HISTORIC PRESERVATION COMMISSION
Wednesday, August 17, 2016 - 6:00 p.m.
City Council Chambers
911 N. 7th Avenue
Pocatello, ID

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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 August 3, 2016 regular meeting.

AGENDA ITEM #4: CERTIFICATE OF APPROPRIATENESS
Sign Up Signs and Graphics, representing Vain and Vintage, requests a Certificate of Appropriateness for a new window signs at 149 N. Main Street.

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

AGENDA ITEM #6: PROJECT UPDATE
A. Old Town Update
B. Newsletter
C. Greyhound Bus Depot repairs and cleanup
D. Student Interns – Stephanie Christelow
E. 2017 HP Conference

AGENDA ITEM #7: OTHER ITEMS FROM STAFF AND COMMISSION

AGENDA ITEM #8: CALENDAR OF EVENTS
September 2 – Art Walk
October 14 – Cemetery Event

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 August 3, 2016 - 6:00 p.m.
City Council Chambers, Municipal Building
911 N. 7th Avenue, Pocatello, ID

The meeting began at 6:05 PM.

AGENDA ITEM #1: ROLL CALL
PRESENT: Jacquee Alvord, Stephanie Christelow (left at 6:59 PM), Latecia Herzog, Jeffrey Jimenez, Mary Kuehler, Nick Nielson (left at 6:59 PM), and Kelsey Stenersen.
GUEST: Councilman Michael Orr (left at 6:53 PM).
STAFF: Aceline McCulla and Terri Neu.

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 July 6, 2016 regular meeting, July 16, 2016 special session, and July 20, 2016 work session.

Motion was made by **Kuehler** and seconded by **Jimenez** to approve the July 6, 17, and 20, 2016 minutes. Motion passed unanimously.

AGENDA ITEM #4: CERTIFICATE OF APPROPRIATENESS
Sign Up Signs and Graphics, representing The Tasting Room, requests a Certificate of Appropriateness for a new projecting sign at 328 W. Clark Street.

Shane Martin, 3275 Highway 30 West, Pocatello, stated that The Tasting Room requested approval for a 36 inch by 60 inch (3-foot by 5-foot) two-sided projecting sign in a black metal frame, with guy wires securing it to the building. The sign will have a brushed metal look with logo graphics on both sides; the sign would not be lit. **Herzog** asked if there was a cost difference for a cut-out shaped sign verses a square panel sign. **Martin** stated there may be a 10-15 percent cost difference for a one-sided sign. **Herzog** mentioned other options to get away from square or rectangle shaped signs. **Alvord** mentioned shaped signs catch her eye over square or rectangular shaped sign and she was more aware of those signs and those businesses.

Councilman Orr asked the Commission to create guidelines if they wanted specific, unique signs for the Old Town Pocatello area. **Neilson** asked Neu if this sign met the guidelines. **Neu** stated the sign did meet the guidelines. **Herzog** commented that guidelines for sign contractors are available, as well as suggestions for other types of signs for different areas in Pocatello. The Commission recommended other ideas to improve the design or enhance the designs for the historic downtown area.

Motion was made by Jimenez and seconded by Kuehler to approve the Certificate of Appropriateness request as presented, and to have Chair Nielson sign the Certificate of Appropriateness. Those voting in favor were Kuehler, Jimenez. Those voting against were Alvord, Christelow, Herzog, and Stenersen. Those abstained were Nielson. Motion failed.

Discussion ensued between Commission members.

Stenersen suggested to eliminate the grey area and have four connection points. **Martin** felt that was doable and would present that to his client.

Motion was made by **Stenersen**, assisted by **Herzog** and seconded by **Christelow** to approve the Certificate of Appropriateness with an amended sign; the metal background proposed would be void and there would be four connections points from the rectangular metal frame to support the cut-out sign and to have Chair Nielson sign the Certificate of Appropriateness. Motion passed unanimously.

Chair Nielson asked Neu to discuss Jim Johnston's meeting on Monday, August 8, 2016. **Neu** stated the meeting would be held at Meridell Park from 6-8 PM. She sent an email to the Commission members; and she asked if the members could be there to R.S.V.P. Johnston expects 125 people who want to talk with the Idaho State Historical Society Trustees about historic preservation activities going on in Pocatello and in Southeast Idaho. Johnston asked if Herzog could be there to discuss the Brady Chapel. **Chair Nielson** stated he would discuss general information presented to City Council, Alvord would discuss the symposium, and Herzog would discuss the Brady Chapel. **Neu** clarified that a five minutes discussion was sufficient. **Alvord** mentioned that on Tuesday, the following morning, from 9-11:45 AM there would be presentations at the Bear River Massacre area on the massacre, and the Commission has been invited to attend this event and support the historical event.

Neu stated she and Randy Dixon met with Mayor Blad to discuss the floor plan of the Greyhound Bus Depot. Mayor Blad asked if the layout could be reworked, come back to the Mayor, and then present the final plan to City Council. He would like a non-profit entity in the building, with a work schedule and staff available, which would allow the building to remain open between 8 AM and 5 PM Monday through Friday. A total of $108,000.00 is needed for the match. There is $80,000.00 in the façade fund that could be used for the façade work.

Neu asked if the Commission reviewed the HPC presentation schedule for the next year, as Nick would present it to the Trustees at the Monday evening meeting.

With no other business, **Nielson** adjourned the meeting at 6:43PM and the Commission moved into the work session.

**** WORK SESSION ****

The Commission will adjourn to a work session to finalize plans for the October event at the Brady Chapel and review the draft policy on functions at the Brady Chapel.

The work session began at 6:44PM.

Neu mentioned the date for the Brady Chapel event was set for October 14 from 6-8 PM. The Commission discussed the final plans for the October event at the Brady Chapel and reviewed the draft policy on functions at the Brady Chapel.

Herzog adjourned the work session at 7:59 PM.

Submitted by: _____ Approved on: _____

Aceline McCulla, Secretary

AGENDA ITEM NO. 4

TO: Historic Preservation Commission

FROM: Terri Neu, Assistant Planner

DATE: Meeting Date – August 17, 2016

RE: Certificate of Appropriateness request for a new projecting sign at 328 W. Clark Street

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REQUEST

Shane Martin of Sign Up Signs and Graphics, representing Vain and Vintage, has submitted applications for a sign permit and certificate of appropriateness for a new window signage at 149 N. Main Street. The proposed signs have a white background with pink and black lettering and graphics.

BACKGROUND

The building was built before or remodeled after 1931. The Inventory-Nomination Form for the Downtown Historic District listing on the National Register of Historic Places in 1982 states, "This single-story building was probably built after the district's period of significance." The period of significance is from 1900-1930.

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:	30 feet
Total Sign Area Allowed:	40 square feet
Existing Signs:	0 square feet
Sign Area Proposed:	24 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: _____

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: 8/9/2016 APPLICANT NAME: Laura Hamilton / Vain and Vintage

MAILING ADDRESS: 149 N. Main PHONE NUMBER: 479-8246

ADDRESS OF BUILDING/PROPOSED BUILDING: 149 N. Main

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: New Window Vinyl Signage - Stripes along windows and logos on doors

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: Laura Hamilton Date: 8/9/2016

Signature of Building/Propety Owner(S): _____

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

Submittal Date:_____

Contact Name:_____

Permit #:_____

Receipt #:_____

Receipt Date:_____

Sign Contractor Information:

Name: Signup signs and Graphics

Address: 3275 Highway 30

Phone: 232-2938

Zoning: Comm Historic District: Yes ■ No ☐

Illumination Source: NA

Power Source: Existing _____ New _____

Business/Site Information:

Name: Vain and vintage

Address: 149 N. Main

Phone: 479-8246

Type of sign(s): Vinyl

Dimension of Face(s): _____

If new, elect. contractor name: _____

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

Height (from ground level to top of sign): 6 ft

Total Sign Area Existing on Site (include all painted wall signs, pole signs, and window signs):
24 sq. ft.

Building Frontage (per street front): 30 ft

Open Space (per street front): _____

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

THE FOLLOWING INFORMATION <u>MUST</u> 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.

		Shane Martin Digitally signed by Shane Martin DN: cn=Shane Martin, o, ou=Signup, email=shanemsignup@gmail.com, c=US Date: 2016.08.09 10:26:03 -06'00'	8/9/2016
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:

_____

_____

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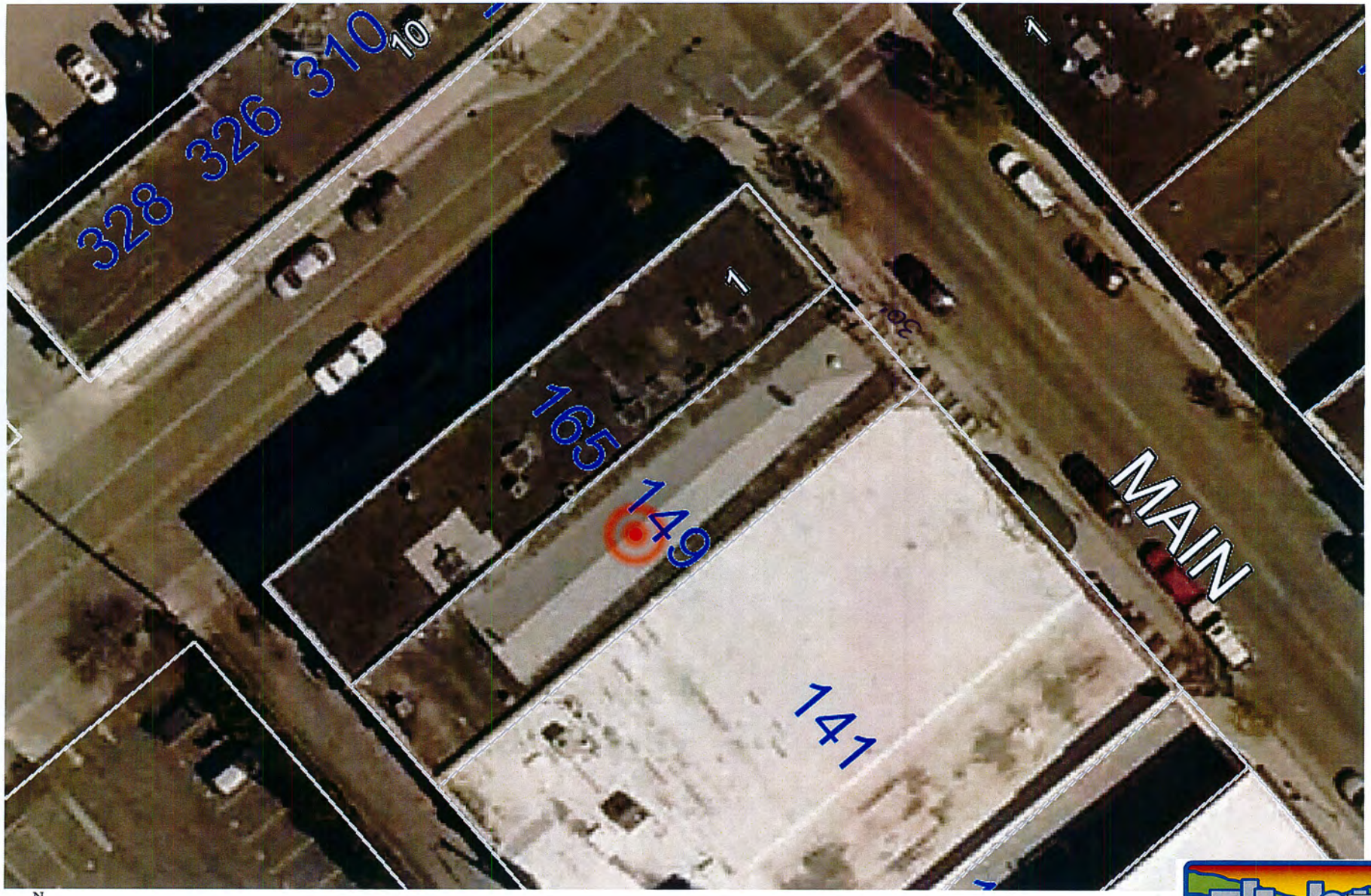

City of Pocatello
Web Map

8/10/2016

10m
40ft
579911.662 435991.252 Scale 1:323

Pocatello
A MUNICIPAL CORPORATION OF IDAHO

The City of Pocatello does not Guarantee the information contained In this map to be an accurate Representation of actual existing Conditions