HISTORIC PRESERVATION COMMISSION
Wednesday, January 16, 2019 - 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 Skyler Beebe at sbeebe@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 regular meeting and holiday party on December 5, 2018.

AGENDA ITEM #4: CERTIFICATE OF APPROPRIATENESS
A. David Doran from the Southeast Idaho Council of Governments requests a certificate of appropriateness for modifications to the exterior of the building at 214 E. Center Street.
B. Sara Turpin of The Photo Boutique requests a certificate of appropriateness and sign permit for modifications to the exterior of the building and a new sign at 159 S. Main Street.

AGENDA ITEM #5: OPEN HOUSE
The Commission may wish to finalize plans for the open house for business owners that is scheduled for February 6 at 6:00 pm at The Whitman.

AGENDA ITEM #6: SPRING CONFERENCE
The Commission may wish to finalize plans for the Spring Conference to be held at ISU in April.

AGENDA ITEM #7: TRAINING
Anne Nichols, Assistant to the Mayor, will present training on State of Idaho’s Open Meeting Laws and social media.
The meeting began at 5:59 P.M.

AGENDA ITEM #1: ROLL CALL
STAFF: Councilwoman Leeuwrik, Aceline McCulla, and Terri Neu.

AGENDA ITEM #2: DISCLOSURE OF CONFLICT OF INTEREST AND EX-PARTE CONTACT
Disclose financial or personal interests for 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.

Herzog needs to recues herself from Agenda Item #4, as her company is working on this project. None of the other Commission members had anything to report.

AGENDA ITEM #3: APPROVAL OF MINUTES
The Commission may wish to approve the minutes from the regular meeting on November 7, 2018 and the Brady Chapel open house on November 12, 2018.

It was Motioned, Seconded, and Carried (MSC) (J. Alvord, S. Christelow) to approve the minutes as written from the regular meeting on November 7, 2018 and the Brady Chapel open house on November 12, 2018.

AGENDA ITEM #4: CERTIFICATE OF APPROPRIATENESS
BGS Holdings, LLC requests a certificate of appropriateness for front and rear façade work at 228 S. Main Street, the Chopstick Café Building.

Richard Creason of Myers-Anderson Architects, 122 S. Main Street, Suite 1, Pocatello discussed the plan per the materials in the application packet, and the noted that the neon sign would not be considered with this request. The paint for the brick would be one of the colors from the historic color scheme included in the packet materials. When a decision has been determined regarding the neon sign, they will come back before the HPC.

It was Motioned, Seconded, and Carried (MSC) (P. Sivitz, S. Christelow) to approve the request by BGS Holdings, LLC for front and rear facade work at 228 S. Main Street, the Chopstick Café Building as presented, and have Chair Nielson sign the Certificate of Appropriateness.

AGENDA ITEM #5: PLANNING SESSION
The Commission may wish to enter into a Planning Session for activities in the upcoming year.

A. Agenda Restructuring – Neu included a calendar that would streamline the meeting to the calendar of events. Updates will be made and the calendars will be sent out with the next meeting agenda.

B. Spring Conference (April 6, 2019)
   a. Update from Stephanie – Christelow discussed improvements for the conference with the History Department Chair Zackery Heern and Administrative Assistant Kathy Bloodgood. Christelow asked for
table cloths this year and more food and served in a timely fashion, and that audiovisual equipment be improved. The History Department will sponsor this event and pay for the food and drinks and, arrange for the audiovisual set up and conference room reservations. Heem would like to have history students help with events the HPC puts on and is involved with for future events. She discussed other items for the conference.

b. Speakers and titles of presentations

Thomas L. “Les” Purce will be the Keynote Speaker and present on his family (Idaho Purce & Birdie Thompson) and speak for 40 minutes with 20 for Q&A

Nielsen will contact Les Purce and ask him to be the Keynote speaker

Alvord would present on Minerva Teichert

Leeuwrik suggested the Greyhound Bus Depot. Alvord stated Thornton Waite is the author of The Railroad at Pocatello, and mentioned that he may be willing to do a presentation. (NO ONE OFFERED TO CONTACT THORNON WAITE – NEEDS TO BE APPOINTED)

Nielsen would present on the Standrod Mansion.

Herzog stated that the DAR has a lot of information on Mrs. Standrod; Herzog will contact the DAR to get one of them to present.

Kevin Marsh would talk about his new book (20 minutes)

Christelow stated that topics need to be finalized by the meeting on January 16, 2019,

C. Memorial Day Brady Chapel Open House

a. Hours – 12-4 p.m.

D. October Cemetery Events

a. Scavenger Hunt October 11, 2019. Begin at 5:30 and end at 8 p.m.

b. Stones to Stories – Neu asked for dates if changing from October.

Nielsen stated this should be moved to a warmer time.

Alvord and Stenersen recommended doing the same themes next year

Date is September 14, 2019 to begin at 2:30 p.m.

E. Veteran’s Day Brady Chapel Open House

a. Hours 12-4 p.m.

F. Open Houses for Home and Commercial Building Owners

a. Two for Home Owners 1) March 6, 2019 2) June 5, 2019 in the Council Chambers

b. One for Commercial Building Owners on February 6, 2019, at The Whitman, Myers-Anderson Architecture, 122 S Main Street, Suite 1. Brochures will include: Preservation Briefs, Sign Brochure and The Design Guidelines. Need to contact Wendy Vaughn with the Merchant Organization, make hand outs and advertise on social media.

G. Newsletter – 250-300 words, edited and ready to publish

a. Winter – January – Nielsen will do Union Pacific Depot; Neu will include Stones to Stories Scripts. Articles are due by January 4, 2019.

b. Spring – April – Alvord will provide Symbols of Headstones. Due by April 5, 2019

c. Summer – July – Christelow - Benedicita Wrensted due by July 5, 2019

d. Fall – October – Alvord – Veterans due by October 4, 2019

H. Brady Chapel Fundraising

a. Auction

Stenersen suggested selling old photo prints on canvas and selling them throughout the year. The Commission agreed this would be a good on-going fundraiser. This discussion will be continued to the January meeting.
**ADJOURN TO UNCLE JIM'S RESTAURANT FOR HOLIDAY PARTY**

With no other business, it was MSC (K. Stenersen, P. Sivitz) to close the meeting and adjourn to Uncle Jim’s Restaurant for the Holiday Party at 7:17 P.M.

Submitted by: ____________________________ Approved on: ____________________________

Aceline McCulla, Secretary
HISTORIC PRESERVATION COMMISSION
Minutes from December 5, 2018 – 7:20 p.m.
Holiday Party – Uncle Jim’s Restaurant

PRESENT: Nick Nielson, Jacquee Alvord, Latecia Herzog, Meaghan Milder, Paul Sivitz
STAFF: Terri Neu, Assistant Planner

There was a quorum of members present and no business was conducted. However, there were discussions regarding Southeast Furniture changing to an event center. It had been an event-type center in the past (it was the Opera House) as Dr. Rooker held boxing matches there.

A question was asked about the Pocatello Heights apartments. They seem to be Air Force-type housing. Jacquee mentioned that the old Air Force base would be a good newsletter topic. The homes south of the gun plant were built for veterans from World War 2.

Latecia explained two different philosophies of adding onto historic buildings.

Submitted by: ___________________________ Approved on: ___________________________
Terri Neu, Assistant Planner
TO: Historic Preservation Commission
FROM: Terri Neu, Assistant Planner
DATE: Meeting Date – January 16, 2019
RE: Certificate of Appropriateness for modifications to the exterior of the building at 214 E. Center Street, Old Municipal Building/Idaho Power

REQUEST

Southeast Idaho Council of Governments has submitted an application for a certificate of appropriateness to restore leaded glass transoms, remove aluminum awning, install new window awnings, remove and replace all signs, clean and repair masonry, clean and reinstall cast iron flag standards and paint the west, south and east sides of the building at 214 E. Center Street, Old Municipal Building/Idaho Power. The applicant has proposed accomplishing this work in a phased approach as outlined in their application materials.

BACKGROUND

The Inventory-Nomination Form for the Eastside Downtown Historic District listing on the National Register of Historic Places in 1994 states, “The office building is a one-story brick building with a terra cotta façade along the street elevations (First and Center). Art Deco style is apparent in foliate and geometric designs cast in the terra cotta cornice and string course over the storefronts and in the fluted column-like outsets which punctuate the façade. The storefront configuration is mostly intact, as are multi-light upper storefront lights. The sidewalk canopy is an addition.”

“In 1907 one-story frame and brick commercial buildings existed on the office building location. By 1921 the area was filled by one-story brick buildings. Until 1938 these buildings housed a variety of businesses, including Jewish entrepreneur Nate Block’s clothing store. In 1938 the buildings were acquired by the City of Pocatello and remodeled into a city office building using PWA/WPA monies and an architectural design by Frank H. Paradise, Jr. Associated with the 1938 remodeling were a number of city shops located north of the building. The sole remaining shop building is the auto repair shop (not part of this application).”
ANALYSIS

Municipal Code Section 17.04.210 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.

The application indicates that the renovation is intended to restore the historic character of the building by restoring the historic transom windows, removing the aluminum awning and cleaning and reinstalling the cast iron flag standards. The replacement of the awning will be with period-appropriate awnings similar to the awnings in the “Blocks” photo. Removal of the existing signs and replacing them with new signs will provide a cleaner exterior as well as provide better direction for clientele.
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: 12/24/2018  APPLICANT NAME: Southeast Idaho Council of Governments, Inc.
MAILING ADDRESS: P.O. Box 6079, Pocatello, Idaho 83205  PHONE NUMBER: 208-233-4535
ADDRESS OF BUILDING/PROPOSED BUILDING: 214 East Center Street, Pocatello, Idaho 83201

*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: SICOG is proposing several building improvements separated into four phases.

* Please see the attached project descriptions and scope of work for each of the proposed improvements.

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: David M. Doran, Executive Director Date: 12/24/2018
Signature of Building/Property Owner(S): ____________________________ Date: 12/24/18

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.

cdcom/form/applications/cert/appropriateness.doc (rev. 01/13)
SICOG is seeking a certificate of appropriateness for the following projects:

- Repair lead-glass transoms
- Remove damaged aluminum awning along East Center St.
- Install new, historically accurate window awnings
- Remove all existing signs on building and windows
- Install new, historically appropriate signs on windows and building façade
- Remove, sandblast, and then reinstall cast iron flag standards
- Clean and repair masonry and grout
- Paint exterior of building façade

Scope of Work: Phase 1

1. Repair/restore damaged lead-glass transoms above awning along East Center Street façade. We have identified a contractor who has estimated repairs to be $3800.00 for each damaged section. SICOG has requested another contractor (Beehive Glass- Salt Lake City) to provide a comparative estimate of repairs. SICOG has obtained resources to repair one (1 of 2) transoms. *SICOG is proposing an application to the City of Pocatello – Sign / Awning Grant (#1) for the repair of the second lead-glass transom along East Center Street.*

The following exhibits correspond to the Scope of Work for Phase 1:

- Exhibit (A) – Pictures of damaged transoms
- Exhibit (B) – Johns Paint and Glass Estimate, (1) lead-glass transom

Scope of Work: Phase 2

1. Remove aluminum awning located on the East (Center Street) façade. On September 17, 2018 SICOG’s awning was damaged by a semi-tractor trailer turning off 1st Street onto East Center. SICOG’s current awning is made of heavy gauge aluminum, which is contributing to the high cost of repair. Instead of repairing the awning back to its current form, SICOG is proposing to remove the remainder of the existing awning, which is not historically accurate.
   
   a. **Option 1** - City of Pocatello Intrusive Element Removal Grant
   
   b. **Option 2** - Remove and recycle the aluminum awning.

2. Install new, historically appropriate window awnings along East Center Street façade. Use potential scrap value along with funding from the (9/17/18) claim towards the purchase of a new awning that is historically congruent with the character of the building. *SICOG is proposing an application to the City of Pocatello – Sign / Awning Grant (#2) for the installation of new window awnings on the East Center Street façade.*

The following exhibits correspond to the Scope of Work for Phase 2:

- Exhibit (C) – 2 Pictures from accident on 9/17/18
- Exhibit (D) – Harten Exteriors - Estimate for Awning Repair
Scope of Work: Phase 3

1. Remove all vinyl/metal signs located on windows or attached to the building. Signage located around the building is confusing for customers of the different agencies and to the public. In addition, the existing signage is not historically appropriate for the character of the building and the Old Town Neighborhood.

2. Install new, historically appropriate signs on windows and on the building. New signage will help to identify building occupants to the public and enhance pedestrian orientation to the area. Sign-up has provided a rough estimate for removal and installation of new signs, similar to the attached photographs. *SICOG is proposing an application to the City of Pocatello – Sign/Awning Grant (#3) for the purchase of new signage to be installed on the corner of 1st and East Center and on the windows along East Center Street.*

The following exhibits correspond to the proposed Scope of Work for Phase 3:

- Exhibit (E) - 4 Pictures of existing signage
- Exhibit (F) - Sign-Up estimate to remove and install new signage
- Exhibit (G) - 2 Examples of building signage— to be installed on corner 1st and East Center St.
- Exhibit (H) - 2 Examples of window signage

Scope of Work: Phase 4

1. Clean and repair exterior masonry and grouted joints.

2. Remove sandblast and reinstall cast iron flag standards.

3. Paint the West, South and East sides of the building exterior. The paint on the West and South sides of the building is still in good condition; however the East side is starting to deteriorate. We are mobilizing for minor touch ups on the East side, and painting the entire building in the next three to five years.
TO: Historic Preservation Commission
FROM: Terri Neu, Assistant Planner
DATE: Meeting Date – January 16, 2019
RE: Certificate of Appropriateness for modifications to the exterior of the building at 159 S. Main Street

REQUEST

Sara Turpin and LD Barthlome have submitted an application for a certificate of appropriateness and sign permit to replace the door, add an awning, lighting and a new sign at 159 S. Main Street.

BACKGROUND

This building isn’t listed on the National Register of Historic Places but is located within the local Downtown Historic District.

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:

<table>
<thead>
<tr>
<th>Building Frontage:</th>
<th>24 square feet</th>
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<tr>
<td>Total Sign Area Allowed:</td>
<td>36 square feet</td>
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<tr>
<td>Sign Area Proposed:</td>
<td>16 square feet</td>
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</table>
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: 1/7/2019  APPLICANT NAME: Sara Turpin / LD Barthlome
MAILING ADDRESS: 755 Green Drive  PHONE NUMBER: 208-705-7272
ADDRESS OF BUILDING/PROPOSED BUILDING: 159 South 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: Replace exterior door on side entrance of building; install awning above door, install coach lights to side of door, install sign over awning

________________________________________________________________________

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: Lysle D (LD) Barthlome Date: 1/7/2019

Signature of Building/Property 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.

cdrcmn/form/applications/certappropriateness.doc (rev. 01/13)
APPLICATION FOR AN ON-PREMISE SIGN PERMIT

Filing Fee $75.00
Submittal Date: _________
Contact Name: ___________

Sign Contractor Information:
Name: N/A
Address: __________________________
Phone: ____________________________
Email: ____________________________
Zoning: ________ Historic District: Yes ☐ No ☐
Illumination Source: None
Power Source: Existing ______ New _______

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

Height (from ground level to top of sign): 13'

Total Sign Area Existing on Site (include all painted wall signs, pole signs, and window signs):
Existing illuminated sign to be updated by future tenant

Building Frontage (per street front): 24'

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.

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:

Page 2 of 4  Revised 5/17/2018
159 South Main

Existing Condition

Ariel View

Street View

Side Entrance as seen from Lewis Street
159 South Main

Proposed Changes to Side Entrance

**Goals of Proposed Changes**

- Improve curb appeal by creating an inviting storefront
- Alleviate safety concerns of business owner and clients
- Improve heat efficiency (current door is very drafty)
159 South Main

Proposed Changes to Side Entrance

Mockup of Proposed Changes

**Door Details**
- **Overall Dimensions:** Approx. 52" Wide x 83" Tall
- **Door Opening:** Standard 8' storefront door with sidelight
- **Color:** Silver/Gray (aluminum construction)

**Awning Details**
- **Size:** 72" Wide x 24" tall (at back) x 36" deep (projection)
- **Color:**

**Sign Details**
- **Size:** 48" Wide
- **Colors:**

**Coach Lights Details**
- **Color:** Black or Silver/Gray
- **Style:** TBD
159 South Main

Proposed Changes to Side Entrance

Business Logo Visible on Door/Window & Sign

THE PHOTO BOUTIQUE

BY Sara Turpin

Colors:
## January 2019

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<th>Sunday</th>
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**Notes:**

Jan. 4 – Newsletter deadline: Articles of 250 words ready for publication.
# February 2019

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**Notes:**