CALDWELL HISTORIC PRESERVATION COMMISSION MINUTES

Meeting of October 23, 2019 @ 6:33 P.M.
Caldwell Public Library – Idaho Room
1010 Dearborn, Caldwell, Idaho

I. Call to order. Chairperson King called the meeting to order at approximately 6:30 p.m.

II. Roll Call

Members Present. Jacob King, Randy Lyons, Nicole Bradshaw, Megan Dixon and Steve Maughan.

Members Absent. None.

Others Present. April Cabello, Planning Technician; Jerome Mapp, Planning, Zoning Director; Rob Hopper, City Council Liaison; and Douglas Waterman, Hamilton, Michaelson & Hilty, LLP, City of Caldwell Attorney.

Others Absent. None

III. Approval of Minutes.


MOTION: Commissioner Maughan SECOND: Chairman King, MOTION PASSED

IV. Certificate of Appropriateness Interviews. None.

V. Audience Participation. None.

V. Actions Since Last Meeting. None.

VI. Old Business.

Discussion Item: Report on quorum by conference call, adding a commission member and any ordinance changes:

Douglas Waterman, Hamilton, Michaelson & Hilty, LLP, City of Caldwell Attorney reported that quorum by conference call is allowed as long at least one commission member is present. Mr. Waterman handed out a portion of the Attorney General’s manual on Open Meeting Laws.

Commissioner Maughan wondered if the conference line were lost, can it still be considered a quorum.

Mr. Waterman responded that the requirement is a quorum be present and that a majority of those present pass general business.
Mr. Waterman reported that he would be presenting to City Council the sunny side of the fence (finished side out) ordinance in a workshop; the ordinance adding commission members is ready to go once the commission has an applicant.

Councilman Hopper informed the commission of an Open Meeting workshop in Nampa tomorrow night and anyone may attend.

Commissioner Dixon asked about commissioners doing site visits, questions and concerns from the commission for upcoming meetings / hearings wondering if the commissioners should contact staff to communicate the concern to the other commissioners in order to better prepare for the meeting / hearing.

Mr. Waterman responded that the commission should communicate the concern to staff and staff can submit the information to all the commission members all at the same time.

Discussion held by the commission and staff regarding additional documentation submitted at the meeting or hearing.

Chairman King asked Mr. Waterman how soon the commission could receive an application for review prior to a meeting / hearing.

Mr. Waterman stated that he does not know of any limitation on when a completed meeting / hearing packet may be sent out.

Chairman King shared that he enjoys more time to review the applications before a meeting / hearing.

Councilman Hopper stated that the only problem with receiving the application in advance is that it is not required to be complete until the posting of the agenda a week before the meeting / hearing.

**Action Item:** Adding a new commission member.

Chairman King asked the commission if they have any applicants that wish to be on the commission.

The commission responded no.

**Discussion Item:** Report on the 2019 Committee Report to City Council.

Chairman King gave a report on his presentation to City Council and that he touched on documenting the history of the district, promoting the district and setting commission goals.

Discussion held regarding the use and purpose of the commission.

Discussion held regarding how to inform homebuyers at closing of the Historic Preservation Code and requirements.
Councilman Hopper shared that when Title Companies close on a property, we could have a document requiring a signature stating the signer understands that the property is located in a historic district, but the Title Companies do not have the code to give to the homebuyer. Further discussion held on other ways to notify residents in the district.

Discussion held on how to document the local history of Caldwell.

**Discussion Item:** Staff, review findings for alterations and commission level appeals.

April Cabello, Planning Staff, handed out current copies of the code for “staff, review findings for alterations and commission level appeals” as per a request at a previous meeting.

**Action Item:** Steunenberg Facebook page.

Discussion held about updating the Facebook page and the new legal guidelines.

Commissioner Maughan and Mr. Mapp will review this topic later.

**Action Item:** News Letter.

Ms. Cabello handed out a copy of the old Steunenberg Historic District News Letter as a reminder to the commission that it needs updated with new pictures of commission members, updated bios, and a new story for the front page.

Ms. Cabello handed out general mailing letters for new homebuyers and reminder letters.

**VII. New Business.**

**Action Item:** 2020 meeting calendar.

Ms. Cabello handed out the 2020 meeting calendar for the commission’s approval.

Motion to Approve 2020 meeting calendar.

**MOTION:** Commissioner Maughan SECOND: Commissioner Dixon MOTION PASSED.

**Action Item:** Historic Preservation Commission goals for upcoming years.

Chairman King shared that he would like to establish a work plan to prioritize the Historic Preservation Commission’s ideas for 2020-2021 and going forward.

Mr. Waterman shared that the commission may ask City Council for funding to complete projects.
Jerome Mapp, Planning Director, stated that the commission would make a request to the Planning Department for funding based upon what the project is and the Planning Department will take it to City Council during the budget session.

Commissioner Maughan asked Mr. Mapp what projects staff would like the commission to work on.

Mr. Mapp responded developing a scope of work would be a good place to start.

Discussion held regarding educating residents in the district, how to start the process on getting the history of the district and Caldwell to the public.

Mr. Waterman suggested having a meeting at the Caldwell PD inviting Boise Historic Preservation, Caldwell Historical Society and Caldwell Historic Preservation to give reports / presentation with public input on proposed projects. Historic Preservation Commission can then present the work plan to City Council.

VIII. Commission & Staff Reports. None.

IX. Meeting adjourned at approximately 8:15 p.m.

Respectfully submitted by April Cabello,

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

Chairperson King ............................................ 
Date 12-11-19

ATTEST: Jerome Mapp  Planning Director  
Date 12/4/19

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