



Planning & Development Services

PLANNING SERVICES NEIGHBORHOOD & COMMUNITY SERVICES

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208.234.6184

WEB <https://www.pocatello.us>

HISTORIC PRESERVATION COMMISSION (HPC) AGENDA

Wednesday, November 4, 2020, 6:00 p.m.
911 N. Seventh Avenue, City Council Chambers

In-person attendance is allowed, but due to COVID-19 guidelines, strict social distancing measures are in place. Attendance is limited. Face coverings are required.

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.

The Historic Preservation Commission is a citizen advisory group to the City Council. They are authorized to conduct a survey of local historic properties, recommend methods and procedures to preserve, restore, maintain, and operate historic properties under the ownership or control of the City; recommend the lease, sale other transfer or disposition of historic properties; participate in the conduct of land use, urban renewal and other planning processes undertaken by governmental agencies; recommend ordinances and provide information for the purposes of historic preservation; promote and conduct an educational program on historic preservation; and review and act upon applications for permits for building alteration, new construction, or demolition within designated historic districts. 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.

AGENDA ITEM 2: APPROVAL OF MINUTES

The Commission may wish to approve the minutes from the October 21, 2020 meeting. **(ACTION ITEM)**

AGENDA ITEM 3: CERTIFIED LOCAL GOVERNMENT GRANT

The Commission may wish to decide to apply for the Certified Local Government Grant for 2021 and what projects to seek funding for. **(ACTION ITEM)**

AGENDA ITEM 4: BEFORE ALL HALLOWS EVE AT BRADY CHAPEL

The Commission will hear a report on the scavenger hunt event and may wish to discuss any items regarding the event. **(ACTION ITEM)**

AGENDA ITEM 5: BRADY CHAPEL OPEN HOUSE – VETERAN'S DAY

The Commission will hear an update on plans for the Veteran's Day Open House and may wish to discuss any items regarding the event. **(ACTION ITEM)**

WORK SESSION



*****HPC WORK SESSION AGENDA*****

AGENDA ITEM 1: BRADY CHAPEL CENTENNIAL CAMPAIGN PLAN

The Commission will discuss items regarding the campaign plan and perform the following exercises:

- Discuss long term funding for maintenance for the Chapel with John Banks, Parks & Recreation Director
- Discuss plan draft and associated categories on the Business Model Canvas

(ACTION ITEM)



The meeting began at 6:02 PM

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: Jacquee Alvord, Donald Elston, Latecia Herzog (arrived at 6:06 PM), Nick Nielson, Jeremiah Stoddard, and Marty Vizcarra.

STAFF: Jim Anglesey, Councilwoman Leeuwrik, and Aceline McCulla.

AGENDA ITEM #2: APPROVAL OF MINUTES

The Commission may wish to approve the minutes from the regular meeting on October 7, 2020.

It was **(MSC) (J. Alvord, D. Elston)** to approve the minutes as written from the meeting on October 7, 2020.

AGENDA ITEM #3: CERTIFICATE OF APPROPRIATENESS

Denis Clijsters requests a Certificate of Appropriateness for a new mural and lighting at 155 S. Arthur Street.

Denis Clijsters and Nick Hottman wanted to paint a mural to brighten up the area and not have to repaint annually. There are no lights in the area, which draws mischief and taggers. Clijsters want to light the area for safety and bring energy to the area. The mural would be painted on the plaster, which is approximately 16 feet from ground to the top, the mural would not be painted on the brick, and the ghost signs would not be painted over, they want to keep the heritage intact. The mural would cover the unwanted graffiti and tagging. Since the mural was painted on the Station Square building, tagging has ceased.

It was **Moved (M. Vizcarra)** to approve the request by Denis Clijsters at 155 S Arthur Avenue for a new mural and lighting as presented, and to authorize the Chair Nielson to sign the Certificate of Appropriateness.

Elston noted that staff conditions were included in the staff report that should be included in the motion.

The motion was amended by Vizcarra, **MSC (M. Vizcarra, J. Alvord)** to approve the request by Denis Clijsters at 155 S Arthur Avenue for a new mural and lighting as presented and include the conditions listed in the staff report, and to authorize Chair Nielson to sign the Certificate of Appropriateness.

AGENDA ITEM #4: CERTIFICATE OF APPROPRIATENESS

Chris White of Star Route Brewery requests a Certificate of Appropriateness for new signage at 218 N. Main Street.

Josh Pohlman, representing Star Route Brewery noted that Chris White wanted to add artwork to his wall sign, Pohlman passed around a new artistic design, **McCulla** asked Pohlman to email the picture to staff for the public record. **Anglesey** stated the 4-foot by 6-foot sign would be counted as signage and does meet the allowable signage.

It was **MSC (L. Herzog, J. Stoddard)** to approve the request by Star Route Brewery at 218 N. Main Street for a new signage as presented and to authorize Chair Nielson to sign the Certificate of Appropriateness.

AGENDA ITEM 5: BEFORE ALL HALLOWS EVE AT BRADY CHAPEL

The Commission will hear an update on plans for the scavenger hunt event and may wish to discuss any items regarding the event.

The commission discussed last minute items and determined we are ready.

With no other meeting business, Chair Nielsen moved the Commission into the work session at 6:34 PM.

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

AGENDA ITEM 1: BRADY CHAPEL CAPITAL CAMPAIGN PLAN

The Commission will discuss items regarding the campaign plan and perform the following exercises:

- As a group, fill out the business model canvas sheet with initial thoughts and ideas. (10 minutes)
- Split into groups of two and come up with additional ideas. (10 minutes)
- Reconvene as a group and finalize the business model canvas to inform the campaign plan. (10 minutes)

Anglesey passed out the draft donation poster that will be printed tomorrow. **Herzog** noted a few suggestions.

Alvord stated the Idaho Heritage Conference Committee agreed to be a partner and would allow a link on their webpage to the City's webpage on the Brady Chapel and donation link that would go into the City's account.

Anglesey noted we are working on getting a donation button with the City's IT and Finance Departments.

With no other business, it was **MSC (L. Herzog, J. Alvord)** to adjourn the meeting at 7:48 P.M.

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



Idaho State Historic Preservation Office Certified Local Government Grant Program FY21 Call for Applications

1 October 2020



Brad Little
Governor of Idaho

Janet Gallimore
Executive Director
State Historic
Preservation Officer

Administration:
2205 Old Penitentiary Rd.
Boise, Idaho 83712
208.334.2682
Fax: 208.334.2774

Idaho State Museum:
610 Julia Davis Dr.
Boise, Idaho 83702
208.334.2120

**Idaho State Archives
and State Records
Center:**
2205 Old Penitentiary Rd.
Boise, Idaho 83712
208.334.2620

**State Historic
Preservation Office:**
210 Main St.
Boise, Idaho 83702
208.334.3861

**Old Idaho Penitentiary
and Historic Sites:**
2445 Old Penitentiary Rd.
Boise, Idaho 83712
208.334.2844

HISTORY.IDAHO.GOV

Dear Idaho Certified Local Governments,

The Idaho State Historic Preservation Office (SHPO) is pleased to announce that we are now accepting Certified Local Government (CLG) Grant applications for FY21! We expect federal funds available for FY21 will remain level, which means we expect a total of approximately \$82,000 to be available for CLG Grants. This represents 10% of the total funds available to Idaho for historic preservation from the National Park Service and the Department of the Interior.

Instructions for submitting an application are in the Idaho Certified Local Government Grant Manual, available on-line at the web site of the Idaho State Historical Society: <https://history.idaho.gov/clg/>. The CLG Grant manual contains examples of acceptable projects and the method of scoring applications for distribution of funds. SHPO staff are available to assist with any aspect of the application process.

As a reminder, the Idaho Certified Local Government Grants are reviewed on a competitive basis, so it is important that CLGs carefully plan out their proposed projects and submit a strong application. Please refer to the CLG Grant Manual for more details on how the CLG Grant applications will be scored by SHPO.

For FY21, the Idaho CLG Grant program will prioritize funding projects in the following areas:

- Surveys and National Register Nominations, especially those related to underrepresented communities and peoples;
- Commission and Staff training, especially for commissioners/staff to attend the Idaho's Heritage Conference; and
- Developing or updating a local historic preservation plan.

Communities may still submit project proposals in other areas; however, SHPO would strongly encourage CLGs to keep these three (3) priority areas in mind as they develop their proposals. It is recommended that CLGs also refer the Idaho State Historic Preservation Plan's Goals and Objectives (attached to this call) and any local Historic Preservation/Community Comprehensive Plans as projects are planned.

Communities thinking about submitting an application for an Archaeological Survey or a Development ("Bricks and Mortar") project should be aware that

the National Park Service now requires such projects to complete a National Environmental Policy Act Statutory Compliance worksheet; this worksheet must be completed before the contract will be executed and project can begin. SHPO Staff will provide the necessary forms for completion, and are happy to help complete the review.

Additionally, CLGs who are awarded funds will be required to complete and submit two (2) interim progress reports. These are intended to help keep the CLG Grant funded projects on schedule and identify and address issues which might impact the completion of the project on time and on budget. The Idaho SHPO will provide the forms for these interim reports. National Register of Historic Places Nomination projects will be required to submit a complete draft of the Nomination by January 15, 2022. This will allow the Idaho State Historic Sites Review Board to give the nomination an initial review at their March meeting, and provide feedback in preparation for an anticipated hearing in September.

The anticipated schedule for the FY20 Idaho CLG Grant program is as follows:

October 1, 2020	Call for Applications Released
December 31, 2020	Applications Due
Mid-February 2021	Awards Announced
March 2021	Contacts mailed to CLGs
June 1, 2021	Project Start Date*
September 30, 2021	Interim Report #1 Due
January 15, 2022	Complete drafts of National Register Nominations Due
February 1, 2022	Interim Report #2 Due
May 31, 2022	Project Completion and Publication Drafts Due
June – August 2022	Review and Revision Period
September 1, 2022	Final Products and Reimbursement Request Due

* The June 1st Project Start date is dependent on SHPO receiving its notice of funding from the National Park Service and this date may change on any given year; CLGs will be notified of any such changes.

Completed applications must be received by SHPO no later than the end of business on December 31, 2020. Applications will be accepted via email or postal mail, provided they are received not later than end of business on December 31, 2020. Applications must be signed by the City Mayor/County Commissioner; however, they may sign the application digitally if desired.

If you need any assistance, or would like to discuss potential projects call please contact our office at (208) 488-7471 or by email at pete.lorange@ishs.idaho.gov. We are happy to help in any way we can!

Sincerely,



Pete L'Orange
Historic Preservation Planner/CLG Coordinator
Idaho State Historical Society
State Historic Preservation Office
210 Main Street, Boise, ID, 83702
(208) 488-7471

Enclosures: FY21 Grant Application form
Idaho Historic Preservation Plan Goals and Objectives

NOTE: Below are the Goals and Objectives from the Idaho State Historic Preservation Plan, 2016-2022. These do not encompass the entirety of the plan, but are intended as a quick reference guide. These Goals and Objectives **have** been approved by the National Park Service, Idaho Governor C.L. "Butch" Otter, and the Idaho State Historical Society Board of Trustees. As such, these Goals and Objectives are considered "**in effect.**" Please contact SHP if you have any questions or concerns.

These Goals are the broad, over-arching themes of the Plan, however. For this Plan to be a truly useful tool for Idaho's historic preservation efforts, it is necessary to include more specific Objectives, with associated action items. These Objectives and action items will provide the roadmap for Historic Preservation efforts in Idaho for the life of this plan.

GOAL 1. Ensure that decision makers, at all levels, and the general public are informed and knowledgeable about historic preservation issues, practices, opportunities, and its value, and take an active role in historic preservation efforts.

One of the most important tools in historic preservation is education. By working to make sure that people have a clear understanding of what historic preservation is and the value that it brings to communities and the State of Idaho as a whole, we have the opportunity to make historic preservation a part of people's everyday lives. More education can lead to more "buy-in" from the public, and specifically city, county, and state decision makers. A well-educated public also means that historic preservation can be used as an economic driver for communities. Multiple studies have shown that those traveling for cultural tourism stay longer and spend more money in a community than other forms of tourism. A community that understands the importance of historic preservation can use its historic and cultural resources to attract these visitors. The following Objectives are intended to help give the public and the decision makers a firm understanding of the issues, practices, opportunities, and value of historic preservation to their community.

- Objective A: Increase Idahoans' awareness of the value of cultural resources in the state through education, dissemination of information, and planning.
- i. Continually update appropriate survey information to online portals.
 - ii. Develop informational materials for various regions, jurisdictions, and the state legislature.
 - iii. Develop training (e.g. webinars, online presentations, et cetera) for non-professionals.
 - iv. Increase attendance at Idaho Archaeology and Historic Preservation Month activities and the biennial Idaho Heritage Conference.
 - v. Introduce *Project Archaeology* into Idaho schools (Bureau of Land Management, Project Archaeology staff, and teachers).
 - vi. Work with school districts to incorporate historic preservation into lesson plans.
 - vii. Work with the Tribes to ensure the preservation of Idaho's resources.
 - viii. Increase awareness of Traditional Cultural Properties and Idaho-specific cultural resources to the community at large, when and where appropriate.

- Objective B: Increase awareness and understanding of the National Register of Historic Places and its benefits.
- i. Continually send out information to the public on new listings to the National Register of Historic Places through the use of press releases and social media announcements.
 - ii. Increase the number of nominations to the NRHP for underrepresented cultural resource types.
 - iii. Increase the number of archaeological site nominations to NRHP.
 - iv. Raise awareness about National Historic Landmarks in the State of Idaho, and pursue more National Historic Landmark nominations.
- Objective C: Bring historic preservation to the forefront of community planning and economic development through the Certified Local Government program.
- i. Re-envision the CLG program, protocols, and procedures, including reviewing and updating CLG Program Handbook and Grants Manual to meet the needs of current and future CLG communities.
 - ii. Encourage an increase in CLG engagement with local and state officials and legislative representatives.
 - iii. Encourage collaborative efforts between CLG communities.
 - iv. Strengthen CLG partnerships and connections with Idaho's Main Street program.
 - v. Encourage increased CLG outreach efforts to inform citizens, with special attention paid to diverse groups, including underrepresented populations, seniors, and youth.
- Objective D: Better inform decision makers and citizens about the legal responsibilities related to historic preservation and Idaho's cultural resources.
- i. Ensure that local and federal partners are properly educated on the Section 106 requirements through training and workshops.
 - ii. Partner with government agencies in order to better integrate cultural resource data into land-use and management processes.
 - iii. Work with federal, state, and local partners to define and develop appropriate, proactive disaster preparedness plans to help ensure the protection of historic and archaeological resources statewide.
 - iv. Increase the use of the Section 106 process to produce National Register nominations and Multiple Property Documentation as forms of mitigations for significant properties.
 - v. Explore more creative mitigation measures such as off-site efforts, mitigation banking, et cetera.

GOAL 2. Take the appropriate steps to help historic preservation efforts transition into the 21st Century through the use of current and future best practices and the development and adoption of new and emerging technologies.

In a world which is becoming increasingly digitally connected, it is import that Idaho's historic preservation efforts take advantage of new tools and techniques to increase the range of our reach and improve our ability to communicate efficiently and effectively. At the same time, however, we have to be cognizant of the fact that not all people or communities are able to take advantage of these new tools. As such, historic preservation in Idaho should work to ensure that as many materials as possible are made available in a range of formats (some culturally sensitive records are not available to the public to prevent those resources from being targeted for looting or destruction). The following Objectives are intended to provide a road map for historic preservation programs across the state to work toward improving their information systems and providing efficient access to the information they contain.

Objective A: Ensure that information systems are accessible to a wide range of audiences at the State, county, and local levels.

- i. Continue to digitize reports and cultural resource documents.
- ii. Create an online resource for disseminating historic preservation-based information and tools.
- iii. Incorporate and increase a social media presence and online accessibility.
- iv. Develop clear protocols for the distribution of information available to the public, and for handling non-public information related to culturally sensitive records.
- v. Establish a list of programs and presentations from partners around the State, which will be accessible to all interested parties.
- vi. Develop clear procedures for making digital records available to those without on-line access (e.g. "hard-copies").

Objective B: Improve existing informational systems in order to efficiently locate, document, and protect historic and cultural resources.

- i. Coordinate with partners to ensure they have all the cultural resource information for their respective communities/agencies to encourage historic preservation activities.
- ii. Employ the use of media for communicating and sharing information with members of the public (e.g. PowerPoint, website, social media, et cetera).
- iii. Add a section on the SHPO webpages dedicated to National Register stories, highlighting new NRHP listings, and other interesting NRHP-listed sites.
- iv. Create and provide online educational materials (e.g. training videos, webinars), compliance information, and other helpful tools for historic preservation partners and the public.

Objective C: Develop and implement new technological methods to further historic preservation goals throughout the State of Idaho.

- i. Create an interactive public map on the SHPO webpage that highlights National Register-listed sites and provides information about each site.

- ii. Pursue modes of sharing information with decision makers and the public about cultural resources within and around their jurisdictions via an online mapping system (e.g. – a local GIS map viewer, or through a Google map).
- iii. Create a historic preservation “Wiki” that includes information about historic preservation partners, types of resources, technical services, and other helpful information.
- iv. Explore the development of a mobile application to convey information on historic sites (e.g. – Idaho Highway Markers, National Register listed properties, et cetera).
- v. Research other states’ electronic project submission (e-106) processes and pursue a similar process for Idaho.
- vi. Participate in the regional coordination of electronic project submission discussions.

GOAL 3. Ensure that historic preservation efforts throughout the state are aware of and have access to sufficient and sustainable sources of financial support and incentives.

In conducting the survey for this plan, one of the things which became most clearly apparent is a desire for increased financial support for historic preservation efforts throughout the state. In an era of “doing more with less,” however, it is not always practical to simply ask for more money from various levels of government. Historic preservation programs and projects need to be able to leverage multiple sources of financial support to carry out their efforts. The following Objectives seek to educate people on existing funding sources, develop new opportunities, and help projects take advantage of all the financial resources available to them.

Objective A: Improve communities’ ability to leverage multiple resources for funding.

- i. Assist CLGs to identify and take advantage of match opportunities.
- ii. Encourage the incorporation of historic preservation efforts into local, county, and state infrastructure and economic development projects.
- iii. Develop a network of potential local- and national-funding sources, including non-profits, governmental grants, and corporate sponsors.
- iv. Increase the awareness and use of the Section 106 mitigation process to help fund historic preservation projects.

Objective B: Increase the number of Tax Act-applications in the State of Idaho.

- i. Increase awareness and outreach efforts for the Tax Incentive program through collaboration with historic preservation partners.
- ii. Coordinate with CLGs and Main Street communities, and pursue additional partners, to disseminate information about the program and its benefits.
- iii. Create videos and/or webinars about the Tax Act program for outreach and education.

Objective C: Develop and enact an Idaho State tax incentive program to work in conjunction with the Federal Historic Tax Incentive program.

- i. Establish a collaborative group to advance this Objective.
- ii. Develop initial program concept based on existing programs in other states.
- iii. Produce informational handouts and presentations on the proposed program.
- iv. Work with key members of the State Legislature to refine, advance, and pass legislation.

GOAL 4. Ensure that archaeological resources and associated documents and collections are accorded permanent curation in accredited facilities in the State of Idaho.

Established under Idaho State Code, the Archaeological Survey of Idaho (ASI) provides long-term care of Idaho's archaeological collections and their archival records at regional repositories. The ASI provides access to the collections for educational programs at the state universities and for the public benefit. The ASI also establishes standards for researching and recording Idaho archaeology, develops publications and programs for education and outreach, and conducts field and laboratory investigations. Partners in this effort include the University of Idaho, Idaho State University, and Boise State University. Finally, the ASI is responsible for overseeing the permitted acts Section 27-503 of Chapter 5, Protection of Graves. It is the policy of the State of Idaho that archaeological resources with their associated documentation recovered from within the State remain in the State. The following Objectives are intended to specifically ensure that such archaeological resources and associated documents and collections will be accorded permanent curation in accredited facilities to ensure their continued accessibility by the education program of the state universities and for the public benefit of the citizens of Idaho.

Objective A: Improve public access to ASI documents and reports.

- i. Increase digitization of documents and reports.
- ii. Explore a virtual collection/exhibition website.
- iii. Restart the ASI Archaeological monograph publication series.

Objective B: Increase public education and outreach related to ASI.

- i. Increase the presence of ASI-related speakers/topics at Idaho Archaeology and Historic Preservation Month activities and the biennial Idaho Heritage Conference.
- ii. Introduce and educate about ASI into Idaho schools as part of the *Project Archaeology* program.
- iii. Work with the colleges and universities to expand the reach and effectiveness of ASI.

Objective C: Improve efficiency and effectiveness of the ASI.

- i. Develop a systematic survey program for state lands.
- ii. Develop rules under existing code to protect sites on state and private land.



**Idaho State Historic Preservation Office
Certified Local Government Subgrant Application
FY2021**

Application Coversheet

Applicant/Local Government

Name: _____
Address: _____
Address: _____
Telephone: _____
DUNS No.: _____

City/County Staff Contact

Name: _____
Address: _____
Address: _____
Telephone: _____
E-mail: _____

Grant Coordinator (if different from City/County Staff Contact)

Name: _____
Address: _____
Address: _____
Telephone: _____
E-mail: _____

Budget Summary

Total CLG Grant request: _____
Total Matching share: _____
Total cost of all project(s): _____
Source(s) of match: _____

Please provide a more detailed budget breakdown on the attached budget form.

Authorization

The undersigned certifies that he/she is authorized to apply for this subgrant on behalf of the local government, to commit local matching funds to the project, and to enter into a contract if the subgrant is awarded.

Signature: _____
City/County Chief Elected Official's signature

Date: _____

Print: _____

Title: _____

Project: _____

Applicant: _____

Part A: Proposed Project

Project Description

Complete a separate Part A: Project Description for **each** proposed project. Please state the objectives, the work to be performed, how the project relates to the goals set forth in the Idaho State Historic Preservation Plan, how the project relates to any local goals or objectives, and how the project will meet the Secretary of the Interior's Standards.

Final Products

CLG grant projects should result in a tangible product. Provide a detailed and specific list of the expected final products. Typical products include but are not limited to survey reports and forms; published document (e.g. walking tour guide); a National Register nomination; or similar. In some cases, the product may be an activity like a lecture or workshop. A short narrative describing the event must be submitted to the SHPO at the completion of the project. The narrative will describe the number of people attending, who composed the audience, and whether the project was carried out according to the proposal.

Project: _____

Applicant: _____

Timetable

Provide an anticipated timetable for carrying out the proposed project. Include significant milestones such as project commencement, issuing of RFPs, public engagement events, any necessary approvals, and projected completion.

Key Staff/Personnel

Provide a list of the key staff or personnel who will be involved in the proposed project, including a brief description of the roles and responsibilities for each member. Any anticipated subcontractors to be hired can simply be identified as such (e.g. – “consultant,” “architect,” “building contractor,” et cetera).

Attachments (Surveys, A&D, reprinting)

Attach any additional documents in support of this project application. Note: some project types have **required** attachments; please refer to Chapter VII of the Idaho CLG Grants Manual for details on these requirements.

Have you included any/all attachments for the project? Yes _____ No _____

