



**Lewiston Historic Preservation Commission
REGULAR MEETING AGENDA
June 4, 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, APRIL 9, 2026 SPECIAL MEETING (ACTION ITEM): -
Action Item**
- B. APPROVAL OF MINUTES, APRIL 30, 2026 SPECIAL MEETING (ACTION ITEM): -
Action Item**
- C. CERTIFICATE OF APPROPRIATENESS, NORMAL HILL HERITAGE OVERLAY
ZONE (ACTION ITEM)
AN APPLICATION BY ROBERT AND MARY SCHULTY TO ADD TWO (2) SMALL
ROOF DORMERS AND TO CHANGE AN EXISTING WINDOW TO AN EXTERIOR
DOOR ON THE SOUTH SIDE OF THE HOUSE, AT 207 PROSPECT AVENUE.: - Action
Item**
- IV. COMMISSIONER COMMENTS**
- V. COUNCIL LIAISON COMMENTS**
- VI. STAFF COMMENTS**
- A. QUERY OF COMMISSIONERS FOR THE REGULARLY SCHEDULED JULY 2, 2026
MEETING (POSSIBLY CANCEL DUE TO JULY 4TH HOLIDAY?).
REMINDER OF OPEN SEATS ON THE 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.

April 09, 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 10:01 a.m.

I. CALL TO ORDER

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

COMMISSIONERS EXCUSED: Tamara Berlik; Greg Follett; Dennis Ohrtman, Vice Chair;

STAFF MEMBERS PRESENT: Katie Hollingshead, Assistant Planner;

CITY COUNCIL LIAISON PRESENT: Matthew Wright

GUESTS: None

II. CITIZEN COMMENTS

None.

III. NEW BUSINESS

1. Approval of Minutes, February 05, 2026 Regular Meeting:

Chair Boots asked if the Commission had any questions or corrections. There were none. Commissioners Riggs and Reitz moved and seconded, respectively, to approve. Motion carried 4-0.

2. 2026 Orchid Awards - Nomination discussion and decision:

Staff Hollingshead reviewed the 11 nominations listed on the agenda. The Commission discussed each property or individual. The Commission discussed what level of rehabilitation or restoration should be completed to be deserving of an Orchid Award. The Commission discussed several properties that had been refreshed with paint and landscaping and whether or not that sort of work could be considered an actual preservation project. The Commission discussed each of the seven categories for Orchid Award nominations and whether an honorable mention would be appropriate to recognize properties that had done improvements that might not meet the category descriptions. The Commission made the following determination:

524 Main Street - Honorable Mention

804 13th Street – Honorable Mention

201/207 Capital Street – does not meet criteria

625 D Street – does not meet criteria

222 Prospect Blvd – project not complete, consider in 2028

305 Prospect Ave – Honorable Mention

1209 Main Street – Contribution to Historic Preservation

725 Prospect Ave – Honorable Mention

Steven Branting & Spencer Branting – Cultural Heritage Preservation

Mark Alexander – Heritage Stewardship

Patricia Keith – project not complete, consider in 2028

Vincent Tsang – project not complete, consider in 2028

Commissioners Hasenoehrl and Riggs, moved and seconded, respectively, to approve these award winners for the 2026 Orchid Awards. Motion carried 4-0.

IV. COMMISSIONER COMMENTS:

None.

V. COUNCIL LIAISON COMMENTS:

Councilor Wright asked the Commission what they would like him to share at the next council meeting. Staff Hollingshead ask that he extend the invitation to the 2026 Orchid Awards, to be held on May 9, 2026 at 11:00 am at the Nez Perce County Historical Society campus in the Territorial Capital Replica Building.

VI. STAFF COMMENTS:

Staff Hollingshead stated that she had filled out the proclamation paperwork for the Mayor to proclaim May as Historic Preservation Month and that the proclamation would be presented at the April 27th council meeting at 6 pm. Staff Hollingshead encouraged all available Commissioners to attend to accept the proclamation.

Staff Hollingshead stated that the next regular meeting would be on May 7, 2026 and that the Orchid Awards would be the following Saturday, May 9, 2026. Commissioners Hasenoehrl and Boots both said they are unable to attend the Orchid Awards and Commissioner Hasenoehrl is also out of town for the May 7 meeting.

Staff Hollingshead stated that the City Planner, Joel Plaskon, had sent out an email the week before while Staff Hollingshead was out of office, regarding a special meeting and that Staff Hollingshead would be scheduling said special meeting for April 30th at 10 am and would be sending out an agenda and packet by the end of the week. There will two Certificates of Appropriateness to review at the special meeting.

Staff Hollingshead also reminded the Commission that there are two open seats on the Commission and that if they have any friends, neighbors, acquaintances, etc who might

be interested in serving on the Commission, to please have them contact staff or the City Clerk for an application.

VII. ADJOURN

There being no further business, Commissioner’s Riggs and Hasenoehrl moved and seconded, respectively, to adjourn the meeting of the Historic Preservation Commission at approximately 10:52 a.m. Motion passed 4-0.

RESPECTFULLY SUBMITTED,

Katie Hollingshead
Recording Secretary

Chairperson or Acting Chairperson
Historic Preservation Commission

Approved this _____ day of _____, 2026.

April 30, 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 10:00 a.m.

I. **CALL TO ORDER**

COMMISSIONERS PRESENT: Leah Boots, Chair; Lisa Hasenoehrl (via Zoom); Bob Reitz; Dennis Ohrtman, Vice Chair (@ 10:05 am); Greg Follett;

COMMISSIONERS EXCUSED: Laurinda Riggs;

STAFF MEMBERS PRESENT: Katie Hollingshead, Assistant Planner;

CITY COUNCIL LIAISON PRESENT: Matthew Wright

GUESTS: Zack Christensen, Walker’s Furniture

II. **CITIZEN COMMENTS**

Staff Hollingshead stated that there were no citizen comments but that Commissioner Berlik had tendered her resignation to the Commission citing scheduling conflicts with her new job.

III. **NEW BUSINESS**

1. **Certificate of Appropriateness application by Zack Christensen of Walker’s Furniture for signage and exterior paint at 815 Main Street in the West End Historic District:** Staff Hollingshead presented the application and reviewed the existing and proposed paint colors and the existing and proposed wall and projecting signage. Staff Hollingshead stated that Walker’s Furniture was also pursuing a sign waiver from the Planning and Zoning Commission so that they can install more than the 64 square feet of signage allowed in Historic Districts. The Commission reviewed that the existing signage for the previous business had been installed prior to the extension of the historic district from 5th Street to 9th Street and had been in compliance with the commercial sign code at time of installation. Chair Boots read each section of the Lewiston Design Guidelines for the West End Historic District for the Commission. The Commission discussed and agreed that the proposed application was in compliance with Section L-5 for signage and Section L-13 for paint. All other sections

were not applicable to the project. Commissioner’s Follett and Reitz moved and seconded, respectively, to approve the Certificate of Appropriateness for paint and to conditionally approve the Certificate of Appropriateness for signage, subject to the approval of the sign waiver from the Lewiston Planning and Zoning Commission. Motion carried 5-0.

- 2. **Certificate of Appropriateness application by Clarkston Glass to replace three (3) wood windows with three (3) vinyl windows at 403 5th Avenue in the Normal Hill Heritage Overlay Zone** : Staff Hollingshead presented the application and reviewed the existing windows and the proposed replacement windows. Chair Boots read each section of the Normal Hill Heritage Overlay Zone factors for the Commission. The Commission discussed and agreed that the application complies with factors 1, 2, 4, and 5 and that factors 3, 6, and 7 do not apply to the project. Vice Chair Ohrtman and Commissioner Follett moved and seconded, respectively, to approve the Certificate of Appropriateness for replacement windows. Motion carried 5-0.

IV. **ADJOURN**

There being no further business, Commissioner’s Reitz and Follett moved and seconded, respectively, to adjourn the meeting of the Historic Preservation Commission at approximately 10:34 a.m. Motion passed 5-0.

RESPECTFULLY SUBMITTED,

Katie Hollingshead
Recording Secretary

Chairperson or Acting Chairperson
Historic Preservation Commission

Approved this _____ day of _____, 2026.

May 27, 2026

Robert and Mary Schulty

207 Prospect Ave

Lewiston, ID 83501

760-505-0129

RE: Roof Work

We would like to propose to you the addition of 2 small roof dormers and one entry door on our house at 207 Prospect Ave.

- 1) The north clear story shed roof dormer will give us needed headroom for the upstairs bathroom and shower. An awning window would work best.
- 2) The south side hip roof dormer will give head room and light at our stairway and landing. With a stained/leaded glass window.
- 3) The proposed French door at the south side will allow access and better egress from the Kitchen/Dining area. This door will match the existing exterior doors.

These proposed upgrades will not be visible from the front of the house and only slightly visible from the drive by view.

Attached are pictures of the house with locations marked with an X. And elevation drawings showing the improvements.

If you have any questions, please let me know

Kindly,

Robert Schulty

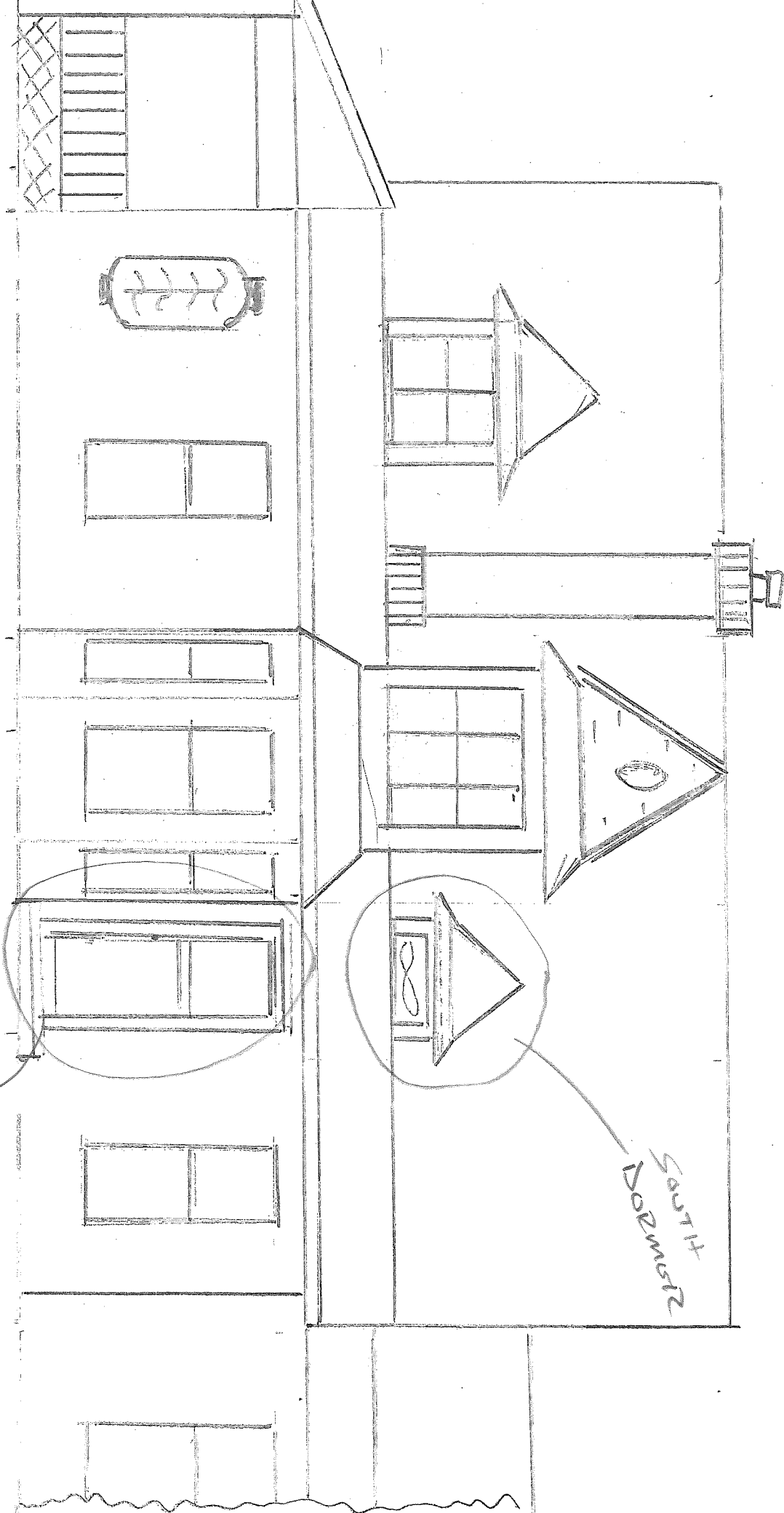
Contractor TBD

existing South side



Proposed South side

SOUTH DOOR

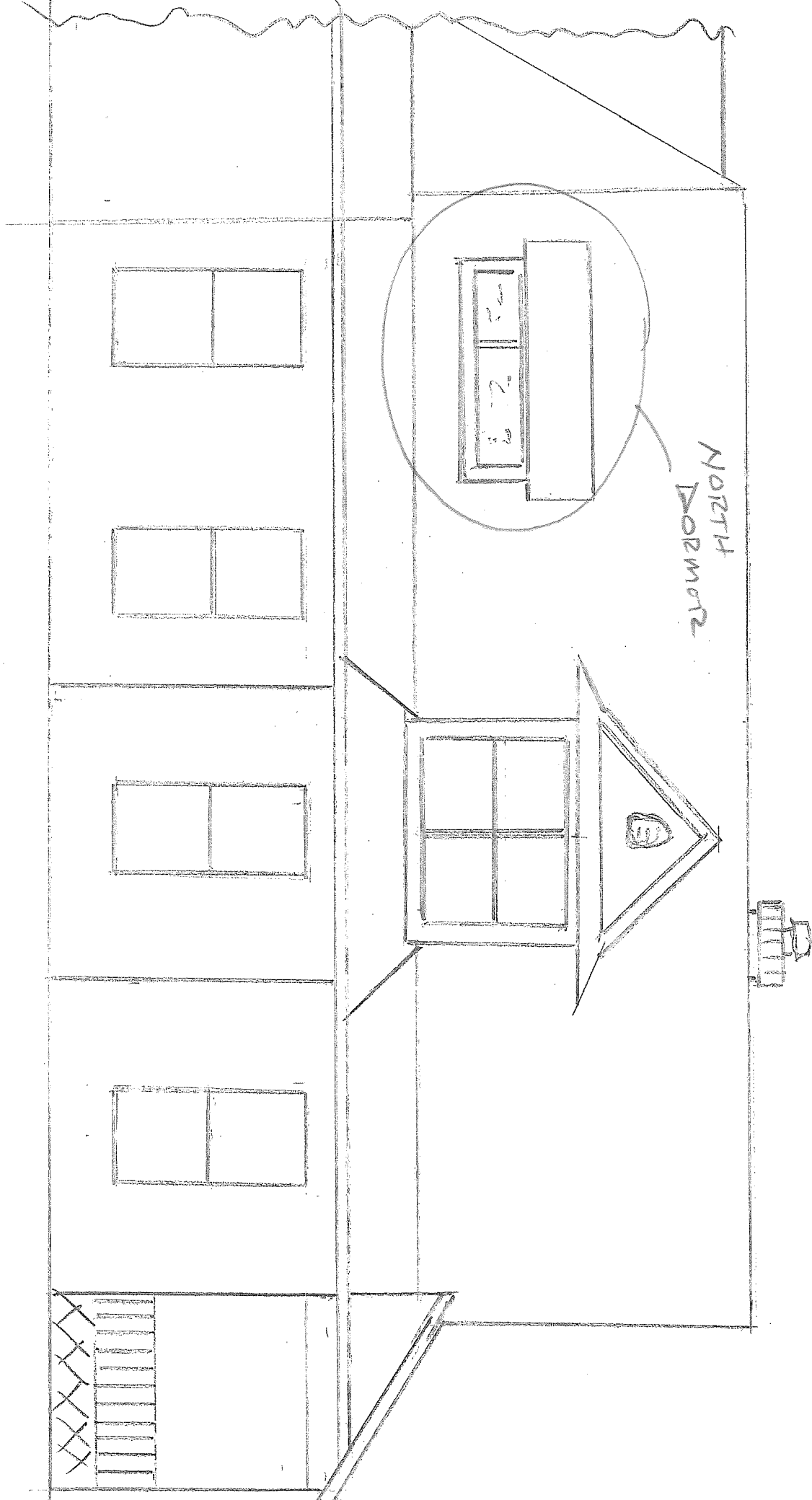


SOUTH WINDOW

Existing north side



Proposed north side









Normal Hill Heritage Overlay Review By HPC

Applicant Name:	Review Due Date:			
	NHHO#			
Normal Hill Address:	Associated Building Permit #			
Applicant Contact Details:				
Administration Section and Review:				
This form is to help the reviewer to consider the project and identify which of the factors are met for a Certificate of Appropriateness. Comments can be provided as feedback to the applicant in helping them to obtain a Certificate of Appropriateness. Please refer to the information sheet accompanying this form and for more clarification use the Normal Hill Heritage Overlay Zone Code.				
Compliance Description	Factors (See over)	Compliance (check box)		A=Approve D=Decline
I. If a proposal is found to be consistent with Factors 1, 4 and 6, it shall be considered deserving of a COA.	1			
	4			
	6			
II. If a proposal complies with at least two Factors 1, 4, or 6, it must be in compliance with at least three of the remaining factors, either 2 3, 5 or 7, to be deserving of a COA. **NOTE: The HPC may make an exception to one or more of the Factors, provided such exception is justified by special findings and recorded in the HPC Minutes.	2			
	3			
	5			
	7			
III. If an application is found to be consistent with the Factors 1, 4, and 6, then HPC shall approve the application and issue a COA. IV. If an application complies with two (2) of Factors 1, 4 and 6, then the application must also comply with at least three (3) of the remaining Factors 2, 3, 5 and 7, to be approved for a COA, unless otherwise justified by the HPC due to special circumstance(s). V. If an application complies with only one (1) Factor 1, 4 or 6, or none of them, then the HPC shall deny a COA unless and until the COA is reworked to meet the standards and requirements of Section 37-41B. VI. When an application is filed for a brand new structure, visible from an adjacent city street, the HPC shall approve a COA when the construction incorporates architectural features found on surrounding historic buildings including building massing, window style, roof pitch, and siding materials.				
Staff Recommendation(s), attach additional pages to this application if required:				
Name of Commissioner:	Date	Approved/Decline		

Normal Hill Heritage Overlay Review By HPC

SECTION 37-41B.3 - FACTORS

In considering applications for certificates of appropriateness, the Historic Preservation Commission shall use the Secretary of Interior's Standards for Rehabilitation (36 CFR Part 67, Historic Preservation Certifications) as a guideline:

1. The historic character of a property shall be retained and preserved. The removal of historic materials or alterations of features and spaces that characterize a property should be avoided.
2. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
3. Most properties change over time; those changes that have acquired historical significance in their own right shall be retained and preserved.
4. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
5. Deteriorated historic features should be repaired rather than replaced. Where the severity of the deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by physical or pictorial documentary evidence.
6. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property unless such work is for replacement of inefficient or failing materials, fixtures, or systems with modernly designed and constructed replacements that duplicate, replicate, or result in substantial conformance with the visual appearance or integrity of a historically significant aspect of the building. The new work should be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
7. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

SECTION 37-41B.5 - CONDITIONS & EXCEPTIONS

- (a) The HPC may impose conditions of approval on a COA that are necessary to bring the work into compliance with Section 37-41B.1 (Intent).
- (b) The HPC may make an exception to one or more of the Section 37-41B.3 Factors, provided such exception is justified by special findings, which shall be articulated and documented by the HPC and recorded in the HPC meeting minutes.
- (c) The HPC may grant a COA for improvements, regardless of compliance with Section 37-41B.3 Factors (1) through (5), if the applicant demonstrates following special circumstances:
 - (1) The proposed improvements are necessary for the continued maintenance, safety, or enhanced ingress and egress of the structure; or
 - (2) Compliance with this the provisions of Section 37-41B would require expenditures for materials and other items required to obtain a COA that would exceed the costs that would be incurred without complying with the provisions of Section 37-41B by twenty percent (20%) or more.
- (d) Emergency repairs may be performed without a COA provided that it can be proven to the satisfaction of the Building Official that such repairs were necessitated by an emergency, it was not practical to obtain a COA or building permit before commencement of the repairs, and a building permit is applied for on the following business day. "Emergency repairs" refer to those situations described as such in the International Building Code, International Existing Building Code, and the International Residential Code, as adopted by the City of Lewiston.