

**CALDWELL HISTORIC PRESERVATION COMMISSION MINUTES**  
**Meeting of May 11, 2016 @ 6:30 P.M.**  
**Caldwell Public Library – Idaho Room**  
**1010 Dearborn, Caldwell, Idaho**

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

II. **Roll Call**

**Members Present.** Megan Dixon, Randy Lyons, Nicole Bradshaw, Jacob King and Don Burwell.

**Members Absent.** Steve Maughan.

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

**Others Absent.** None.

III. **Approval of Minutes.**

MOTION TO APPROVE THE MINUTES OF MARCH 14, 2016.

**MOTION:** Don B. **SECOND:** Jacob K., **MOTION PASSED.**

IV. **Certificate of Appropriateness Interviews.** None.

V. **Audience Participation.** None.

VI. **Actions Since Last Meeting.**

A. **CA-16-02:** Applicant: Christine Codon, 1223 Dearborn Street, Certificate of Appropriateness issued to replace a side storm door. Staff Level Approval.

B. **CA-16-10B:** Applicant: Mark Means, 1601 Dearborn Street, Certificate of Appropriateness issued for home improvements as approved at the meeting on March 14, 2016. Commission Level Approval.

VII. **Old Business.**

A. None.

VIII. **New Business.**

A. **Walking Tour and News Letter.**

Brian B. reviewed with the commission the previously issued walking tour brochure and news letter. The commission discussed hosting a walking tour either in the fall of 2016 or during Homecoming, October 6<sup>th</sup> through the 9<sup>th</sup> or at the start of College. Brian B. stated he will talk with Chuck Randolph and confirm if Chuck would be available to lead the walking tour in October. The commission also discussed holding two walking tours; Saturday morning a Steunenbergh District Tour and a Friday afternoon Alumni Campus Tour. The commission also discussed mailing an updated news letter.

## IX. Commission & Staff Reports.

- A. Brian B. reported to the commission that April C. had received an email from Pete L'Orange who works with SHPO (State Historic Preservation Office) and read the email from Pete to the commission:

April,

Attached is the City of Caldwell's CLG Evaluation. Overall, I'm fairly happy with your program; there are some concerns, however. The biggest area of concern that I have is that you need to make sure that the decisions the Commission makes are in keeping with Secretary of the Interior's Standards for Historic Preservation. Specifically, the CA-07-14 case was a problem. Historic wood windows should NOT be replaced with modern vinyl windows, especially without any apparent discussion or debate of the action. At a minimum, there must be some justification as to WHY the existing windows cannot be repaired, or at the very least replaced with modern wood windows to match the historic ones. I'm happy to talk with you and the Commission more on what the SOI Standards are, and how they are applied during design review. I am NOT recommending decertification at this time. The City of Caldwell will **RETAIN** its status as a CLG. I am, however, including as a corrective action that the City of Caldwell submit meeting minutes to me on a monthly basis, so we at SHPO can monitor the design review cases. Those minutes can be sent to me via email; postal mail is fine, too, if you prefer. I also recommend that we work together to get the Commission some additional training over the coming year to make sure they're better able to address these kinds of situations going forward. I'm going to be out of the office the rest of this week, and won't really be checking email, but if you have any questions or concerns, please give me a call or shoot me an email the first part of next week. Sincerely, **Pete L'Orange** Historic Preservation Planner/CLG Coordinator Idaho State Historic Preservation Office.

Megan D. wondered about the minutes and what was discussed for case number CA -07-14. Megan D stated that she is in favor of reviewing the minutes for case CA-07-14 and also stated that she remembers the commission having discussions about the oversight procedure and the commission has also had discussions about economic considerations; requiring people to install wood windows can be an economic hardship.

Brian B. wondered about the fact that the commission has not used the CLG grant for several years and yet they are going to retain the status as a CLG.

April C. explained that the CLG status has to stay active. April C. further explained that she has asked Pete to meet with P&Z staff so we can get a better understanding if we were to lose the CLG status, what does that mean exactly for the commission.

Brian B. wondered if the CLG grant money could be used towards homeowners who need to replace wood windows instead of towards surveys.

The commission then discussed having all window applications go before the commission for approval instead of allowing staff level approval and to have the commission's discussion of the Certificate of Appropriateness case on the record.

Megan D. asked staff to locate the minutes when the commission discussed the window process and at what level that staff could approve and or the commission would need to approve.

Brian B. and April C. explained that in 2013 when the City of Caldwell updated the Historic Preservation City Code to allow for staff level approval, the former SHPO contact, Ann Swanson, was aware of the code changes and the new decision matrix along with staff level approval.

Megan D. expressed her concerns about holding Caldwell to Annapolis, MD standards.

The commission discussed with staff the prior uses for the CLG grant monies and what they were used for.

The commission expressed their desire for design review training and a workshop on wood windows.

Robb H. mentioned that he remembered when a wood window specialist came to a Historic Preservation meeting and held a workshop on wood windows.

April C. informed the commission that staff would be meeting with Pete from SHPO to discuss all the items in question and to find out about training. She will report back via email after the meeting with SHPO or at the next CHPC meeting.

- B.** Randy Lyons shared that he had heard that the Rice House needs to be moved to a new site or it will be torn down and wondered if there was anything that could be done. The commission discussed the fact that this home is on the national register and that it did not lose that status because it was moved out of the Steunenberg District. The commission discussed reaching out to the current owner, The College of Idaho, to understand the time line and options available.

**X. Meeting adjourned at approximately 8:00 p.m.**

Respectfully submitted by April Cabello,  
MINUTES APPROVED AND SIGNED BELOW BY VICE CHAIRPERSON MEGAN DIXON  
ON THE DATE NOTED BELOW.

\_\_\_\_\_  
Vice Chairperson Megan Dixon

\_\_\_\_\_  
Date

\_\_\_\_\_  
ATTEST: Brian Billingsley, Planning Director

\_\_\_\_\_  
Date

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