

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

The meeting began at 6:03PM.

AGENDA ITEM #1: ROLL CALL

PRESENT: Jacquie Alvord (arrived at 6:06 PM), Stephanie Christelow (left at 7:07 PM), Latecia Herzog (arrived at 6:10 PM), Mary Kuehler, Nick Nielson, and Kelsey Stenersen.

EXCUSED: Jeffrey Jimenez.

STAFF: Aceline McCulla and Terri Neu.

GUEST: Councilmen Michael Orr, Director John Banks (Parks and Recreation) (P&R), and Cemetery Supervisor Martin Peace.

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 June 15, 2016 regular meeting.

Motion was made by **Christelow** and seconded by **Kuehler** to approve the June 15 minutes. Motion passed unanimously.

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.

Shane Martin, Sign Up Signs and Graphics, 3275 Highway 30 West, Pocatello, stated that two signs were being proposed for approval, one sign will be mounted on the existing awning structure above the sidewalk and one will be mounted on the existing projecting sign structure off the face of the building. The building mounted sign will be a two-sided sign and the awning sign will be single-sided. Both will be metal signs with blue and white graphics. **Christelow** asked if the signs would be painted. **Martin** stated they would be digitally printed vinyl with laminate. **Stenersen** asked if signs like this were normally on awnings. **Neu** commented that this was the first. **Christelow** asked if signs were on awnings in 1900. **Neu** replied yes, it would be the first time this particular awning would have a sign. **Christelow** asked if there were any rules for digital reproductions on vinyl. **Neu** stated many signs in the downtown area are reproduced in vinyl. The HPC preference is for other types, but many are vinyl. **Stenersen** asked what the height clearance was for signs hanging from an awning and commented on the sign being mounted in the center. **Neu** stated that a 15-foot clearance was required. **Martin** mentioned the center mount provided the most stability for the sign.

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

AGENDA ITEM #5: BRADY CHAPEL

The Commission may wish to discuss potential projects for the Brady Chapel.

Chair Nielson wanted to discuss the Agenda Item #5 in a work session following Agenda Items 6 and 7, and the Commission agreed.

AGENDA ITEM #6: OCTOBER'S CEMETERY ACTIVITIES

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

Kuehler mentioned having discussed having the event close to Halloween. **Herzog** commented it was discussed that the activity could be anytime in the month of October and the best time would be the twilight hour. This activity would be a self-guided tour. A tour brochure would be provided and refreshments would be available in the Brady Chapel. A separate sheet having other things the public may look for during the self-guided tour would be provided as well. The fees from this activity would go into a separate fund for maintenance of the Brady Chapel. **Christelow** asked the Commission to decide on a date and a donation or fee charge for the event. The Commission decided on October 14, 2016, at 6 p.m. **Neu** commented that donations could be accepted instead of a set fee. **Nielson** suggested a scavenger hunt, and that people could take selfies with each treasure to prove they found the items for a possible treat. **Herzog** discussed targeting the oral history of the Brady Chapel. **Alvord** mentioned increasing public awareness of the maintenance required and the funding needed to elicit interest in the cemetery activities. **Herzog** mentioned some of the maintenance items include pews, radiated floor heaters, and a flag that has flown over the Capitol. **Neu** stated there was link on Mike Simpson's website for a flag request form. **Nielson** asked Neu about the press release. **Neu** stated she would have a press release drafted with the agreed time and date of October 14 at 6 PM and send it to the Commission via email for approval; once approved, Neu would have it sent out. Neu also stated she had a letter from Lynn Transtrum, Building Official with the Building Department stating that ADA guidelines and restrooms were not required.

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.

Herzog discussed the maintenance necessary for the sign. Nielson will look for varnish and if he does not have some, he will let Neu know and she will purchase the varnish. The date the Commission agreed upon is July 16, 2016, at 10 AM for approximately two hours.

Alvord mentioned that a letter was received following up on the Bonneville Park name change to Kirkpatrick Park that was submitted to the Mayor. Neu commented that she wrote a letter to the Mayor the first part of June and spoke to Ruth Whitworth, who felt it was a dead issue, because nothing else had been said about it since the initial study session discussion. **Councilman Orr** stated the City Council decided that they did not feel comfortable making a decision at that time. **Herzog** mentioned other options were given instead of renaming the park. **Neu** stated that Parks and Recreation supported a

name change because of the confusion between Bonneville Park and Bonneville Community Park. HPC recommended changing the Bonneville Community Park name to Kirkpatrick Park as another option.

With no other business, **Nielson** adjourned the meeting at 6:41 PM and the Commission moved into the work session.

The work session began at 6:43 PM.

The Commission and guests, John Banks and Martin Peace, discussed possible options to utilize the Brady Chapel for functions and events.

Nielson stated the purpose of the meeting was to express the HPC's interest in the preservation of the Brady Chapel, as well as future activities to elicit funds for the Brady Chapel, and how the HPC may assist the City to achieve these goals.

Peace stated approximately two or three years ago, they started a project to remake the finials of the Brady Chapel. Herzog mentioned the HPC gave the City \$35,000.00 to have new finials hand chiseled. **Peace** continued stating that one third of the City's funds for maintenance were redirected and there were no funds available to install the new finials. **Neu** asked what the cost would be to reinstall the finials. **Peace** stated he did not have a cost estimate yet. He mentioned he still has to rent a lift to remove one of the final finial pieces, the bottom main part. This needs to go to Blaine Thomas, who would take it to Idaho Falls so the remaining blocks can be chiseled into the new finials. He will get a quote for this task. **Peace** mentioned this project was two-thirds paid for and he felt the first project on the Brady Chapel would be to finish the finials. **Neu** thought it would be nice to have the finials finished by the Brady Chapel's centennial birthday in 2022. **Peace** agreed and felt it was a reasonable goal. He stated the crowns have been off for 30-years. The original pins used to hold the finials were made from carbon based steel (the cause of the stones splitting because carbon-based steel expands and flakes) and should be made from brass or stainless steel. It was recommended to use stainless steel pins to avoid this in the future.

Herzog and Neu mentioned that each of them has a digital copy of the original Brady Chapel plans and can print hard copies from the digital set. **Nielson** asked if there was any City money available for the finials or could there be. **Banks** commented he did not request that for Fiscal Year 2017, if there are any funds leftover at the end of this Fiscal year he could appeal to City Council to let P&R use it for that purpose. **Banks** clarified that we need to get one of the stones off the building and to Blaine Thomas for a new one to be chiseled, get the new pins, and he asked if Blaine Thomas would be the one to install the new finials. **Peace** mentioned the bottom sections are big and heavy and he was not sure Blaine Thomas would be able to install the bottom sections, but he would know someone who could install the bottom pieces. **Peace** would get estimates.

Neu commented that people were commenting the chapel would be great for weddings, receptions, and other events. **Herzog** mentioned it was not ADA accessible. **Neu** stated she has a letter from Lynn Transtrum, Building Official with the City of Pocatello, stating that ADA requirements were not required

to hold functions at the Brady Chapel due to it being a historic building that is listed on the National Register of Historic Places.

Banks stated a contract and policy would need to be drafted to include items such as a cleaning deposit, port-a-potty rentals, set up and taken down, part-time staff facilitator for the functions to oversee the property, clean up, possible parking and traffic control, etc. **Herzog** mentioned there could be different rental package options for people to select from with different prices. **Banks** wanted the policy, rental agreements, and fee costs (traffic control, porta-potty rentals, cleaning, and electricity use) drafted and ready to submit to Council for approval.

Alvord mentioned getting business sponsors for corporate donations. Jim Johnston may be a good contact. Idaho Heritage Trust (in-kind and donations could be used for matching funds) **Herzog** asked if the \$35,000.00 could be used as a match that we paid for the finials. **Neu** stated she would check. All contributions would be placed in the earmarked fund for Brady Chapel maintenance. **Banks** asked for someone from the HPC to create a draft policy for the different types of activities and logistics involved. **Herzog** volunteered. **Banks** stated we could develop the draft and take that to City Council and have them sign off on it before presenting it to the public. **Herzog** asked if the draft policy would include the pricing fee schedule, event, staffing, etc. **Banks** stated yes. **Neu** asked if she should continue with press release that the HPC has adopted the Brady Chapel as their next project, looking for the pews, fundraising to begin for the finials, and in conjunction with P&R to generate some excitement in the community. **Neu** stated the 955 Fund would be where the donations will be deposited and earmarked for Brady Chapel maintenance projects.

With no other business to discuss, **Chair Nielson** adjourned the work session at 7:20 PM.

Submitted by: Aceline McCulla Approved on: August 3, 2016
Aceline McCulla, Secretary