HISTORIC PRESERVATION COMMISSION
Wednesday, September 7, 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 August 17, 2016 regular meeting.

AGENDA ITEM #4: OCTOBER'S CEMETERY ACTIVITIES
The Commission may wish to continue discussion on the proposed activities at the Mountain View Cemetery in October.

AGENDA ITEM #5: PROJECT UPDATE
A. Old Town Update
B. Newsletter
C. Greyhound Bus Depot repairs and cleanup
D. Student Interns – Stephanie Christelow
E. 2017 HP Conference
F. Monthly Programs

AGENDA ITEM #6: OTHER ITEMS FROM STAFF AND COMMISSION

AGENDA ITEM #7: CALENDAR OF EVENTS
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

HISTORIC PRESERVATION COMMISSION AGENDA # 3
Minutes for August 17, 2016 - 6:00 p.m.
City Council Chambers, Municipal Building
911 N. 7th Avenue, Pocatello, ID

The meeting began at 6:00 PM.

AGENDA ITEM #1: ROLL CALL
PRESENT: Jacquee Alvord, Stephanie Christelow, Latecia Herzog (arrived at 6:02 PM), Mary Kuehler, and Kelsey Stenersen.
EXCUSED: Nick Nielson.
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 August 3, 2016, regular meeting.

Motion was made by **Christelow** and seconded by **Alvord** to approve the minutes from August 3, 2016. Motion passed unanimously.

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.

Jason Young with Sign Up Signs and Graphics, 3275 Highway 30 West, Pocatello, stated that he was representing Vain & Vintage. The traditional printed vinyl decals proposed included 5 inch tall window strips on the front and side windows and two 2.1 square feet logo decals on the front doors. **Kuehler** asked if pink and white were the logo colors. **Young** replied they were the colors the client wanted. **Christelow** asked if there were any size restrictions for signs on doors. **Neu** clarified that six square feet of signage was allowed on each door, not included in the total signage allowed. Young stated each of these signs is only 2.1 square feet. **Herzog** wanted to clarify that the entry windows leading to the door would not have any signage. **Young** stated that was correct, only the two front windows and two angled side windows would have the vinyl strip and the two windows leading to the doors would not have signage. **Stenersen** asked if the white was needed in the signs. **Young** stated the pink color was hard to see without the white background. **Stenersen** commented that old signs did not have the white background, they had just the lettering without the background. **Young** stated the color scheme required the white for visibility.

Motion was made by **Christelow** and seconded by **Alvord** to approve the Certificate of Appropriateness request as presented, and to have vice chair Kuehler sign the Certificate of Appropriateness.
Motion passed unanimously.

AGENDA ITEM #5: OCTOBER'S CEMETERY ACTIVITIES

The Commission may wish to discuss the proposed activities at the Mountain View Cemetery in October.

Neu stated the event was scheduled for October 14, 2016, Friday evening from 6-8 PM. Refreshments would include cookies and punch. **Alvord** stated that there was to be a scavenger hunt activity - a list of items would be handed out to participants to find, and the participants would need to take a picture on their cell phones to prove they found the items. Participants would turn their completed list into staff, who would then verify the pictures, and issue a treat coupon to all winners. **Christelow** asked if the chapel needed to be cleaned and if the Commission needed to reserve it for the event. **Neu** stated no reservation was necessary, the chapel was clean, and there were two tables and two pews. **Herzog** stated there were four or five pews, two or three peach pews were against the wall, the last time she was there. **Neu** would look for an additional two or three peach pews. **Christelow** asked if the video equipment would be available and if an informational poster was going to be distributed. **Herzog** stated one TV was broken, and one had no sound. An element for sound would be needed and a device to read a DVD for a streaming loop video. A computer and monitor was different from a TV and DVD player. **Neu** stated she would investigate the audio equipment. **Herzog** stated she had lots of brochures for handout and she would do the PowerPoint presentation, if someone else would take on the scavenger hunt. A list of things to be found needs to be created. **Christelow** volunteered to work on scavenger hunt and **Alvord** stated she would assist her. **Alvord** stated a list of future events should be posted around for visitors to see. **Neu** has a sheet with the upcoming events she provided to the State Historical Society's Trustees. **McCulla** would contact Tastee Treet to donate a treat as a prize (small cone or other items they may consider). **Herzog** would purchase hard plastic name badges with magnets with either the HPC logo, Staff, or Historic Preservation Commission, which would be handed out at the beginning of the shift and collected at the end of their work shift. The flyer would specify that this event was a fundraiser to restore the Brady Chapel and that donations were welcomed.

AGENDA ITEM #6: PROJECT UPDATE

A. Old Town Update – **Herzog** stated it was a work day at Pegasus, so there was not a meeting.
B. Newsletter – **Neu** stated there was not any updates until the next meeting.
C. Greyhound Bus Depot repairs and cleanup – **Neu** stated that she and Randy Dixon met with the Mayor three weeks ago. The Mayor liked having the large terminal area as a transportation museum with the restrooms open from 8-5 and the offices would be for nonprofit organizations for a reduced rent or rent free. The floor plan will be revised, presented to the Mayor again, then to the City Council. Neu mentioned she received the paperwork back from SHPO, they approved the preliminary proposal to list the depot on the National Register, and she would complete the official paperwork.
D. Student Interns – **Christelow** stated Kevin Marsh was removed as the History Department Chair, and new chair Jessica Winston was appointed. ISU fall student enrollment is only 4,500, but she had a Student Intern sign posted for HPC intern opportunities. Christelow thought putting another request with other jobs would be a good idea so there is a rotation of job post requests. She stated the three current interns will continue on their projects. Student interns for the 2017 tours would be a good request. Paul Sivitz is writing a paper on a cultural diversity in Pocatello, Christine Hunt is working on the Lincoln Johnson Historic District and the walking tour brochure, and Andrew Dunn is writing a paper on Pocatello's early history. Two other projects for interns include create a walking tour of the Frank Paradice buildings and an Old Town Pocatello walking tour brochure or another brochure. Another project could be to help archive the historic photos and documents that Neu has in her office. **McCulla** offered to scan pictures or documents for 30 minutes to an hour a week, if time permitted and it was approved by the PDS Director. An intern could catalog the scanned documents. **Herzog** asked if other items needed to be cataloged. **Neu** stated she had

Frank Paradice drawings and documents that needed to be cataloged. **Herzog** asked if Neu could ask SHPO to come and give a presentation on special collection drawings. **Christelow** asked Neu to draft a job description for two intern jobs. **Neu** stated The Old Town walking tour brochure needed to be updated and printed. She wanted to expand it to include ghost signs. **Herzog** asked if any photos were posted on the website of ghost signs. **Christelow** mentioned Trent Clegg was a photographer and he has ghost sign pictures. **Neu** mentioned that she would contact Trent Clegg. She mentioned that a longer term project could be to have a booklet of all the walking tour brochures.

E. 2017 HP Conference – was included in item D - Student Intern comments. **Alvord** stated she met with Darren Perry, chair of the Northwestern Band of Shoshone Nation and he agreed to set a date and time to present on the Bear River Massacre.

AGENDA ITEM #7: OTHER ITEMS FROM STAFF AND COMMISSION

None at this time.

AGENDA ITEM #8: CALENDAR OF EVENTS

September 2 – Art Walk

October 14 – Cemetery Event – **Neu** asked the Commission could come up with a new name for the Cemetery Event. Commission members would think of some and send them to Neu via email.

Motion was made by **Christelow** and seconded by **Alvord** to adjourn the meeting at 6:55 PM.

Submitted by: _____ Approved on: _____

Aceline McCulla, Secretary