HISTORIC PRESERVATION COMMISSION
Wednesday, November 6, 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 scavenger hunt event on October 11 and the regular meeting on October 16 of 2019. (ACTION ITEM)

AGENDA ITEM #4: CERTIFICATE OF APPROPRIATENESS
IES Custom Staffing, represented by Sign Up Signs and Graphics, requests a Certificate of Appropriateness and sign permit for new window signage at 150 S. Main Street, Kress Building. (ACTION ITEM)

AGENDA ITEM #5: 2020 IDAHO HERITAGE CONFERENCE
The Commission will hear an update on the 2020 Idaho Heritage Conference. (ACTION ITEM)

AGENDA ITEM #6: CERTIFIED LOCAL GOVERNMENT GRANT
The Commission may wish to decide to apply for the Certified Local Government Grant for 2020/2021 and what project to fund. (ACTION ITEM)

AGENDA ITEM #7: OLD TOWN MASTER PLAN TASK FORCE
The Commission may wish to choose a Commission member to attend the Old Town Master Plan Task Force meetings. (ACTION ITEM)
MEMBERS PRESENT: Jacquee Alvord, Latecia Herzog, Nick Nielson, and Kelsey Stenersen.

STAFF: Aceline McCulla and Terri Neu.

The Scavenger Hunt was held at the Brady Chapel in the Mountain View Cemetery. The event began at 5:30 p.m. and concluded at 7:30 p.m.

A total of $201.50 was collected in donations from the public.

No business was conducted.

Submitted by: _______________________________  Approved on: _______________________________

Aceline McCulla, Secretary
AGENDA ITEM #1: ROLL CALL
PRESENT: Jacquee Alvord, Donald Elston, Latecia Herzog, Nick Nielson, Kelsey Stenersen, Meagan Sully (arrived at 6:02 P.M.), and William Strength.
STAFF: Aceline McCulla, and Terri Neu.

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.

Stenersen mentioned the company she works for did the as-built drawings for 312 W. Center Street; she has no interest in or bias toward the company or the property. None of the other members had anything to report.

AGENDA ITEM #3: APPROVAL OF MINUTES
The Commission may wish to approve the meeting minutes from the October 2, 2019.

It was Motioned, Seconded, and Carried (MSC) (L. Herzog, J. Alvord) to approve the meeting minutes as written from October 2, 2019. Unanimous.

AGENDA ITEM #4: CERTIFICATE OF APPROPRIATENESS
A. Cozy Belle, represented by Bengal Works, LLC, requests a Certificate of Appropriateness and sign permit for new window signage at 312 W. Center Street, Sonnenkalb Building.

No one from Cozy Belle was present. Neu asked if the Commission had questions.

Herzog asked Neu if the white portion of the sign is included in the total square footage of the sign. Neu stated it could be, yes. Neu reviewed the application, which shows six square feet of signage, the contractor did not include it in the square footage. Staff recommended that the sign be cut out and not cover the window to stay consistent within the district. Neu also mentioned that Cozy Belle might add their hours and phone number, which are not counted in the square footage allowance.

It was MSC (L. Herzog, W. Strength) to approve the request by Cozy Belle at 312 W. Center Street for a sign permit with the condition that the logo is cut out, a recommendation to add the hours and the phone number, and to have Chair Nielson sign the Certificate of Appropriateness. Unanimous.

B. Dane Simmons Jr. requests a Certificate of Appropriateness for the replacement of the first floor windows at 312 W. Center Street.
Dane Simmons Sr., 312 W. Center Street, gave some history of the building. The single-pane wood clad window were replaced with double-pane, aluminum clad and the wood trim around the windows were retained.

Nielsen asked why this was not brought to the HPC before the installation. Neu stated that Melanie Gygli, Director of the Planning and Development Services Department emailed Simmons Jr. in January 2019 with the process for a business located in the Old Town Historic District, and Gygli let Simmons Jr. know that he would need to come before the HPC for approval of the windows before installing the windows.

Herzog stated the HPC could have recommended other options that would be have been a better fit, like a powder finish baked on the frame to match the building colors, and other features that would make the aluminum frame less visible. A vinyl covering on a south facing window will last about seven years, and painting would last 10-15 years.

Herzog clarified for Simmons Sr. that if there are any future plans to change any exterior feature or color of the building frontage that the new colors and materials need to be presented to the HPC prior to completing the work.

It was MSC (L. Herzog, W. Strength) to approve the request by Dane Simmons Jr. at 312 W. Center Street for the replacement of the first floor windows as installed, with the condition to have the aluminum frame painted or use a vinyl covering that matches the color of the wood, and to have Chair Nielson sign the Certificate of Appropriateness.

C. Kanda’s and Company, represented by Sign Up Signs and Graphics, requests a Certificate of Appropriateness and sign permit for a face change of the wall sign at 159 S. Main Street.

Jason Young of Sign Up Signs and Graphics Inc., 3275 Highway 30 W, Pocatello stated the face on the existing plexi-faced internally lit sign would be replaced and updated. The sign would be a painted opaque with only the words and the graphics illuminated, but not fully blacked out. Herzog stated that other signs have been approved with a vinyl black cut out. Herzog asked if spray was cheaper than the vinyl cut out. Young stated it uses twice the vinyl so is more expensive for the client. The client is concerned with cost of a painted sign, so he was not sure the vinyl cut out would be manageable for his client. Young noted the sign has not been lit up for over a decade, so lighting may not be an issue. Herzog mentioned if the sign is lit, that the vinyl opaque background would be required.

It was MSC (L. Herzog, W. Strength) to approve the request by Kanda’s and Company at 159 S. Main Street to replace the signage as presented. If the sign is lit, an opaque vinyl cutout is required, and to have Chair Nielson sign the Certificate of Appropriateness.

AGENDA ITEM #5: 2020 IDAHO HERITAGE CONFERENCE
The Commission will hear an update on the 2020 Idaho Heritage Conference.

 Alvord mentioned there is a conference call tomorrow, in which Alvord wants to recommend a small local committee be created to include the Bannock Museum of Natural History and representatives from the Tribes.
AGENDA ITEM #6: SCAVENGER HUNT
The Commission shall hear a final report on the Scavenger Hunt Fundraiser.

Neu stated the donations collected were $201.50 and the head count was not available tonight.

Nielsen asked Neu to add an item to the January work session. He wants to appoint different commission members to coordinate each of the following events: fundraising chair, Scavenger Hunt, Veteran’s Day, Memorial Day, and Stones to Stories events.

With no other business, it was MSC (M. Sully, K. Stenersen) to adjourn the meeting at 7:04 P.M.

Submitted by: ________________________________  Approved on: ________________________________
Aceline McCulla, Secretary
TO: Historic Preservation Commission

FROM: Terri Neu, Assistant Planner

DATE: Meeting Date – November 6, 2019

RE: Certificate of Appropriateness for new window signage at 150 S. Main Street

REQUEST

IES Custom Staffing, represented by Sign Up Signs and Graphics, has submitted an application for a certificate of appropriateness for new window signs at 150 S. Main Street, Kress Building.

BACKGROUND

The Inventory-Nomination Form for the Downtown Historic District listing on the National Register of Historic Places in 1972 states, "This two-story tan brick building retains its original bracketed tin cornice, an early canvas awning, and its attic-story "Kress" nameplate. The first-floor store fronts have been remodeled."

"The S. H. Kress and Company department store originally inhabited the first floor of the building."

ANALYSIS

Staff finds that Municipal Code Section 17.04.210(G) and (H) require a Certificate of Appropriateness. Municipal Code Section 17.04.210(I) lists the standards for review:

1. Adverse impacts to the historical integrity of the property or structure shall be minimized.
   a. Changes to the defining characteristics of the building or site shall be minimized.

Staff analysis: The application is for a vinyl window sign. It will not have any effect on the defining characteristics of the building or site.

   b. Removal of historic materials and features of the building or site shall be avoided.

Staff analysis: There are no historic materials or features of the building that will be removed.

   c. Historic materials shall be retained where possible. Where not feasible, compatible materials shall be encouraged.
Staff analysis: There are no historic materials or features of the building that will be removed.

2. 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.

Staff analysis: The proposed work is compatible with the property and the district at large.

3. Landscaping shall be compatible with the historic character of the property itself, as well as with the surrounding neighborhood or district.

Staff analysis: No landscaping is included in this project.

4. 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.

Staff analysis: The proposed work is new window signs similar to what is seen in the district. It will be compatible with the historic character and scale of the property.

<table>
<thead>
<tr>
<th>Business Frontage:</th>
<th>29 feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign Area Allowed:</td>
<td>39 square feet</td>
</tr>
<tr>
<td>Sign Area Proposed:</td>
<td>71.2 square feet (50.8 square feet for large front windows and 20.4 for the side window)</td>
</tr>
</tbody>
</table>

Applicant is allowed 6 square feet of door signage but there is not a door directly to the street. Therefore, the window signage that contains the hours of operation and the telephone number can be used in lieu of the door signage but will need to be reduced to 6 square feet.

5. 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.

Staff analysis: The property is listed on the National Register of Historic Places and contributes to the district.
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: 10/10/2019  APPLICANT NAME: IES Custom Staffing
MAILING ADDRESS: 150 S. Main Pocatello, ID 83204  PHONE NUMBER: 208-233-0950
ADDRESS OF BUILDING/PROPOSED BUILDING: 150 S. Main Pocatello, ID 83204

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: Remove existing vinyl graphics from windows and replace with new diecut vinyl graphics, windows will not be fully covered, only white / blue areas will be covered.

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: 10/10/2019

Signature of Building/Propety Owner(S): ___________________________ Digitally signed by Jeremy McLaughlin

Date: 2019.06.11 10:22:05 -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: 208-232-938
Email: shane/signup.graphics
Zoning: CC Historic District: Yes☐ No☐
Illumination Source: NA
Power Source: Existing NA New

Is the electrical connection a standard three-prong? Yes ☐ No ☐
Height (from ground level to top of sign): 8 feet

Total Sign Area Existing on Site (include all painted wall signs, pole signs, and window signs):
26 square feet
Building Frontage (per street front): 29 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 and Date]

Shane Martin
Digitally signed by Shane Martin
Date: 2019.10.10 06:53:16 -06'00'
10/10/2019

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:

____________________________________________________________

____________________________________________________________
IES
MEMBER OWNED
CUSTOM STAFFING

NOW HIRING
SERVICE
VALUE
SAFETY

233-0950