



HISTORIC PRESERVATION COMMISSION (HPC)

AGENDA

Wednesday, April 5, 2023, 6:00 p.m.

911 N. Seventh Avenue, City Council Chambers

During low/medium COVID-19 community level designations, individuals are encouraged, but not required, to wear masks/face coverings. During high COVID-19 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; 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 for the HPC meeting held March 1, 2023.

*** WORK SESSION ***

POCATELLO DOWNTOWN HISTORIC DISTRICT STANDARDS

The Commission may wish to discuss and coordinate plans to assist in distributing survey information to district stakeholders and the general public.

COMMISSION DUTIES

The Commission may wish to discuss Commission duties as identified in City Code section 17.02.800.

DOWNTOWN HISTORIC DISTRICT ENGAGEMENT

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



Minutes for March 1, 2023 at 6:06 p.m.
City Council Chambers, Municipal Building
911 N. 7th Avenue, Pocatello, ID

The meeting began at 6:00 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, Josh Pohlman, Ellen Ryan and Marty Vizcarra.

EXCUSED: Jim Young.

UNEXCUSED: Denis Clijsters.

STAFF: Jim Anglesey and Aceline McCulla.

AGENDA ITEM #2: APPROVAL OF MINUTES

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

It was moved by **R. Casabianca** and seconded by **T. Butler** to approve the HPC meeting minutes as written from February 1, 2023. Those in favor: Butler, Casabianca, Clijsters, Pohlman, Ryan, Vizcarra. Unanimous. Motion carried.

AGENDA ITEM #3: DISCUSSION ON HPC RESPONSIBILITIES AND PURPOSE

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

Long Range Sr. Planner **Jim Anglesey** of the City of Pocatello had a discussion with the HPC on the Commission's responsibilities and purpose. The Pocatello Historic Preservation Commission PowerPoint presentation will be kept on file.

With no other business, **Vizcarra** closed the regular meeting at 6:32 p.m. and moved the Commission into the work session.

*** * * WORK SESSION * * ***

The work session began at 6:32 p.m.

DOWNTOWN DESIGN STANDARDS

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

Anglesey passed out the Design Guidelines for Pocatello's Downtown Historic District, updated July 2007, to all members. The handout will be kept on file. and then Anglesey introduced Kirk Huffaker.

Kirk Huffaker, consultant for this project, summarized RFP guidelines to revise the design guidelines for the Historic Downtown District and discussed the schedule for this project. March 27-April 21 for public engagement with conclusion on April 28. First draft to SHPO and City Council before October 27. Second draft on or before January 31, 2024, with a final revision on or before May 31, 2024.

Huffaker moved into the tasks and products, site visits to survey the downtown, begin evaluation, take photos and create survey questions. Some survey questions will include the business owners and the public, not all questions will relate to everyone, but questions need to be asked to cover all design topics.

Future meetings will be determined to meet with the HPC and City Council for the next year to work through the design review. Reach out to Kirk and Amy, information listed below, with questions or contact names for outreach. The Kirk Huffaker PowerPoint presentation will be kept on file.

Kirk Huffaker
kirk@kirkhuffaker.com
801.949.4040

Amy Reid
amy@kirkhuffaker.com
925.788.5390

With no further discussion, **Vizcarra** closed the work session at 7:05 p.m.

Submitted by: _____ Approved on: _____
Aceline McCulla, Secretary

DRAFT