

IDAHO FALLS HISTORIC PRESERVATION COMMISSION

Regular Meeting

Thursday, April 7, 2016

Noon, Annex Conference Room

Minutes

**Attending:** Renee Magee, Rox Mitro, Judy Mortimer, Hersh Mynarcik, Kim Smith, and Graham Whipple. Staff Brad Cramer, Director, and Debra Petty, Recording Secretary.

**Call to Order at 12:00 p.m.**

**Modification to the Agenda:** Chair Magee would like to add an item to the agenda. She had less than 48 hours advance notice so it will require a motion by the Commission. She said the façade improvement to the Farmers Merchant Bank Building (Inkley's) was approved by the Commission in 2014, but there has been a slight modification to the original request and would like to open it for discussion. She called for a motion to place the item on the agenda.

**Moved by Whipple to place the modification to the façade improvement for the Farmers Merchant Bank Building (Inkley's). Seconded by Mortimer.** Mitro voted nay because there is no reason to revisit the item.

**Aye:** Chair Magee, Mortimer, Mynarcik, Smith, Whipple.

**Nay:** Mitro

**Abstain:**

**Minutes:** March 3, 2016

**Moved by Mitro to approve the minutes of March 3, 2016, as presented. Seconded by Mynarcik.**

**Aye:** Chair Magee, Mitro, Mortimer, Mynarcik, Smith, Whipple.

**Nay:**

**Abstain:**

**Introduction of Post Register Representative:** The representative was not able to be in attendance.

**Façade Improvement to the Farmers Merchant Bank Building (Inkley's):** Chair Magee said the owner of the building is proposing to forego replacement of the first story windows as was approved in 2014. However, the owner would like to paint the upper, middle and lower bands to replicate its appearance in an historic photo. This was also approved with the original request in 2014. Chair Magee said SHPO's findings was scraping and painting the bands would have no adverse effect on the historic significance of the building. In the past, the Commission has said painting is not an adverse effect because it is temporary. Page 16 of the Downtown Design Guidelines talks about building colors and it is acceptable to go with a different trim color. Chair Magee is looking for a motion of approval because it was already approved in 2014. Although minor, Lisa Farris, Grants Administrator, wanted the Commission to be informed of the change. **Moved by Whipple to reapprove the scraping and painting of the bands on the façade of the Farmers Merchant Bank Building (Inkley's). Seconded by Mynarcik.** Mitro abstained due to a conflict of interest.

**Aye:** Chair Magee, Mortimer, Mynarcik, Smith, Whipple.

**Nay:**

**Abstain:** Mitro

**Walking Tour:**

- Farmers Market Volunteers:

- **June 4<sup>th</sup>**

- Magee: 9 a.m. to 1:00 p.m.

- Mortimer: 9:00 a.m. to 11:00 a.m.

- Smith: 11:00 a.m. to 1:00 p.m.

- **June 18<sup>th</sup>**

- Magee: 9:00 a.m. to 1:00 p.m.

- Mynarcik: 9:00 a.m. to 1:00 p.m.

- A member will pick up the small 2'x4' tables/supplies on Friday while staff is in the office and return them on Monday. Chairs will be provided by individuals manning the both on those days.

- Banner:

- McLane will make a temporary 4'-6' paper banner for the Farmers Market. Whipple and McLane will look into purchasing a generic vinyl banner for Commission events.

- Volunteers for June 25<sup>th</sup>:

- **Registration Table**

Mitro

Mynarcik

The Commission has permission to put up a tent or use a portion of the pavilion located at the southwest corner of 10<sup>th</sup> and Emerson. PJ, Parks Superintendent, said the Parks Department will provide a small tent if the pavilion isn't used and chairs and tables. Cramer said the Parks Department charges a fee for the use of the facility and other services. He asked Mynarcik to confirm with PJ there will be no charge. **Registration for the tour will begin at 10:00 a.m. and Registration for the tour will end at 12:00 p.m.** so the event doesn't continue beyond 2:00 p.m. Mynarcik has booties to hand out at the registration table.

- **Properties Open to the Public**

The following properties have been confirmed for the tour.

- **13<sup>th</sup> Street Church**

- **Brady Home**

Williams

- **Browning Home**

Mortimer

Smith

- **Nance Home**

Nance

The following properties have not been confirmed for the tour. Mynarcik said Stephanie Rose is making arrangements and will let him know next week.

- **Rose Home**

Rose

- **Eidsen Home**

Magee

- **Bryce Home**

Whipple

Mynarcik is working on arranging volunteers to assist with coverage at each location. Chair Magee said staff help is needed for adequate coverage. Cramer said to plan on at least one staff member from 10:00 a.m. to 2:00 p.m. Off-limit areas at each location will be taped off. Because the tour is self-guided, the use of badges or some type of check-off sheet identifying an individual as a registered participant will be used. It was decided the brochures will have a check-off list and will be given out at the registration table prior to the start of the tour. Further consideration will be given to providing bottled water. There will be no other refreshments provided.

- Materials needed for tour:

- **Brochure**

The brochure needs to be ready for publication by May 27<sup>th</sup>. Mynarcik said the owners of the Browning home have the blueprints. He took them to Bonneville Blueprint and was informed they are in rough shape. He is going to go look at them and determine what can be done to [copy] them. There are also blueprints for the Brady house. Nance and Rose already have the history of their homes. Chair Magee will provide the text for the brochure. She said if it would be nice to know who drafted the blueprints so it can be incorporated in the text. McLane will take the photos for the brochure. Petty will have the printing of the brochure done by June 15<sup>th</sup>. Whipple said for the Farmers Market on June 4<sup>th</sup> and June 18<sup>th</sup>, a two-sided, quarter sheet with the 11<sup>th</sup> Street map on one side and the tour information on the other could be handed out.

- **Publicity**

Chair Magee said community bulletin boards/websites, public service announcements, the Chamber calendar want event information three weeks in advance. That gives the Commission until May 28<sup>th</sup>. Petty and McLane are tasked with that assignment. McLane will partner with Kerry McCullough to write the press release. She would like all of this done by June 10<sup>th</sup> at the latest. Mynarcik said he is waiting for permission from the Library to setup an easel advertising the event. He has permission to setup an easel in the lobby of the Museum and have flyers available. Cramer will talk to McLane concerning the status of advertising in the Idaho Falls Magazine.

- **Flyer**  
Petty will make the flyer for the ad, website(s) and handout, assist with the brochure, and work with the Post Register to advertise the event. Chair Magee will place the flyer on the Commission's Facebook page. Petty will make sure it is posted to the City's website. Petty will make sure Kerry McCullough posts the flyer to the City's Facebook page. Chair Magee will post the flyer to the Preservation Idaho site. Mynarcik would also like flyers made available to local merchants. Whipple suggested providing flyers to the local hotels/motels.
- **Signs**  
Mynarcik wants to put a sign up in front of each property open to the public. Mynarcik and Petty will coordinate having 10 generic signs made that can also be used for future events. The signs will be posted early Saturday morning. Mitro has wires for the signs.
- **Volunteers**  
Mynarcik has a number of sources he is working with to arrange for volunteers.

**SHPO Visit:** Chair Magee wanted to know if McLane needs assistance with publicity for the SHPO training being held May 5<sup>th</sup> and 6<sup>th</sup>. Cramer said McLane has the venue, but is not sure about where he is in regard to publicity. He will follow-up with McLane.

**Civic Auditorium & City Hall Tours:**

Cramer said since the Commission toured City Hall the City Hall Reuse Committee has not met. He said they want to move quickly to make the entry to the Utility Billing Office ADA accessible. Mitro said she already has a Purchase Order, but it is for the next fiscal year. Mitro said there is potential for an elevator, but has not been determined.

Cramer told Mortimer the purpose of the tour of the Civic Auditorium was to document its historic features in preparation for a *Determination of Eligibility* being prepared by Williams. It is a precursor to writing a nomination for the National Register of Historic Places. Nominating individual buildings is a very tedious and lengthy process. Whipple said there is always the option for locally significant districts, but it has to be passed by local ordinance. Mitro said District 91 and the City are trying to decide what to do with the Civic Auditorium. She said the Civic Auditorium and the art and band room are City owned. Her firm is working with Hummel to determine what can be done with the school. The biggest hurdle is the school and the Civic Auditorium HVAC system are tied together.

**Mid-Century Windshield Survey:** Williams is not present to report on the Mid-Century Windshield Survey. It will be an agenda item for the next meeting.

**Hughes Imperial Estates Reconnaissance Survey:** Chair Magee submitted the Keefer Addition Reconnaissance Survey to SHPO. She is holding off on doing Hughes Imperial Estates until SHPO has sent back comments on Keefer Addition. It will give a clearer understanding of their expectations before moving forward with Hughes Imperial Estates.

**SHPO Work Program:** Chair Magee said she needs to know if Hughes Imperial Estates is part of the work program and the deadline for completion. She said in the past the work program was done on an annual basis. McLane told her the process has changed and projects are submitted on an individual basis. Whipple said the work program was completed. It was only a discussion of going to a two-year cycle and projects would be based on merit. Mitro suggested follow-up with Brent concerning the work program and associated deadlines.

**Roundtable Discussion:**

Mortimer has copies of, *Bridging the Past, Present, and Future*, by the Idaho Heritage Trust for sale. They are \$20.00 per copy.

Chair Magee handed out copies of Pocatello's brochure, *Signs in the Downtown Historic District*. She thought the Commission might have some interest in doing something similar. It could help with design review of signs by the Commission.

**Moved by Mitro to adjourn the meeting. Seconded by Mynarcik. The meeting adjourned at 1:05 p.m.**

Respectfully Submitted,

Debra Petty, Recording Secretary