Lewiston Historic Preservation Commission
REGULAR MEETING AGENDA
August 1, 2024 - 10:00 AM
Bell Building – Second Floor Conference Room – 215 D Street
Lewiston, Idaho 83501

Seating will be available on a first-come, first-served basis.

I. CALL TO ORDER

II. CITIZEN COMMENTS

III. NEW BUSINESS

All items on the Consent Agenda are considered routine by the Commission and will be enacted by one motion. There will be no separate discussion on these issues unless a Commissioner so requests, in which case the item will be removed from the Consent Agenda and considered under "Items Moved from the Consent Agenda".

A. APPROVAL OF MINUTES, JUNE 6, 2024 REGULAR MEETING: - Action Item

B. PRIORITIES PLAN REVIEW AND UPDATE: - Presentation

IV. OLD BUSINESS

V. COMMISSIONER COMMENTS

VI. COUNCIL LIAISON COMMENTS

VII. STAFF COMMENTS

VIII. ADJOURNMENT

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact Nikki Province, ADA Coordinator, at least forty-eight (48) hours in advance of the meeting at 208-746-3671 x 6211.

The HISTORIC PRESERVATION COMMISSION met in the Bell Building Upstairs Conference Room at 215 "D" Street. Chair Boots called the meeting to order at 10:00 a.m.

I. CALL TO ORDER

COMMISSIONERS PRESENT: Leah Boots, Chair; Dennis Ohrtman; Bob Reitz; Vice Chair; Laurinda Riggs; Kayleigh Philippi (via Zoom); Lisa Hasenoehrl;

COMMISSIONERS EXCUSED: Tamara Berlik; Ed King, Greg Follett;

STAFF MEMBERS PRESENT: Katie Hollingshead, Assistant Planner;

CITY COUNCIL LIAISON PRESENT: Kassee Forsmann (at 10:07 am)

GUESTS: None

II. CITIZEN COMMENTS

None.

III. NEW BUSINESS

1. APPROVAL OF MAY 2, 2024 REGULAR MEETING MINUTES

Commissioners Ohrtman and Hasenoehrl moved and seconded, respectively, to approve the May 2, 2024 Regular meeting minutes. The motion passed 6-0.

IV. OLD BUSINESS

1. PRIORITIES PLAN REVIEW AND UPDATE

Staff Hollingshead read through the current priorities plan and identified items that had been completed since the 2023 review and items that might be good projects for the Commission to work on in the future. The Commission discussed potential partnerships that could benefit various projects. Staff Hollingshead also presented several grant applications showing the criteria the different granting organizations review when looking at projects, the Commission discussed if any of the projects listed on the priorities plan might meet the criteria for grant funds.

Chair Boots asked the Commission to further review the priorities plan on their own time and come back to the next meeting with a project they would like to concentrate their efforts on.

V. COMMISSIONER COMMENTS:

Commissioner Ohrtman encouraged the Commission to visit the Heritage House to review the interior work that is being done in the aviary.

VI. COUNCIL LIAISON COMMENTS:

Council Liaison Forsmann had no comments.

VII. STAFF-COMMISSION COMMUNICATIONS:

Staff Hollingshead let the Commission know that the first Thursday in July was July, 4th and that City offices would be closed that day. Staff Hollingshead asked the Commission if they would like to cancel the regular meeting and if any Certificate of Appropriateness applications came in she could schedule a special meeting for their review. The Commission agreed that cancelling the July 4, 2024 meeting was the best course of action.

VIII. ADJOURN

There being no further business, Commissioners Hasenoehrl and Riggs moved and seconded, respectively to adjourn the meeting of the Historic Preservation Commission at approximately 11:07 a.m. Motion passed 6-0.

RESPECTFULLY SUBMITTED,

Katie Hollingshead	Chairperson or Acting Chairperson
Recording Secretary	Historic Preservation Commission

Approved this _____ day of _____, 2024.

FY2024 HPC Priorities Plan

Commission Priorities

Goal #1: Protect the City's Historic and Cultural Resources.

The City of Lewiston has codes and standards crafted specifically for maintaining the unique characteristics of the community. Code enforcement and HPC help to guide historic property owner's efforts in preservation, and in making appropriate modifications to the exteriors of historic properties.

1. **EDUCATION**

Goal #3: Inform and engage the people of Lewiston to better integrate historic preservation for the education, enjoyment, and welfare of the community.

a. General

1a. Provide a tool for incoming city council members to gain a strong understanding of the role historical preservation has in City of Lewiston properties. (Actionable: Provide a brief presentation or packet of information to city council members, especially incoming or new council members, detailing the code requirements, process, and importance of being a spokesperson for historical preservation in the City of Lewiston. Create a presentation video.) Policy 3.1 Elected Official Engagement. Incoming elected officials should be invited to participate in an orientation session that includes a presentation on the role of the HPC and its responsibilities.

2a. Encourage people to attend and bring up questions during public comment at HPC meetings. If items mentioned during public comment merit HPC discussion, consider them during "Commissioner Comments" in the meeting's agenda and potentially include them as a future agenda item.

3a. Ask City Council to declare May as "Historic Preservation Month" which is a nationwide effort. (This needs to be done annually).

4a. Look for ways to enlarge the audience for historical preservation ideas to affect the community in a positive manner.

Communicate annually with owners of properties by means of an annual mailing which summarizes the Lewiston historic preservation program, and limitations on changes which can be made to buildings without formal review and approval. Promote available resources, such as The Design Guidelines for the Lewiston West End Historic District, The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings, and the Preservation Briefs technical leaflet series.

5a. Develop a list of frequently asked questions and post on the HPC webpage.

Expand preservation information on the City website to include info valuable to commercial property owners. The site now leans favorably towards owners of single family residences. Include welcoming language which invites public participation in historic preservation and attendance at HPC meetings.

Comment section for public to ask questions.

Develop an email list, starting with citizens who responded to the Historic Preservation Survey, and send periodic (monthly or quarterly) short messages with timely preservation-related information.

6a. Develop a reference library for exterior improvements
A resource list might include contractors who are familiar with historic construction methods, stucco repair, window rehab, masons, blacksmiths, etc., or preservation architects, or accountants who are familiar with federal tax credit projects.
Develop an outreach for local construction contractors which identifies the type and extent of work for which a Certificate of Appropriateness is required.
7a. Add a link to the Building Official and Fire Marshall for building and fire code requirements.
8a. Add information about financial incentives available. Add a link to tax incentive information.
9a. List Historical Registry Properties on website. (Review list) List Historically significant properties. (Review list). Historic Churches were brought up, review list.
Collect histories of individual properties for the benefit of the Community Development Department, the Nez Perce County Historical Society, and the main branch of the Lewiston library.
Owners of businesses located in the historic district should be encouraged to lean on the historic character of the property in the advertising and marketing campaigns.
10a. HPC sponsor speakers on interesting subjects related to Historical preservation or the History of the area. Would need to identify a funding source. Possible grant application.
Several HPC members mentioned having a special annual community event that formed the basis of citizen involvement. These annual events tend to be far larger than the staff of HPC can manage. However, if elevated to the city sponsored event, the responsibility of planning falls on many shoulders.

b. Realtors
Policy 3.3 Civic Transparency
Understanding that historic properties will change hands, the City should work to increase transparency in the property transaction process so that potential purchasers understand the implications of ownership of a historic property.
1b. Provide more educational opportunities for real estate professionals, prospective buyers, etc to understand the importance of protecting historical properties in the City of Lewiston. (Actionable: Provide/distribute a flier explain the importance and requirements of historical preservation at open houses, especially ones that are located in the Normal Hill Heritage Overlay zone or West End Historic District.)
Create a brochure for use by local real estate agents during historic house showings. Language for this could be similar to the Enriching the Future with Lewiston's History.
Reaching out regularly/annually to area realtors and title companies to inform them of historic boundaries, the impacts of a register listing, and incentives available to purchasers/owners of historic properties (such as the Federal Tax Credit program for income producing properties).
2b. Plan a seminar on the Certificate of Appropriateness process and invite those people who have gone through the process to attend and provide their feedback.
Policy 2.2 Engagement

The City should encourage citizens who have gone through the Certificate of Appropriateness process to give feedback, including advice to new applicants.
Identify one or more community members who have had positive experiences with the Certificate of Appropriateness process who might be willing to advise or mentor new applicants.

Policy 1.1

The City should expand property maintenance and code enforcement activities, particularly in relation to historic properties.

A. Targeted communications with property owners, business owners, and residents inside historic districts to encourage compliance with existing property maintenance codes.
B. Outreach to property owners who live outside the Lewiston area to emphasize the benefits of regular maintenance, including increased property values.

Policy 1.2

The City should look for opportunities to support owners of historic properties by means of financial incentives, streamlining permitting and design review processes, and maintaining a list of resources available.

c. Commercial Building Owners in West End Historic District

C1. Plan events for building and business owners to share what Historic Preservation Commission actions are "real" or "perceived" with discussion of specific areas where the Commission input does not impede either construction or remodeling.
C2. Add information to the city website regarding commercial buildings in the West End Historic District and remodeling/construction/certificate of appropriateness rules.
C3. Incentivize reusing historic buildings by offering monetary incentives. Reduce costs the city has control over such as reduction in permit fees and city utility hook-up fees.
C4. Gather information about federal tax incentives for historic properties to distribute to property owners to make them aware of already existing programs to help defray cost of rehab/preservation efforts. City staff and HP Commissioners should promote the use of Historic Preservation Tax Incentives offered by the Idaho SHPO and the National Park Service.

d. Residential Building Owners in the Normal Hill Heritage Overlay Zone

D1. Consider a city grant program to help Normal Hill Overlay homeowners with exterior preservation costs. Work with Grant Manager to develop criteria and thresholds, determine where funding would come from. Grant program would need City Council approval. The City could consider creation of a low-interest commercial revolving fund to help defray extraordinary costs associated with meeting appropriateness standards or making façade improvements, or a no-interest residential revolving fund to help homeowners rehab historic wood windows rather than replacing them with modern vinyl units. The funds would not be used to pay for the project entirely, but could bridge the financial gap between modern replacements and appropriate rehabilitation. The funds could be resupplied over a specified time, or forgiven on a case-by-case basis as new funding becomes available.

2. ONGOING HISTORIC PRIORITIES

Policy 1.3

The City should recognize and promote praiseworthy efforts to beautify Lewiston and make the community more livable, particularly in the West End Historic District and Normal Hill Heritage Overlay Zone.

a. This could include a series of social media posts aimed at discussing the benefits of protecting historic character, such as increasing property values, or recognizing the value of embodied energy when it comes to preserving the original building materials. (Need to decide on, and draft what these posts would say/include)
b. Orchid Awards
   Policy 3.5 Promote Heritage Tourism: The City shall support efforts to develop and expand heritage tourism as an economic driver.
   Policy 3.6 Recognize Excellence: The City shall encourage cultural resource protection through recognition of individuals, organizations and advocacy groups whose efforts exemplify excellence in the field of historic preservation.
c. The HPC should actively seek nominations year round for new honorees. HPC members are encouraged to advance local award winners to Preservation Idaho for statewide recognition where appropriate.
d. Pairing a well-publicized community event with the Orchid Awards would cause the Awards to increase credibility and visibility.
   i. Signage

Improve signage, standardize signage design, install new signage where needed, and repair or replace signage that is nonconforming.

Encourage property owners to install plaques recognizing historic properties, where appropriate.

Policy 3.4 Property Owner Engagement

The City shall promote recognition of historic properties by means of signage, storytelling and public recognition of successful preservation projects.

a. Encourage owners of historic properties, whether they be residential or commercial, to learn best practices for the care and preservation of historic properties.
b. Educate property owners on the incentives for good stewardship of their properties.
e. Plaques
   i. Policy
   ii. Purchase
f. The City of Lewiston should work with Code Enforcement and the HPC to incentivize positive behaviors through recognition of praiseworthy efforts to beautify Lewiston and make the community more livable.
g. Review HPC website annually to make updates

3. IDENTIFICATION OF HISTORIC PLACES AND BUILDINGS

a. Nominations to the National Register
   A1. Engage building and business owners in the historic districts or in areas of future historic designation in a dialog to reveal benefits and obligations of current codes, remodeling guidelines, and possible decisions by governmental agencies that could impact them.

4. **RESTORATION POSSIBILITES**
    a. Capital Projects for City owned properties
        i. Carnegie building
        ii. Towers
    b. Restoration project of steps and pathways between Historic Downtown and Normal Hill
5. **EDUCATION FOR COMMISSION AND STAFF**

Policy 3.2 Historic Preservation Training

Ongoing professional development should be provided for CLG staff and Historic Preservation Commissioners in preservation goals, processes, standards and best practices.

Host periodic Cultural Resource Training with subject matter experts as cadre including members of the Nez Perce Tribe, Idaho SHPO, and advocacy groups such as Preservation Idaho.

Seek Idaho CLG funding for HPC members and Community Development staff to attend historic preservation conferences and trainings on a regular basis, including Preservation Idaho's annual conference.

The HPC should take the lead on discovering and educating the public on how to take advantage of Green Deal tax breaks and tax credits for energy-saving retrofits that are appropriate for historic properties.

    a. Commission involvement in National/State Conferences
    b. Reports to City Council – January/February and September/October
    c. New Commissioner Orientation
        i. Make readily available the folder, "Enriching the Future with Lewiston's History"
        ii. Host family education events throughout the year.

6. **BUILDING PARTNERSHIPS**

Goal #2 Promote Historic Preservation by developing mutually beneficial partnerships with local communities and advocacy groups whose values and interests align with the City's in the areas of heritage, arts and sustainability.

Build relationships with organizations to advance Historical Preservation

    i. BDL
    ii. Nez Perce County Historical Society and Museum
    iii. LCSC
    iv. Liberty Theater
    v. Realtor Association
    vi. Nez Perce Tribe
    vii. Visit Lewis Clark Valley
    viii. Lewis Clark Valley Chamber of Commerce

Policy 2.1 Consultations

The City should recognize Lewiston's historic and cultural roots by expanding respectful interaction with the Nez Perce Tribe and the Nez Perce County Historical Society.

Identify one of more staff members or elected officials to coordinate communications between city staff and tribal staff.

Initiate a regular quarterly meeting with representatives of local advocacy groups to informally discuss items of mutual concern or interest. This could take the form of a brown bag lunch, alternating locations each quarter.

7. **SIDEWALK VAULTS**

a. Education
   A1. Pull owners of buildings with vaults together to hear their concerns and hopes for vault usage, upkeep or demolition.
b. Progress Completion of Inventory
c. Collection on the Historic Significance on vaults
d. Educate/Document Historical Usage
e. Preservation and Education Efforts