

HISTORIC PRESERVATION COMMISSION  
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** began 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 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: Signature on File  
Aceline McCulla, Secretary

Approved on: *March 1, 2023*