



## HISTORIC PRESERVATION COMMISSION (HPC)

### AGENDA

Wednesday, March 1, 2023, 6:00 p.m.

911 N. Seventh Avenue, City Council Chambers

During low/medium community level designations, individuals are encouraged, but not required, to wear masks/face coverings. During high community level designations, individuals will be required to wear masks/face coverings.

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.gov](mailto:sbeebe@pocatello.gov); 208.234.6248 or 5815 South 5th Avenue, Pocatello, ID.

The Historic Preservation Commission is a citizen advisory group to the City Council. They are charged with making decisions concerning the exteriors of the buildings in the Downtown Historic District, make recommendations to the City Council for designation of historic properties and historic preservation and promote historic preservation in the city. The Commission also plays a vital role in the City's downtown revitalization efforts. All meetings of the HPC are recorded for record retention and transcription. The following is the official agenda of the Historic Preservation Commission. Discussion and Commission action will be limited to those items on the agenda.

#### **AGENDA ITEM 1: ROLL CALL AND 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.

#### **ACTION ITEM - AGENDA ITEM 2: APPROVAL OF MINUTES**

The Commission may wish waive the oral reading of the meeting minutes and approve the minutes held February 1, 2023.

#### **ACTION ITEM - AGENDA ITEM 3: DISCUSSION ON HPC RESPONSIBILITIES AND PURPOSE**

The Commission may wish to discuss HPC's responsibilities and purpose.

**\*\*\* WORK SESSION \*\*\***

#### **DOWNTOWN DESIGN STANDARDS**

Kirk Huffaker will be present to discuss the Downtown Historic District Design Standards.



Minutes for February 1, 2023 at 6:00 p.m.  
City Council Chambers, Municipal Building  
911 N. 7<sup>th</sup> Avenue, Pocatello, ID

The meeting began at 6:04 p.m.

**AGENDA ITEM #1: ROLL CALL AND 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.

**PRESENT:** Tabatha Butler, Ruta Casabianca (arrived at 6:06), Denis Clijsters (arrived at 6:06), Josh Pohlman, Marty Vizcarra and Jim Young.

**STAFF:** Jim Anglesey and Aceline McCulla.

None of the members had anything to disclose.

**AGENDA ITEM #2: APPROVAL OF MINUTES**

The Commission may wish to waive the oral reading of the HPC meeting minutes held January 4, 2023, and to approve the minutes as written.

It was moved by **T. Butler** and seconded by **J. Young** to approve the HPC meeting minutes as written from January 4, 2023. Those in favor: Butler, Pohlman, Vizcarra and Young. Unanimous. Motion carried.

With no other business, **Vizcarra** closed the meeting at 6:07 p.m. and moved the Commission into the work session.

**\* \* \* WORK SESSION \* \* \***

**Vizcarra** opened the work session at 6:07 p.m.

**TRAINING SESSION**

Anne Nichols, Administrative Services Manager, will present training on the State of Idaho's Open Meeting Laws.

**Anne Nichols** had a discussion with the HPC on the State of Idaho's Open Meeting Laws. Nichols emphasized that the Commission has been trained on serial meetings, fines associated with serial meetings and that using the "reply all" feature via emails fall under serial meeting criteria. A quorum rule is gauged on filled seats not vacant seats, half the members plus one. This means five (5) filled seats requires four (4) members for a quorum, six (6) filled seats requires four (4) members for a quorum and seven (7) filled seats requires five (5) members for a quorum.

**HISTORIC DOWNTOWN DISTRICT ENGAGEMENT**

The Commission may wish to discuss and coordinate plans to engage the public in the Downtown Historic District.

**Anglesey** noted that a consultant has been hired for the Downtown Design Standards. **Vizcarra** asked to schedule a work session on the March agenda to discuss the Downtown Design Standards and how the new guidelines will affect the HPC as a whole.

**Vizcarra** asked Anglesey to add a discussion item to the March agenda about what the HPC is responsible for and its purpose.

With no further discussion, **Vizcarra** closed the work session at 7:20 p.m.

Submitted by: \_\_\_\_\_ Approved on: \_\_\_\_\_  
Aceline McCulla, Secretary

DRAFT