will not be scheduled until plan review approval has been received.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
FOR
NEW CONSTRUCTION, DEMOLITION OR
BUILDING ALTERATION WITHIN THE
DOWNTOWN HISTORIC DISTRICT
(A Prerequisite to obtaining a Building or Sign Permit)

NOTE TO APPLICANTS: The Historic Preservation Commission generally meets the 1st and 3rd Wednesdays of each month at 6:00 p.m. In order to appear on the agenda, complete application materials must be submitted to the Planning & Development Services Department two (2) Thursdays prior to the meeting date. Complete applications will be considered by the HPC within twenty-one (21) days of receipt.

APPLICATION DATE: 6/22/2016 APPLICANT NAME: Enchantments

MAILING ADDRESS: 3275 Hwy 30 W Pocatello, ID 83201 PHONE NUMBER: 208-232-2938

ADDRESS OF BUILDING/PROPOSED BUILDING: 233 N. Main Ste. C Pocatello, ID 83204

TYPE OF WORK:
- ☐ New Construction
- ☐ Demolition*
- ■ Exterior Building Alteration (Sign)

TYPE OF REVIEW BEING REQUESTED:
- ☐ Preliminary Only
- ☐ Final Approval
- ☐ FILP Funding Assistance

*All demolitions require a public hearing in accordance with Section 17.04.210. All such hearings shall be set within forty-five days after receipt of an application. See #5 below.

BRIEF DESCRIPTION OF WORK: Install 24.50"x192.5"metal sign (blue with white text) to front of metal awning.

Attach new metal sign (blue with white text) to existing projecting frame 18"h x 60w"

THIS APPLICATION SHALL BE ACCOMPANIED BY THE FOLLOWING MATERIALS (pursuant to the Zoning Ordinance Section 17.04.210):

1. Photographs of existing conditions relative to adjacent buildings.
2. A clear statement and scope of the proposed work, to include such things as colors, materials, landscaping and signs. Must include samples of paint, materials, etc.
3. Colored drawings illustrating the size, height and completed appearance of the proposed work.
4. A site plan showing all existing and adjacent buildings and structures, as well as drawings of the proposed work.

5. In cases where the application is for demolition, the necessity for the demolition shall be justified in writing. This shall include at a minimum:

   A. A detailed structural analysis conducted by a licensed architect or structural engineer.

   B. The reasons for the building's demolition and the urgency for so doing.

6. Any other information deemed necessary by the Commission. This should include information and materials to assist the Commission in evaluating the proposal based on the following factors:

   A. Adverse impacts to the historical integrity of the property or structure shall be minimized.
      1. Changes to the defining characteristics of the building or site shall be minimized.
      2. Removal of historic materials and features of the building or site shall be minimized.
      3. Historic materials shall be retained where possible. Where not feasible, compatible materials shall be encouraged.

   B. The proposed work shall be compatible with the property or structure itself, as well as the surrounding neighborhood or district. Consideration shall be given to exterior design, site layout, proportion, detail, scale, color, texture, and materials.

   C. Landscaping shall be compatible with the historic character of the property itself, as well as with the surrounding neighborhood or district.

   D. The style, materials, size and location of signs shall be compatible with the historic character and scale of the property or structure as well as the surrounding neighborhood or district.

   E. The Historic Preservation Commission must consider the property's suitability for preservation or restoration; educational value; cost for preservation or restoration; cost of acquisition, restoration, maintenance, operation, or repairs; possibilities for adaptive or alternative use of the property; appraised value and administrative and financial responsibility of an person or organization willing to underwrite all or a portion of such costs.

7. A title report, property deed, or other legal documentation of ownership of the site in question, whether freehold, option, or lease.

PLEASE NOTE: Issues relating to access to or encroachments upon public rights-of-way are not within the purview of the Historic Preservation Commission. Such matters must be reviewed and decided by separate application to the City Council.

The approval of this application does not permit the violation of any federal or state codes, any section of the Building Code, or other Pocatello Municipal Codes as adopted. Approval of this land use permit does not exempt applicant from the provisions of the federal Fair Housing Act or ADA requirements. Further, other conditions, requirements, etc. may be imposed as part of the building permit process.

This application shall not be considered complete (nor will a hearing be scheduled) until all required information has been submitted and verified.

I hereby acknowledge that I have read this application and state that the above information is correct and I agree to the above terms and conditions. I am also aware the applicant or a representative must be present at the Historic Preservation Commission meeting.

Print Building/Property Owner(s) Name:_____ Date: 6/22/2016

Signature of Building/Propety Owner(S): Jeremy McLaughlin Digitally signed by Jeremy McLaughlin DN: cn=Jeremy McLaughlin, o=SignUp Signs & Graphics, ou, email=jeremy@signup.graphics, c=US Date: 2016.06.22 09:52:47 -06'00'

IMPORTANT: Should the Commission decline to issue this certificate, applicants may appeal to the City Council by written request submitted to the Planning & Development Services Department within forty-five days.

PLANNING & DEVELOPMENT SERVICES
PO Box 4169, 911 North Seventh Avenue
Pocatello, Idaho 83205
(208)234-6184 FAX (208)234-6586

A MUNICIPAL CORPORATION OF IDAHO

APPLICATION FOR A SIGN PERMIT
(On-Premise Signage)

Filing Fee $62.00

Permit #:_____

Submittal Date:_____

Receipt #:_____

Contact Name: TN

Receipt Date:_____

Sign Contractor Information:

Name: Signup Signs & Graphics

Address: 3275 HW 30W

Phone: 232-2938

Zoning: Comm Historic District: Yes■ No☐

Illumination Source: N/A

Power Source: Existing _____ New _____

Business/Site Information:

Name: Enchantments

Address: 233 N. Main Ste. C Pocatello, ID 83204

Phone: 208-201-8458

Type of sign(s): Flat metal signs

Dimension of Face(s): 24.50"x192.5" street facing sign and 18"x60" projecting sgin

If new, elect. contractor name: _____

Is the electrical connection a standard three-prong? Yes ☐ No ☐

Height (from ground level to top of sign): 14 ft projecting sign and 10' street sign

Total Sign Area Existing on Site (include all painted wall signs, pole signs, and window signs):
0

Building Frontage (per street front): 25'

Open Space (per street front): _____

Multi-Use Facility (more than one tenant in bldg.): Yes ☐ No ☒

THE FOLLOWING INFORMATION MUST ACCOMPANY EACH APPLICATION

1. A site plan which includes: the site with street locations, lot frontage dimensions, building locations(s), building frontage dimension, open space dimension, landscaping, location of all existing and proposed signage with setback dimensions from property lines, and the dimensions of said signs.
2. Schematic drawings of the proposed sign(s) which indicate dimensions, height, colors, message, type of illumination, and construction materials.
3. Structural details showing mounting to a building or pole (pole size, anchoring, concrete footings, etc.).
4. Photographs of the site showing building and proposed location of sign(s).

IF THIS PERMIT IS FOR REUSE OF NONCONFORMING SIGNAGE, THE FOLLOWING MUST ALSO BE PROVIDED:

5. Documentation that the message of the existing sign has not been incorrect for over one hundred eighty days. Such documentation may include lease papers, utility records, or the like.

6. If for a new business, estimates for the cost of refurbishing the existing sign and installing a conforming replacement.

The undersigned applicant and/or applicant's representative hereby agree to indemnify, protect, and save the City harmless from all costs, loss, or damage which may be sustained by reason of the erection, maintenance, use, or removal of the sign(s), and that the sign(s) may be removed as provided in the City ordinances. **The approval of this sign does not permit the violation of any section of this or other City ordinances.** I/we hereby acknowledge that I/we have read this application and certify that the information provided is correct. Further, I/we understand that it is my responsibility, as the sign contractor, to secure a sign permit prior to commencement of any work including fabrication and installation of said signs. A permit should be available in the City Planning & Development Services Department 5 working days after submittal of a complete permit application. Further, by my signature below, I acknowledge that any and all conditions will be adhered to and are understood, that all work will be done in accordance with the issued permit, and that I am authorized to do so by the building/property/business owner.

		Jeremy McLaughlin Digitally signed by Jeremy McLaughlin DN: cn=Jeremy McLaughlin, o=SignUp Signs & Graphics, ou, email=jeremy@signup.graphics, c=US Date: 2016.06.22 10:06:11 -06'00'	6/22/2016
Signature of Sign Owner	Date	Signature of Sign Contractor	Date

Signage should be completed within ninety days of obtaining a permit. Permits and exceptions are not transferrable.

SEE ATTACHED SIGN PERMIT CHECKLIST FOR CITY'S APPROVAL SIGNATURE AND STAFF COMMENTS AND/OR REQUIREMENTS FOR THIS SIGN PERMIT.

Staff Use Only Below This Line

PERMIT INSPECTION - P & DS

Date: _____ By: _____

Status/Action:

_____

_____

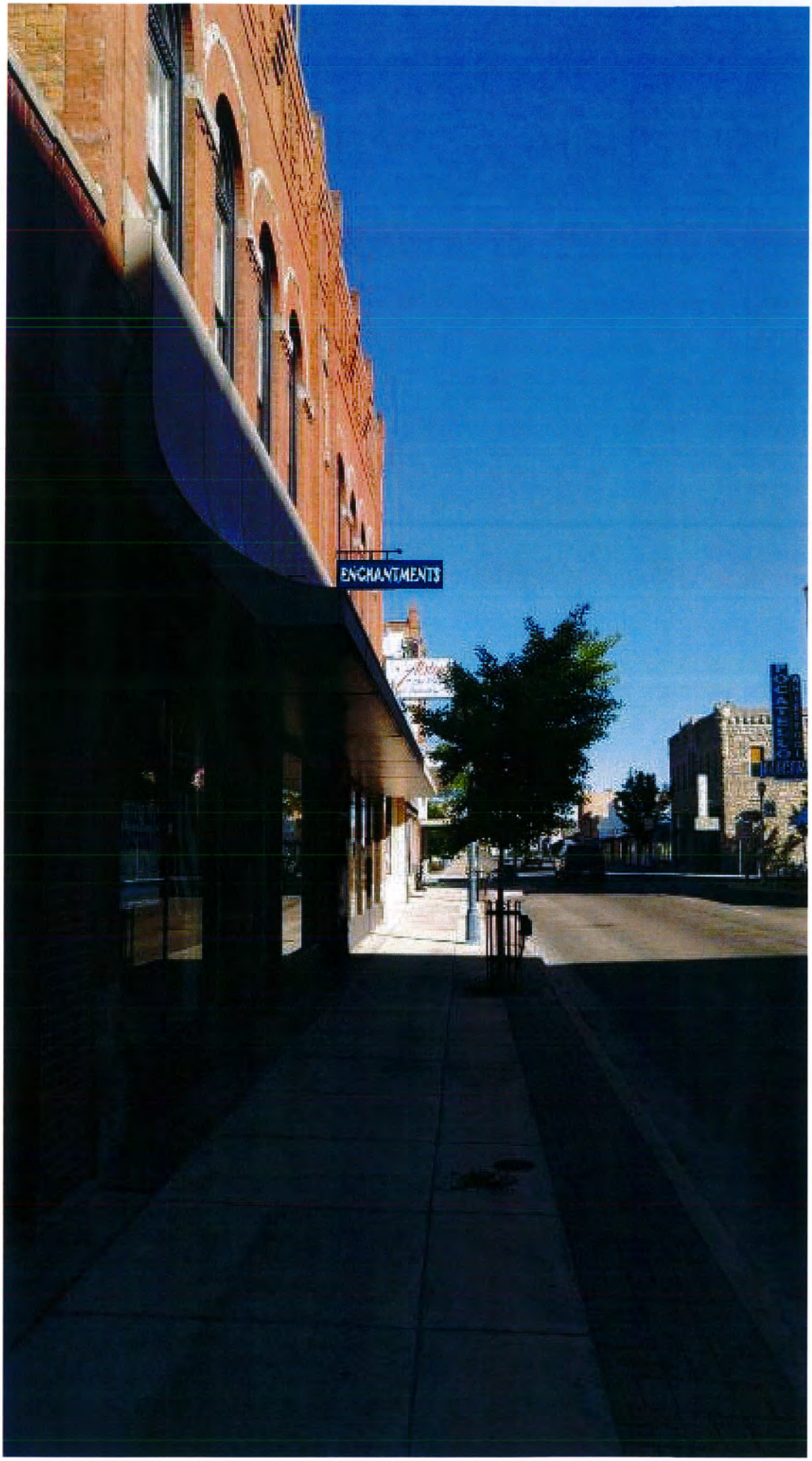
SIGN & ELECTRICAL INSPECTION - BUILDING

Date: _____ By: _____

Status/ Action:

_____

_____


ENCHANTMENTS

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