

CALDWELL HISTORIC PRESERVATION COMMISSION MINUTES

**Meeting of February 13, 2019 @ 6:30 P.M.
Caldwell Public Library – Idaho Room
1010 Dearborn, Caldwell, Idaho**

I. Call to order. Chairperson King called the meeting to order at approximately 6:33 p.m.

II. Roll Call

Members Present. Jacob King, Randy Lyons and Nicole Bradshaw.

Members Absent. Steve Maughan and Megan Dixon.

Others Present. Rob Hopper, City Council Liaison; Brian Billingsley, Planning, Zoning Director; and April Cabello, Planning Technician.

Others Absent. None.

III. Approval of Minutes.

MOTION TO APPROVE THE MINUTES OF AUGUST 22, 2018.

MOTION: Commissioner Bradshaw **SECOND:** Commissioner Lyons, **MOTION PASSED.**

IV. Certificate of Appropriateness Interviews. None.

V. Audience Participation. None.

VI. Actions Since Last Meeting.

Chairman King reviewed the issued Certificates of Appropriateness

- CA-18-15. Applicant: Bryan Fine, 601 S 13th. Commission Level C of A issued for the approval to remove and infill 7 windows not 9 windows; keeping windows listed as C and D on the narrative; remove and infill 1 door; replace 21 windows; 2 bay windows along 13th will not be raised; and apply new stucco with a Freestyle texture.
- CA-18-16. Applicant: Ann & Eric Spencer, 1821 Everett St. Staff Level C of A issued for re-roof, removal of architectural style and underlay material; replace with architectural style material.
- CA-18-17. Applicant: Irimia Mihia, 711 16th Ave. Chairman and Staff Level C of A issued for window and door replacement; removal of 2; front second story single-hung wood windows and front door; removal of 2; second story side windows; replace with vinyl windows of the exact size and replace front door with exact same size and style of door.
- CA-18-18. Samuel Davidson, 1402 Everett St. Staff Level C of A issued for re-roof, removing current wood shingles and underlay material; replacing with architectural style material.

- CA-18-19. Courtney Rawlings, 1802 Blaine St. Staff Level C of A issued for Re-Roof, removal of existing roofing and underlay material; replace with architectural style material.

VII. Old Business.

Discussion Item: Sundowner Signage Update:

Brian Billingsley reported that last year they submitted draft copies of the signs to be installed on the Sundowner property and the signs have been installed and look great.

Action Item: Continued discussion: notifying New Owners in the District:

April C. reported to the commission that she has been sending out generic letters to new owners based on the spreadsheet she receives from the Mapping Department and will continue to do so until the Commission has drafted and completed a new letter.

Councilman Hopper suggested doing a blanket mailing to everyone in the district and do that every four years.

Action Item: Update CA-16-11. Applicant: 424 S 20th Avenue, Fencing:

April C. reported that nothing has been done with the fencing and will contact legal counsel.

Action Item: Steunenberg Facebook page:

The commission discussed updating the fb page and who should be in charge of maintaining the information. It was suggested having a college student work on the fb page along with Commissioner Maughan.

Action Item: Newsletter:

Chairman King confirmed with staff that a newsletter needs to be drafted by the Commission. April C. suggested having a commission meeting to draft the letter and the commission agreed. April C. will email to the commission any newsletters that are on file.

VIII. New Business.

Action Item: Elect Chairperson and Vice-Chairperson for 2019:

Commissioner Lyons made the motion to nominate Jacob King as Chair.

MOTION: Commissioner Lyons **SECOND:** Commissioner Bradshaw.

Chairman King made the motion to nominate Randy Lyons as Vice-Chair.

MOTION: Chairman King **SECOND:** Commissioner Bradshaw

Discussion Item: 2019 Historic Preservation Calendar:

April C. presented the 2019 calendar to the commission.

Discussion Item: 2019 Committee Report Presentation to City Council:

Brian B. reported that City Council wants all the committees and commissions to give an annual report and Historic Preservation is scheduled on October 21, 2019. Staff will put this on the September agenda as a reminder.

Discussion Item: Ideas for 2019 projects:

The commission discussed the number of commissioners on the Historic Preservation Commission and if it is better to have more people on the commission or less.

The commission suggested the following projects:

- Continued education on expectations and guidelines and more SHPO training.
- Draft a commission worksheet for hearings.
- Drafting a new newsletter
- Maintaining the Facebook page

IX. Commission & Staff Reports.

Staff Report:

April C. reported that staff might have a C of A application for March 13th or March 27th.

April C. reminded the commission that they need quorum for the February 27th meeting to hear and vote on an C of A application.

Commission Report:

Chairman King asked staff if there is an expiration date on Certificates of Appropriateness. Staff responded one year from the date it was issued. In reference to 1401 or 1403 Cleveland. Chairman King asked to have the C of A issued for the handrail at that address to be on the next agenda as an update.

Commissioner Lyons reported that the C of A issued for the home at 1621 Fillmore decided not to put the second set of stairs on the front porch.

X. Meeting adjourned at approximately 7:36 p.m.

Respectfully submitted by April Cabello,

MINUTES APPROVED AND SIGNED BELOW BY CHAIRPERSON KING ON THE DATE NOTED BELOW.

Chairperson King

Date

ATTEST: Jarom Wagoner, Senior Planner

Date

For detailed minutes, please request a copy of the digital recording.