HISTORIC PRESERVATION COMMISSION
Wednesday, August 7, 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 who was talked to, the basic substance of the conversation, and whether the conversation had any influence. Disclose if there is anything personally or professionally that would not allow an impartial or unbiased decision. 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 July 17, 2019 regular meeting. (ACTION ITEM)

AGENDA ITEM #4: CERTIFICATE OF APPROPRIATENESS
   A. Poky Kids, represented by Sign Up Signs and Graphics, requests a sign permit and certificate of appropriateness for new window signs at 200 S. Main Street, Suite A, Station Square. (ACTION ITEM)
   B. Pamela Arnold of Keller Williams Realty East Idaho requests a certificate of appropriateness and sign permit for new window signs at 150 N. Main Street, the Newberry Building. (ACTION ITEM)

AGENDA ITEM #5: IDAHO 100 WOMEN PROJECT
The Commission may wish to discuss the Idaho 100 Women Project that will take place in 2020.

AGENDA ITEM #6: 2020 IDAHO HERITAGE CONFERENCE
The Commission may wish to discuss the 2020 Idaho Heritage Conference.

AGENDA ITEM #7: 2020 HP CONFERENCE
The Commission may wish to discuss who would like to chair the 2020 HP Conference in April 2020. (ACTION ITEM)

AGENDA ITEM #8: UPCOMING BRADY CHAPEL EVENTS (ACTION ITEMS)
   A. Stones to Stories
   B. Scavenger Hunt
   C. Veteran’s Day
The meeting began at 6:00 P.M.

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

AGENDA ITEM #2: DISCLOSURE OF CONFLICT OF INTEREST AND EX-PARTE CONTACT
Disclose who was talking to, the basic substance of the conversation, and whether the conversation had any influence. Disclose if there is anything personally or professionally that would not allow an impartial or unbiased decision. Disclose if a site visit was done, location(s) of the visit, and what was seen.

Stenersen mentioned her company will be doing interior revisions for Round River Baking, but Stenersen has not seen or reviewed the project documents. The remaining Commission members had nothing to report.

AGENDA ITEM #3: APPROVAL OF MINUTES
The Commission may wish to approve the minutes from the May 15, 2019, June 5, 2019, June 19, 2019, and July 3, 2019 regular meetings.

It was Motioned, Seconded, and Carried (MSC) (J. Alvord, K. Stenersen) to approve the minutes as written from the May 15, 2019, June 5, 2019, June 19, 2019, and July 3, 2019, regular meetings.

AGENDA ITEM #4: CERTIFICATE OF APPROPRIATENESS
Matt Sanger of Round River Baking requests a certificate of appropriateness for exterior modifications to the Kahn Building at 250 N. Main Street.

Hannah and Matt Sanger, 529 S. 7 Avenue, stated they will be 1) removing the Great Harvest sign and 2) replacing two windows in the front with a three pane system. The window frame will be clear anodized aluminum. Repair crumbling brick on the side and the two yellow awning signs will be replaced with green awnings. The corrugated metal below the southern window will be removed and replaced with a smooth painted surface in dark olive green. Herzog clarified the bracket and the Great Harvest sign would be removed, and Sanger would not have any signage. Sanger replied correct. Herzog asked about the plan to repair the crumbling brick. Sanger stated the short-term plan included reusing bricks, by turning them around, and clear seal the bricks. A mason was hired and would complete the brickwork, as well as advise the Sangers on the long-term options. Herzog asked how the awning color went with the proposed paint color. Sanger did not have chip or fabric samples here, but would bring them in for staff approval. The paint color is Brook Wood by Sherwin Williams, #2816.

It was Motioned, Seconded, and Carried (MSC) (L. Herzog, J. Alvord) to approve the exterior modifications request by Matt Sanger of Round River Baking at 250 N. Main Street, as presented with the stipulation the fabric and paint samples would be approved by staff, and to have Chair Nielson sign the Certificate of Appropriateness.
AGENDA ITEM #5: IDAHO 100 WOMEN PROJECT
The Commission may wish to discuss the Idaho 100 Women Project that will take place in 2020. Leeuwrik stated Laura Woodworth-Ney is the chair of the statewide steering committee, and Leeuwrik wanted to be the chair of the local steering committee in Pocatello. Alvord volunteered to be the HPC representative on the local steering committee and the HPC agreed. A doodle pole will be sent via email to interested parties to schedule a first meeting. Alvord mentioned that Jim Johnston sent an email to her with the name of the great-nephew of Minerva Teichert. Alvord will get in touch with the family, as Johnston mentioned the family would like to be involved in the project.

Leeuwrik advised that the American University Women’s Association (AUWA) Pocatello branch has its 100th anniversary this year (2019).

AGENDA ITEM #6: 2020 IDAHO HERITAGE CONFERENCE
The Commission may wish to discuss the 2020 Idaho Heritage Conference.

Alvord stated that Idaho Heritage would set up the curriculum and plan the conference. The HPC will receive a package on what should be shared at the conference. Discussion ensued about the conference.

With no other business, it was MSC (M. Milder, J. Alvord) to adjourn the meeting at 6:29 P.M.

Submitted by: _____________________________  Approved on: _____________________________
Aceline McCulla, Secretary
TO: Historic Preservation Commission
FROM: Terri Neu, Assistant Planner
DATE: Meeting Date – August 7, 2019
RE: Certificate of Appropriateness for two new window signs at 200 S. Main Street, Station Square (Fargo Building)

REQUEST

Poky Kids, represented by Sign Up Signs and Graphics, requests a certificate of appropriateness and sign permit for two new window signs at 200 S. Main Street, Suite A. The signs are proposed to be white vinyl to be applied directly to the windows. There is to be one sign on Main Street and one sign on Lewis Street.

BACKGROUND

This building was built before 1916. The Inventory-Nomination Form for the Downtown Historic District listing on the National Register of Historic Places in 1972 states, “Designed by Pocatello architect Frank H. Paradice, this two-story cream-colored brick building is topped by a tin cornice on both street facades. The second-floor windows are all double-hung sash, and an atrium provides light for the second-floor apartments. An addition to the south side of the building, added before 1927, is in the same style as the original structure.”

“This building opened on October 7, 1916, to house the Fargo-Wilson-Wells Mercantile Company. Lyman Fargo, the senior partner, came to Pocatello in about 1890 as part owner of the Blyth and Fargo Mercantile. The Stafford Apartments were located on the top floor. The addition originally housed the Western Union telegraph office.”

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:

Business Frontage: 31.5 feet each street
Sign Area Allowed: 40.75 square feet each street
Sign Area Proposed: 17 square feet each
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: 7/11/2019  APPLICANT NAME: Poky Kids
MAILING ADDRESS: 3275 Highway 30 West  PHONE NUMBER: 208-232-2938
ADDRESS OF BUILDING/PROPOSED BUILDING: 200 South Main Suite A

TYPE OF WORK:  TYPE OF REVIEW BEING REQUESTED:
☐ New Construction  ☐ Preliminary Only
☐ Demolition*  ☐ Final Approval
☐ Exterior Building Alteration (Sign)  ☐ 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: Applying white vinyl graphics to exterior windows, one on Main street and one on Lewis street sides of building. Graphics will consist of logo and business name.

___________________________________________________________________________

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: 7/11/2019

Signature of Building/Property Owner(S): Shane Martin

Digitally signed by Shane Martin
Date: 2019.07.11 11:40:42 -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.
APPLICATION FOR AN ON-PREMISE SIGN PERMIT

Filing Fee $75.00
Submittal Date:__________
Contact Name:__________

Sign Contractor Information:
Name: Signup Signs and Graphics
Address: 3275 Highway 30 West
Phone: 208-232-2938
Email: shane@signup.graphics
Zoning: Commercial 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): 6ft

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

Building Frontage (per street front): 31.5 Feet

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

Shane Martin

7/11/2019

Digitally signed by Shane Martin

Date: 2019.07.11 11:12:09 -06'00'

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 3

Revised 10/01/16
Coming Soon
PokyKids
new toddler clothing for the year
TO: Historic Preservation Commission

FROM: Terri Neu, Assistant Planner

DATE: Meeting Date – August 7, 2019

RE: Certificate of Appropriateness for new window signs at 150 N. Main Street, Newberry Building

REQUEST

Pamela Arnold of Keller Williams Realty East Idaho requests a certificate of appropriateness and sign permit for new window signs at 150 N. Main Street. The signs are black vinyl with red, white and gray lettering.

BACKGROUND

This building was built before 1927. The Inventory-Nomination Form for the Downtown Historic District listing on the National Register of Historic Places in 1972 states, “The first floor of this two-story brick building has been remodeled and the second floor has been covered with aluminum panels. A brick side wall is visible over the cornice of site 12 (136-144 N. Main Street). Rehabilitation of the building to make it contributory may be possible.”

“In 1927 this building housed the Quality Shoe Company and the Stratford Furniture Company.”

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:

Business Frontage: 60 feet
Sign Area Allowed: 55 square feet
Sign Area Proposed: 33 square feet each
Dates for review 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 at least ten (10) days prior to the meeting date. Complete applications will be considered by the HPC within forty-five (45) days of receipt.

Applicant: Jamie Arndt
Name: Keller Williams Realty East Idaho
Mailing address: 160 N. Main St.
City, State, Zip: Pocatello, ID 83204
Phone: 208-232-9010
Email: Jamie-Arndt@kw.com

Representative: Modern Signs Plus
Firm & Contact: 4141 Palisades Blvd Suite B
City, State, Zip: Chubbuck, ID 83202
Phone: 208-398-4533
Email: jeniper@modernsignsplus.com

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

*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, add additional sheet if you need more space: See Attached

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

1. A clear statement of the proposed work, including colors, materials, landscaping, canopies, and signs;
2. Plans illustrating the size, height and completed appearance of the proposed work;
3. A site plan showing all existing buildings and structures and the proposed work;
4. Any other project information deemed necessary by the historic preservation commission.
5. Certificate Of Appropriateness; Standards For Review: In reviewing applications for certificates of appropriateness for new construction or alterations of buildings, sites, structures, and objects within a historic district, the criteria for review are as follows:

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 avoided.
   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 to 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 any person or organization willing to underwrite all or a portion of such costs.

6. A title report, property deed, or other legal documentation of ownership of the site in question, whether freehold, option, or lease for anything other than sign installation.

7. 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.

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 Engineering Department.

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: Michael James Johnston  Dated: July 18, 2019

Signature of Building/Property Owner(S): ________________________ Dated: ________________________

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 thirty (30) days of the date of the written decision.

Page 2 of 2  Updated 7/11/2019
July 15, 2019

Greetings Appropriateness Committee,

Our most frequent asked question by new agents, new real estate clients and allied vendors is.... “Where’s your office?” Secondly, is.... “Where’s your entrance?”

Keller Williams Realty East Idaho and our former brokerage the Home Specialists has been in this location for a little over 15 years. Our love of Old Towne is the reason for signing another 3 year lease with the building owner, Mike Johnston. It’s a legacy for many of our agents to be in this location. So, in an effort to be more visible we added vinyl to our window.

We are participating in the First Friday Art Walk and other Old Towne events to create energy and attract life. It’s exciting to hear the responses from people after adding the vinyl... “Oh, I didn’t know KW was downtown.” Or “How long has Keller been here?”

The mistake in not seeking the Planning and Development services permit and approval from this committee was an oversight. Because it was on the window, I did not consider it a building modification. For this, I’m sorry. We really are just trying to stay in our location by generating foot traffic, interest and life-energy. Being part of the legacy of Old Towne is important.

Exterior Window Vinyl 132” X 36”
August 2019

Notes:
Open House for business owners?
## September 2019

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2 Holiday</td>
<td>3</td>
<td>4 6:00 Meeting</td>
<td>5</td>
<td>6 1st Friday Art Walk</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14 2:30 pm Stones to Stories</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18 6:00 Meeting</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
</tbody>
</table>

**Notes:**