



**Lewiston Historic Preservation Commission
REGULAR MEETING AGENDA
February 5, 2026 - 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.

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- I. CALL TO ORDER**
- II. CITIZEN COMMENTS**
- III. NEW BUSINESS**
- A. APPROVAL OF MINUTES, JANUARY 8, 2026 SPECIAL MEETING (ACTION ITEM): -
Action Item**
- B. APPROVAL OF MINUTES, JANUARY 29, 2026 SPECIAL MEETING (ACTION ITEM):
- Action Item**
- C. 2026 ORCHID AWARDS - NOMINATION DISCUSSION AND EVENT PLANNING
(ACTION ITEM): - Action Item**
- IV. COMMISSIONER COMMENTS**
- V. COUNCIL LIAISON COMMENTS**
- VI. STAFF COMMENTS**
- A. QUERY OF COMMISSIONERS TO ATTEND THE REGULAR MARCH 6, 2026
MEETING.: - Presentation ()**
- B. RECOGNITION AND APPRECIATION OF KAYLEIGH PHILIPPI FOR HER SERVICE
ON THE HISTORIC PRESERVATION COMMISSION.: - Presentation ()**
- VII. 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.

January 08, 2026

The HISTORIC PRESERVATION COMMISSION met in the Bell Building Upstairs Conference Room at 215 “D” Street. Chair Leah Boots called the meeting to order at 10:06 a.m.

I. CALL TO ORDER

COMMISSIONERS PRESENT: Leah Boots, Chair; Dennis Ohrtman, Vice Chair; Greg Follett; Laurinda Riggs (at 10:21 am); Lisa Hasenoehrl (at 10:23 am via Zoom); Tamara Berlik; Bob Reitz;

COMMISSIONERS EXCUSED: Kayleigh Phillipi;

STAFF MEMBERS PRESENT: Katie Hollingshead, Assistant Planner;

CITY COUNCIL LIAISON PRESENT: Kasee Forsman

GUESTS: Bryan Skinner

II. CITIZEN COMMENTS

None.

III. ELECTION OF CHAIR AND VICE CHAIR FOR THE 2026 CALENDAR YEAR:

Commissioner Follett nominated Chair Boots as Chairperson for the 2026 Calendar Year. Chair Boots accepted the nomination. Motion passed 5-0 (Commissioners Riggs and Hasenoehrl arrived after the vote).

Commissioner Follett nominated Vice Chair Ohrtman as Vice Chairperson for the 2026 Calendar Year. Vice Chair Ohrtman accepted the nomination. Motion passed 5-0 (Commissioners Riggs and Hasenoehrl arrived after the vote).

IV. NEW BUSINESS

1. Approval of Minutes, December 4, 2025 Regular Meeting:

Chair Boots asked if there were any questions or corrections to the minutes. There were none. Vice Chair Ohrtman moved to approve, Commissioner Follett provided the second. Motion passed 5-0 (Commissioners Riggs and Hasenoehrl arrived after the vote).

2. Approval of Minutes, December 18, 2025 Special Meeting:

Chair Boots asked if there were any questions or corrections to the minutes. There were none. Commission Berlik moved to approve, Vice Chair Ohrtman provided the second. Motion passed 5-0 (Commissioners Riggs and Hasenoehrl arrived after the vote).

3. Certificate of Appropriateness Review, West End Historic District. A request by Bryan Skinner of Marshall's Auto Service, to construct a new 20'x30' work bay on the north side of the existing building. The addition will have metal clad siding and roofing to match the existing building.:

Staff Hollingshead reviewed the application, photos and architectural renderings included in the meeting packet and stated that Mr. Skinner was available in the audience in case the Commission had any questions. Staff Hollingshead then read an email from Phillip and Marilyn Stonebraker in support of the application (email is attached to these minutes).

Commissioner Reitz asked about the history of the building and Mr. Skinner stated the building had been a bulk oil storage facility in the 1900's, a service station in the 1950's and that the bay on the north side of the building had been added in 2004. Mr. Skinner stated that the proposed addition would be attached to that bay.

Chair Boots read through each of the Lewiston Design Guidelines for the West End Historic District with the Commission. The Commission agreed that the application meet guidelines K-1, K-2, K-3, M-1, M-2, M-3, and M-4. All other guidelines did not apply to the project. Commissioner Follett moved that the Certificate of Appropriateness for the 20'x 30' work bay on the north side of the building at 865 D Street be approved. Commissioner Berlik provided the second. Motion carried 7-0.

4. 2026 Orchid Awards - Selecting a date and soliciting nominations:

Staff Hollingshead reviewed when the Orchid Awards have been held in the past. The Commission discussed various dates in May and decided that May 9, 2026 worked the best. Staff Hollingshead will contact the Nez Perce County Historical Society and find out if the Capital Building is available on that date. Staff Hollingshead then reviewed the categories of the Orchid Awards and asked that each Commissioner bring at least one recommendation to the February meeting for the group to discuss. Staff Hollingshead will send out the list of properties that were issued a certificate of appropriateness since the 2024 Orchid Awards as a starting point. Staff Hollingshead will also include a list of recent winners.

V. COMMISSIONER COMMENTS

Commissioner Ohrtman stated that he was very interested in the Commission moving forward with a presentation on the historic churches project that everyone had been

working on. Staff Hollingshead stated that she had reached out to the library director and the Commission would just need to determine the date and time and the library would try and accommodate.

VI. COUNCIL LIAISON COMMENTS

Liaison Forsman had no comments. Staff Hollingshead said that the Council will appoint new Board and Commission liaisons at the January 12, 2026 meeting and that they might see a new face come February.

VII. STAFF COMMENTS

Staff Hollingshead stated that she had sent out an email looking to schedule a special meeting for a Certificate of Appropriateness review on January 22, but was unable to confirm a quorum. Staff Hollingshead asked if there was Commissioner availability on January 29, 2026 for a special meeting. Five of the Commissioners present stated they would be able to attend on that date. Staff Hollingshead will let the applicant know and get the notice and meeting packet sent out.

Staff Hollingshead reminded the Commission that the regularly scheduled meeting for February would be on February 5, 2026. All Commissioners stated they should be able to attend. Staff Hollingshead stated that the February meeting would be Commissioner Philippi's last meeting with the Commission as she prepares to graduate college and leave to attend graduate school. There will be a plaque presentation honoring her years of service at the February meeting.

VIII. ADJOURN

There being no further business, Commissioner's Follett and Riggs moved and seconded, respectively, to adjourn the meeting of the Historic Preservation Commission at approximately 10:41 a.m. Motion passed 7-0.

RESPECTFULLY SUBMITTED,

Katie Hollingshead
Recording Secretary

Chairperson or Acting Chairperson
Historic Preservation Commission

Approved this _____ day of _____, 2026.

January 29, 2026

The HISTORIC PRESERVATION COMMISSION met in the Bell Building Upstairs Conference Room at 215 “D” Street. Chair Leah Boots called the meeting to order at 10:04 a.m.

I. **CALL TO ORDER**

COMMISSIONERS PRESENT: Leah Boots, Chair; Greg Follett; Laurinda Riggs; Lisa Hasenoehrl (via Zoom); Bob Reitz;

COMMISSIONERS EXCUSED: Kayleigh Phillipi; Dennis Ohrtman, Vice Chair; Tamara Berlik;

STAFF MEMBERS PRESENT: Katie Hollingshead, Assistant Planner;

CITY COUNCIL LIAISON PRESENT: None

GUESTS: None

II. **CITIZEN COMMENTS**

None.

III. **NEW BUSINESS**

1. **Certificate of Appropriateness Review, West End Historic District. An application by Lewiston Tribune to build an open sided, carport style, pole structure to protect a paper and cardboard baler from the weather. The structure will be 10’ wide by 32’ long with a front roof height of 16’ with a single slope roof at 607 Capital Street.:**

Staff Hollingshead reviewed the application and photos provided in the application. Chair Boots read through each section of the Design Guidelines for the West End Historic District Certificate of Appropriateness Review Form. The Commission found the project to be in compliance with guidelines M-2 and M-6. All other guidelines were not applicable to this project. Commissioner Riggs motioned to approve the Certificate of Appropriateness for the open sided, carport style, pole structure at 607 Capital Street, Commissioner Follett provided the second. Motion carried 5-0.

IV. **ADJOURN**

There being no further business, Commissioner’s Follett and Reitz moved and seconded, respectively, to adjourn the meeting of the Historic Preservation Commission at approximately 10:11 a.m. Motion passed 5-0.

RESPECTFULLY SUBMITTED,

Katie Hollingshead
Recording Secretary

Chairperson or Acting Chairperson
Historic Preservation Commission

Approved this _____ day of _____, 2026.

COMMUNITY SPONSOR



SEEKING NOMINATIONS LEWISTON ORCHID AWARDS 2026

Lewiston Historic Preservation Commission requests your nominations for the Orchid Awards to celebrate those individuals and organizations that have made a positive contribution to historic preservation.

Examples of preservation projects can be awarded in the following categories:

- 1) Excellence in Historic Preservation
- 2) Contribution to Historic Preservation
- 3) Preservation-Sensitive New Construction
- 4) Friend of Preservation
- 5) Distinguished Preservationist
- 6) Cultural Heritage Preservation
- 7) Heritage Stewardship

Nomination Form: <https://www.cityoflewiston.org/430/Historic-Preservation-Commission>
or Community Development, 215 D St.

Deadline: April 1, 2026

Information: Katie Hollingshead | (208) 746-1318 x7261



LEWISTON ORCHIDS AWARDS

Biennially, the Lewiston Historic Preservation Commission hosts the Orchid Awards, an awards ceremony designed to celebrate those individuals and organizations that have made a positive contribution to historic preservation, and in turn to bring awareness to those projects that have shown insensitivity to the state's cultural history.

ORCHIDS

Outstanding examples of preservation projects or practices can be awarded in the following categories:

- ❖ **Excellence in Historic Preservation**
Awarded to those projects that has demonstrated outstanding adherence to the Secretary of the Interior's Standards in preservation, restoration, renovation, or adaptive reuse (residential or commercial).
- ❖ **Contribution to Historic Preservation**
Awarded to those projects that has been successful in the tasteful restoration, addition, or remodel of an existing building (residential or commercial).
- ❖ **Preservation-Sensitive New Construction**
Awarded to new construction that enhances a historic neighborhood or historical theme (residential or commercial).
- ❖ **Friend of Preservation**
Awarded to non-professional individuals distinguished for service in historic preservation. This would include, but would not be limited to, those who volunteer for preservation organizations, historical societies or museums.
- ❖ **Distinguished Preservationist**
Awarded to professionals distinguished for service in historic preservation. Nominees for this award would be those whose job it is to further the cause of Historic Preservation in Idaho through direct projects or education.
- ❖ **Cultural Heritage Preservation**
Awarded to educational programs and projects that have made a positive impact toward the preservation of cultural heritage and open spaces, as well as the restoration and rehabilitation of historic landmarks and roadside architecture.
- ❖ **Heritage Stewardship**
Awarded to organizations or individuals that have shown dedication to historic preservation through the long-term maintenance and care of historic, architecturally significant, or culturally important sites and structures.

NOMINATION DEADLINE: April 1, 2026

EVALUATION AND SELECTION

The jury will be made up of the Lewiston Historic Preservation Commission. Nominations will be evaluated based on information provided in the nomination.

Award recipients will be publicly recognized at the Orchid Award Ceremony May 09, 2026 at 11:00 a.m.

SUBMISSION REQUIREMENTS

All nominations must be accompanied by the following:

- a. Completed nomination form (see page 2).
- b. Summary of project, description of building or personal resume. (Where is the building located? What is its history?)
- c. Summary describing why entry is worthy of award (What outstanding preservation techniques were used in this project? What preservation work has the individual accomplished?).
- d. Copies of any reports or articles about nominee.
- e. Digital images of project, building, or person provided on a compact disc (these are very important and may be used in awards program). Preferred image resolution is 300dpi.
- f. Letter of support from preservation professional or community leader.
- g. **Note:** By submitting this nomination form, you authorize the City of Lewiston Historic Preservation Commission to use your photographs on the City of Lewiston Historical Preservation Commission's Facebook page, website, and other materials promoting its work, and you certify that said photographs are not copyrighted nor in violation of any copyright law.

ORCHIDS NOMINATION FORM

Nominations due April 1, 2026

SUBMITTER INFORMATION

Your Name:

Address:	City:	State:	Zip:
Phone:	Email:		

You may submit nominations for projects in the following categories:

CATEGORY (see definitions on previous page)

- | | |
|--|---|
| <input type="checkbox"/> Excellence in Historic Preservation | <input type="checkbox"/> Distinguished Preservationist |
| <input type="checkbox"/> Contribution to Historic Preservation | <input type="checkbox"/> Heritage Stewardship |
| <input type="checkbox"/> Preservation-Sensitive New Construction | <input type="checkbox"/> Cultural Heritage Preservation |
| <input type="checkbox"/> Friend of Preservation | |

NOMINATE A PROJECT

Project Name:

Address:	City:	State:	Zip:
Phone:	Email:		

Primary Contact:

Address:	City:	State:	Zip:
Phone:	Email:		

NOMINATE AN INDIVIDUAL

Name:

Address:	City:	State:	Zip:
Phone:	Email:		

MAIL FORM TO:

Lewiston Historic Preservation Commission
Orchid Awards
PO Box 617
Lewiston, ID 83501

Or email to:

Katie Hollingshead
khollingshead@cityoflewiston.org
ph: 208.746.1318 ext. 7261

All nomination materials submitted will become the property of the City of Lewiston Historic Preservation Commission.

The jury relies on the information submitted to determine recipients in each category.

Please ensure your nomination is thorough and complete.

SEEKING NOMINATIONS

LEWISTON ORCHID AWARDS 2026



Lewiston Historic Preservation Commission requests your nominations for the Orchid Awards to celebrate those individuals and organizations that have made a positive contribution to historic preservation.

If you have a neighbor who has recently completed an exterior renovation project that you think should be recognized, please contact the Historic Preservation Commission. Nominations will be accepted until April 1, 2026.

Nomination Forms available online:

https://www.cityoflewisston.org/430/Historic-Preservation-Commission

Historic Preservation Commission c/a Community Development 215 D Street Lewiston ID 83501

Phone: 208-746-1318 x 7261

Email: khollingshead@cityoflewisston.org

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City of Lewiston

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Permit #	Address	Description of Work	District	
HPC23-000001	524 Main Street	Exterior Entrance to upstairs apartments	West End	
HPC23-000002	524 Main Street	Projecting Sign	West End	
HPC23-000003	524 Main Street	Exterior Façade	West End	
HPC23-000004	830 Main Street	replace existing door and transom window	West End	
HPC23-000005	215 Prospect Ave	replace 10 windows with new	Normal Hill	
HPC23-000006	855 Main Street	replace windows, remove metal cladding	West End	
HPC23-000007	816 Main Street	parklet	West End	
HPC23-000008	816 Main Street	wall sign	West End	
HPC23-000009	422 5th Street	roof	Normal Hill	
HPC23-000010	222 Prospect Blvd	new accessory building	Normal Hill	
HPC23-000011	818 Main Street	exterior entry door, windows, and awning	West End	
HPC23-000012	856 F Street	replace and reframe windows	West End	
HPC23-000013	625 D Street	New building addition to commercial building	West End	
HPC23-000014	222 Prospect Blvd	porte cochere and deck	Normal Hill	
HPC23-000015	311 Main Street	exterior exhaust fan	Normal Hill	Not yet reviewed
HPC23-000016	330 5th Street	roof	West End	Not yet reviewed
HPC23-000017	619 6th Street	exterior windows, doors and paint	West End	Not yet reviewed

Permit #	Address	Description of Work	District
HPC24-000001	719 D Street	Patio cover and exterior siding	West End
HPC24-000002	215 Prospect Ave	Porch rebuild	Normal Hill Heritage
HPC24-000003	0301 2nd St	Awning and signage	West End
HPC24-000004	704 Main Street	signage	West End
HPC24-000007	325 1st Ave A-H	exterior renovation	Normal Hill Heritage
HPC24-000008	203 1st Ave	roof mount solar panels	Normal Hill Heritage
HPC24-000009	206 9th St	Paint	West End
HPC24-000010	111 Main St	Exterior Door	West End
HPC24-000011	863 Main Street	Facade and signs	West End
HPC24-000012	519 3rd St	replace window	Normal Hill Heritage
HPC24-000013	329 5th Ave	reroof with sheeting	Normal Hill Heritage
HPC24-000014	215 1st Ave	3 new windows	Normal Hill Heritage
HPC24-000015	301 Main Street	repointing of brick mortar	West End
HPC24-000016	524 Main Street	wall and projecting signs	West End

Permit #	Address	Description of work	District
HPC25-000001	611 Main Street	Marquee repair	west end
HPC25-000002	808 Main Street	awning on front facade	west end
HPC25-000003	128 Main Street	Entrance and vestibule to 2nd floor	west end
HPC25-000004	410 Main Street	Steel Canopy	west end
HPC25-000005	311 Main Street	exterior exhaust fan	west end
HPC25-000006	415 6th St	replacement sign	normal hill heritage
HPC25-000007	523 1/2 Main St	metal outdoor pergola	west end
HPC25-000008	704 4th Ave	patio roof cover	normal hill heritage
HPC25-000009	410 Main Street	wall signage	west end
HPC-25-0010	217 5th Avenue	new front porch	normal hill heritage
HPC-25-0011	519 7th Avenue	replace carriage house	normal hill heritage