



ARTS, CULTURE AND HISTORIC PRESERVATION COMMISSION MEETING AGENDA

March 11, 2025 at 8:30 AM

Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

Call to Order

Roll Call

Meeting Minutes Approval

1. February 11th, 2025, Draft Minutes for Approval - **Action Item**

Financial Report

2. Sandpoint Urban Renewal Agency (SURA) Financial Report

Commission Business - Arts

3. Big Bellied Monster Art Program - Update
4. Spring Silver Box Project - **Action Item**
5. Gretchen Heller Community Art Grant - Discussion
6. City Parking Lot - Discussion

Commission Business - Culture

7. Summer Walking Tour Planning - **Action Item**

Commission Business - Historic Preservation

8. Certified Local Government (CLG) Grant - Update
9. Residential Call for Information and Historic Walking Tour Brochure - **Action Item**

Commission Business - General

Commissioners' Roundtable

Adjourn

Public Participation Options and Information

Before the meeting, comment in writing: Email cityclerk@sandpointidaho.gov or deliver to City Hall.

Attend in person: See above for meeting location. Seating available on first-come, first-served basis.

Attend online: Register at <https://www.sandpointidaho.gov/your-government/meetings>.

After the meeting, view the recording on YouTube: <https://www.youtube.com/c/CityofSandpoint>.

For questions or requests for special accommodation: At least 48 hours prior to the meeting, send a message to the email address above or call (208) 263-3310.



ARTS, CULTURE AND HISTORIC PRESERVATION COMMISSION MEETING MINUTES

February 11, 2025 at 8:30 AM

Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

Call to Order

The meeting of the Sandpoint Arts, Culture and Historic Preservation Commission was called to order at 8:32am on Tuesday, February 11th, 2025, by Chair Susnis in the Council Chambers of City Hall, 1123 W. Lake St., Sandpoint, Idaho.

Roll Call

PRESENT

Chair Ellen Susnis
 Commissioner Barry Burgess
 Commissioner Katelyn Shook
 Commissioner Keely Gray
 Commissioner Mike Lithgow
 Commissioner Rick Decker
 Commissioner William Valentine

ABSENT

Commissioner Kate McAlister
 Commissioner Carol Deaner

Meeting Minutes Approval

1. January 14th, 2025, Draft Minutes for Approval - **Action Item**

The January 11th, 2025, meeting minutes were approved as presented by the unanimous vote of Commissioners present.

Motion made by Commissioner Gray, Seconded by Commissioner Shook.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Shook, Commissioner Gray, Commissioner Lithgow, Commissioner Decker, Commissioner Valentine

Financial Report

2. Sandpoint Urban Renewal Agency (SURA) Financial Report

The latest financial information from the Sandpoint Urban Renewal Agency reflects the following for art fund balances:

Downtown: \$192,039.69

Northern: \$104,843.94

Silver Box Project: \$18,315.22 (advanced to date) \$1684.68 (remaining balance)

Commission Business - Arts

3. Update on Big Bellied Monster Art Program - **Action Item**

Commissioners discussed revisions to the coloring sheet for the Big Bellied Monster Art Program, distribution of the coloring sheets, possible locations for the Big Belly trash receptacles after they have been wrapped, and Ms. Susnis confirmed she will volunteer her time to convert the winning drawings to a digital copy for the wraps.

Commissioner Gray made a motion to proceed with the Big Belly Art Project after the contact information on the coloring sheet is updated. Seconded by Commissioner Decker.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Shook, Commissioner Gray, Commissioner Lithgow, Commissioner Decker, Commissioner Valentine

Commission Business - Culture

4. Daughters of the American Revolution (DAR) Plaque installation request at Memorial Field - **Action Item**

Daughters of the American Revolution contacted the City of Sandpoint requesting to add a plaque to the War Memorial Obelisk.

Commissioners present unanimously agreed to table the request until the next meeting, allowing for more time to review the request. Parks Planning and Development Manager, Maeve Nevins-Lavtar will present the agenda item and if approved, will coordinate installation.

Motion made by Commissioner Shook, Seconded by Commissioner Decker.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Shook, Commissioner Gray, Commissioner Lithgow, Commissioner Decker, Commissioner Valentine

Commission Business - Historic Preservation

5. Update on Certified Local Government (CLG) Grant

Planning and Community Development Director Jason Welker provided an update on the Certified Local Government Grant. If received the grant would go towards consulting services for a historic design review process during fiscal year 25_26. Mr. Welker also explained current and long-term planning efforts, in addition to sharing the city's intention to hire an associate planner to lead current planning efforts, freeing City Planner, Bill Dean for long-term planning efforts.

6. Update on Residential Call for Information and Historic Walking Tour Brochure - **Action Item**

Ms. Susnis briefly reviewed recent revisions to the Historic Walking Tour Brochure. She proposed adding photographic examples of a Rancher and a Barge House brought up from Laclede. Both examples are located in South Sandpoint.

Motion made by Commissioner Gray to proceed with the additions, Seconded by Commissioner Decker.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Shook, Commissioner Gray, Commissioner Lithgow, Commissioner Decker, Commissioner Valentine

Commission Business - General

7. Election of Chair and Vice Chair - **Action Item**

City code requires annual election of Chair and Vice Chair. After expressing her interest in continuing as Chair, Commissioner Gray nominated Ms. Susnis to continue as Commission Chair. Seconded by Commissioner Burgess.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Shook, Commissioner Gray, Commissioner Lithgow, Commissioner Decker, Commissioner Valentine

After expressing her interest in the Vice Chair position, Commissioner Shook nominated Commissioner Gray for Vice Chair. Seconded by Commissioner Decker.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Shook, Commissioner Gray, Commissioner Lithgow, Commissioner Decker, Commissioner Valentine

Commissioners' Roundtable

Mr. Welker, as acting ACHP staff liaison, informed commissioners that Ms. Upton's time with the city ended February 10th. Ms. Upton's position began as a grant funded, full-time, salaried, commission liaison, not organized under any specific city department. Conversely, every other commission and council staff liaison is a departmental employee for the city. The mayor's direction and priorities have shifted from the previous administration.

Mr. Welker closed by commended Upton's service and her role in the completion of her most recent project; finishing touches at the James E. Russell Sports Center. The project included: interior finishes, the historic mural wall, donor recognition, signage, and maps in playground area.

Adjourn

Meeting was adjourned at 9:31 am.

I presided over the meeting and can confirm that minutes, prepared by the Board Clerk and City Staff Liaison, were approved by the Arts, Culture and Historic preservation Commission during their regular meeting held on _____.

Ellie Susnis, Chair

Kami Omodt, Board Clerk

Sandpoint Urban Renewal Agency (SURA)
Sandpoint, Idaho

To: **SURA Board of Commissioners**

From: **Eric Paull, Board Chair**

Re: **Monthly Financial Report**

Reflected below is the Financial Report prepared for the regular monthly meeting of the SURA Board of Commissioners.

Downtown General Account: \$2,119,767.61
Revenue Allocation Fund a/c: \$95,309.80
Northern: \$5,271,749.27
Downtown Loan Balance: \$756,391.17 (Series 2018)
Next Payment Due: March 15, 2025
Increment Received in February 2025 - \$364,753.64 (Northern) and \$668,398.19 (Downtown).
Art Funds: Downtown \$208,749.64; Northern \$113,962.78
Silver Box Project: Advanced to Date \$18,315.22 remaining balance: \$1,684.68
Please note: All account balances herein stated are as of February 28, 2025.

This report, provided in the meeting packet, will be reviewed during the meeting, with an opportunity for discussion and questions at that time.

2024 ANNUAL REPORT

SANDPOINT URBAN RENEWAL AGENCY

AGENCY ANNUAL REPORT

Under the Idaho Urban Renewal Law, an urban renewal agency is required to file with the local governing body, on or before March 31 of each year, a report of its activities for the preceding calendar year, which shall include a complete financial statement setting forth its assets, liabilities, income and operating expense at the end of the calendar year. By virtue of certain amendments to the Idaho Urban Renewal Law adopted in 2002, the fiscal year of an urban renewal agency has been established as October 1st through September 30th. Consequently, any formal financial statement would be limited to a report through the end of the Agency's fiscal year. Under Idaho Code section 67-450B, local government entities must complete an audit of its statements at the conclusion of its fiscal year. A copy of the Agency's September 30, 2024 audited financial statement is attached as Exhibit 1. Additionally, as of FY2013/2014, the Agency must also submit certain information to the Legislative Services Office under Idaho Code § 67-450(E). The Agency completed the submission of the information prior to the March 30, 2025 deadline.

AGENCY BACKGROUND/PROJECT AREAS

Downtown Urban Renewal Area

The Sandpoint City Council formally approved the Downtown Urban Renewal Plan in November of 2005 through Ordinance No. 1141. Since that approval, the Urban Renewal Agency has commenced with the implementation of the Downtown Plan.

In 2009, the Agency began considering updating the Downtown Plan to (1) recognize changes in the Idaho Urban Renewal Law and the Economic Development Act adopted by the state legislature since 1996, (2) update the Agency's activities, (3) provide projections of Agency activities through 2029, and (4) to amend the boundaries of the urban renewal project area. In December 2009, the City Council amended the boundaries of the urban renewal project area to include an area referred to as the area bounded by 2nd Ave., Church Street, 3rd Ave., and Pine Street accepted by City Council Ordinance No. 1223 on December 16, 2009. On July 6, 2010, the Agency recommended approval of the Amended and Restated Downtown Plan and forwarded the plan to the City Council for its consideration. On August 18, 2010, the City Council adopted Ordinance No. 1241 approving the 2010 Amended Urban Renewal Plan for the Downtown Area.

FY2023/24 funded projects (Downtown area):

- ◆ Downtown Streets Improvements and Engineering. FY2023/24, SURA did fund \$475,000 towards Phase I and II of the projects. This funding occurred on September 19, 2024.

- ◆ Public Art. The Agency allocates 2.5% of the tax increment received annually towards public art within the Downtown Area. Art projects are reviewed and approved by the Sandpoint Arts Commission and then approved by resolution of the City Council prior to SURA funding. In FY2023/24, \$3,475 funded towards the Silver Box project.

Northern Urban Renewal Area

The Sandpoint City Council formally approved the Northern Urban Renewal Plan in November of 1995 through Ordinance No. 1140. Since that approval, the Urban Renewal Agency has commenced with the implementation of the Northern Plan.

In 2009, the Agency began considering updating the Northern Plan to (1) recognize changes in the Idaho Urban Renewal Law and the Economic Development Act adopted by the state legislature since 1996, (2) update the Agency's activities, (3) provide projections of Agency activities through 2029, and (4) to amend the boundaries of the urban renewal project area. In December 2009, the City Council amended the boundaries of the urban renewal project area to include an area referred to as the former LP Mill area accepted by City Council Ordinance No. 1222 on December 16, 2009. On July 6, 2010, the Agency recommended approval of the Amended and Restated Northern Plan and forwarded the plan to the City Council for its consideration. On August 18, 2010, the City Council adopted Ordinance No. 1240 approving the 2010 Amended Urban Renewal Plan for the Northern Area.

FY2023/24 funded projects (Northern area):

- ◆ Great Northern improvements and Engineering. FY2023/24, SURA did fund \$377,498.98 towards this project. This funding occurred December 20, 2023 (\$188,372.62), February 6, 2024 (\$31,531.16), May 7, 2024 (\$49,382.72), and August 7, 2024 (\$108,182.48).

FY2023/24 REVENUES

Tax Increment Revenue

The only source of Agency income, other than interest on interest bearing accounts, which equated to \$251,185.23 (\$54,644.44 - Downtown and \$196,540.79 – Northern) in FY2023/24, is Tax Increment Revenue generated within the Downtown and Northern urban renewal project areas. In FY2023/24, the total Tax Increment Revenue received by the Agency was \$1,641,081.62 of which \$1,131,488.41 for the Downtown District and \$509,593.21 for the Northern District.

FY2023/24 OPERATING EXPENSES

The Agency has minimal operating expenses as it has no paid staff members, utilizing outside legal, secretarial, and bookkeeping services. Total operating expenses, audit, legal, consulting, liability insurance and other office expenses, amounted to \$8,898.97, allocated equally.

ASSETS

The Agency's Assets are comprised solely of cash accounts and property taxes receivable. The major portions of property taxes are received twice per year (end of February and August) with smaller amounts of delinquent taxes received during the year.

LIABILITIES AND DEBT

On September 7, 2018, the Agency issued a \$1,500,000 revenue allocation note, with an interest rate of 3.63% per annum. The purpose of the note is for the acquisition, construction, and installation of public improvements within the Downtown District. The note requires semi-annual payments of \$83,428 beginning on March 15, 2019. Loan matures September 15, 2029. As of FYE2023/2024 the balance was \$756,391.17.

The balance of the Agency's liabilities consists only of current accounts payable and deferred revenue.

SIGNIFICANT CHANGES IN AGENCY'S FINANCIAL POSITION

There were no significant changes in the Agency's financial position in FY2023/2024.

The Agency is, to a degree, dependent upon other public agencies, such as the City of Sandpoint, as to what projects can be funded and implemented within a specific period. The Agency does not have the ability to initiate and construct, for instance, street improvement projects, on its own. For this reason, the Agency works closely with agencies or the city government, such as the City of Sandpoint, to develop and fund projects that are of benefit to the residents and businesses within the urban renewal area.

Eric Paull
Chair



Idaho State Historic Preservation Office
Certified Local Government Subgrant Application
FY2025

Application Coversheet

Applicant/Local Government

Name: City of Sandpoint- Arts, Culture and Historic Preservation Commission
Address: 1123 Lake Street
Address: Sandpoint, ID 83864
Telephone: 208-946-2705
UEI No.: RZM8FV444HU5

City/County Staff Contact

Name: Heather Upton- Arts and Historic Preservation Planner
Address: 1123 Lake Street
Address: Sandpoint, ID 83864
Telephone: 208-946-2705
E-mail: hupton@sandpointidaho.gov

Grant Coordinator (if different from City/County Staff Contact)

Name:
Address:
Address:
Telephone:
E-mail:

Budget Summary

Total CLG Grant request: 10,000
Total Matching share: 10,000
Total cost of all project(s): 20,000
Source(s) of match: City Planning Budget

Please provide a more detailed budget breakdown on the attached budget form.

Authorization

The undersigned certifies that he/she is authorized to apply for this subgrant on behalf of the local government, to commit local matching funds to the project, and to enter into a contract if the subgrant is awarded.

Signature: [Handwritten Signature]
City/County Chief Elected Official's signature

Date: 1/28/25

Print: Jeremy Grimm

Title: Mayor

Part A: Proposed Project

Project Description

Complete a separate Part A: Project Description for **each** proposed project. Please state the objectives, the work to be performed, how the project relates to the goals set forth in the Idaho State Historic Preservation Plan, how the project relates to any local goals or objectives, and how the project will meet the Secretary of the Interior's Standards.

Objective:

The objective of this proposal is to develop comprehensive design guidelines that align with the City's zoning ordinance, specifically Titles 9-1 (establishing permitting requirements) and 9-2 (establishing land use regulations for the Commercial A zone), which encompasses the City's Historic Resources. These guidelines will advance the preservation of the historic character and integrity of the downtown area while establishing a clear and structured review process for permit applications. The guidelines aim to highlight the contributing properties while facilitating new infill development that complements the historic fabric of the downtown core. By fostering cohesive design, these guidelines will help maintain the unique character of the downtown, while allowing for thoughtful, context-sensitive development.

Work to be Performed:

The National Register Historic District, established in 1984 and expanded in 2018 from a 2015 reconnaissance study, will guide the geographic scope. City staff, with the Arts, Culture, and Historic Preservation (ACHP) Commission, will investigate district boundaries, conduct community engagement, and draft the preservation ordinance. The consultant will assist in reviewing the work and developing draft design standards for historic and new properties. Recommendations for a Standard Operating Procedure (SOP) will also be provided to guide City officials and applicants. City staff will oversee public hearings to ensure transparency and community involvement.

How the Project Relates to State and Local Goals:

This project supports Goal #1 of the State Preservation Plan by educating decision-makers and the public on historic preservation and engaging the community in preservation efforts. Locally, it aligns with the Sandpoint Arts, Culture, and Historic Preservation Plan (2021, supported by CLG grant funds), and the 2024 Comprehensive Plan, which emphasize the need for tools to protect historic resources and ensure that new development respects the character of historic buildings.

How the Project Relates to the Secretary of the Interior's Standards:

The project ensures compliance with the Secretary of the Interior's Standards by providing a framework to preserve historic integrity, safeguard distinctive features, and follow best practices in historic preservation.

Final Products

CLG grant projects should result in a tangible product. Provide a detailed and specific list of the expected final products. Typical products include but are not limited to survey reports and forms; published document (e.g. walking tour guide); a National Register nomination; or similar. In some cases, the product may be an activity like a lecture or workshop. A short narrative describing the event must be submitted to the SHPO at the completion of the project. The narrative will describe the number of people attending, who composed the audience, and whether the project was carried out according to the proposal.

The deliverables outlined in this scope of work include the creation of Design Guidelines for the Historic Preservation Ordinance and a Standard Operating Procedure (SOP), both of which are intended to support the Historic Preservation Ordinance. The Design Guidelines will provide City officials and property owners with clear guidance on how to preserve and maintain the historic integrity of their buildings, while also addressing design standards for new infill construction within the district. The Standard Operating Procedure will serve as a workflow template for applicants to proceed through the development and building process seamlessly.

Timetable

Provide an anticipated timetable for carrying out the proposed project. Include significant milestones such as project commencement, issuing of RFPs, public engagement events, any necessary approvals, and projected completion.

Historic Preservation Ordinance Timeline

March-August: Draft Historic Preservation Ordinance:

- Understanding and establishment of boundary
- Draft permitting requirements
- Community engagement (town hall style meetings, stakeholder groups, commission meetings)

August: RFP for Consultant

September: Consultant Selection

October-December: Draft design guidelines and standard operating procedure followed with adoption of Historic Preservation Ordinance and Guidelines

Key Staff/Personnel

Provide a list of the key staff or personnel who will be involved in the proposed project, including a brief description of the roles and responsibilities for each member. Any anticipated subcontractors to be hired can simply be identified as such (e.g. - "consultant," "architect," "building contractor," et cetera).

The City of Sandpoint will provide administrative support for the project, with Heather Upton, the Arts and Historic Preservation Planner serving as the project lead. She will work closely with the ACHP Commission and local historic preservation experts to ensure the successful execution of the project.

Additional staff involved in the project include Bill Dean, City Planner; Kathryn Keeney, Assistant Planner; and Krista Lester, Planning Technician. The project will be reviewed by Jason Welker, the Community Planning and Development Director, to ensure alignment with City planning goals. Final approval will be facilitated by Mayor Grimm, the Planning and Zoning Commission, ACHP Commission and the Sandpoint City Council.

The consultant, selected from the SHPO's approved consultant list, will be responsible for reviewing existing documents, drafting design standards, and recommending a Standard Operating Procedure (SOP) for the design review process. City staff will oversee the conclusion of the project, ensuring the successful implementation of the new design standards through ordinance amendments and the adoption of the design guidelines.

Please note that staff has consulted with multiple qualified consultants to ensure the budget request accurately reflects the project's scope and requirements.

Attachments (Surveys, A&D, reprinting)

Attach any additional documents in support of this project application. Note: some project types have **required** attachments; please refer to Chapter VII of the Idaho CLG Grants Manual for details on these requirements.

Have you included any/all attachments for the project? Yes No



Alexis Matrone
Historic Preservation Planner/CLG Coordinator
State Historic Preservation Office
210 Main Street Boise, ID 83702

Dear Alexis,

I am writing to express my support for the application's request for assistance in developing Design Guidelines and a Standard Operating Procedure for Sandpoint's first local historic district. Staff and I are currently in the process of drafting a design review ordinance, which we aim to have adopted by the Fall. The City has conducted extensive community outreach and planning to establish the local historic district, in line with the City Council's directive to address design standards for Sandpoint's historic downtown.

The planning initiatives that support this decision are outlined in the following documents:

- Adopted 2021 Arts, Culture, and Historic Preservation Master Plan
- 2023 Downtown Design Report
- 2024 Adopted City of Sandpoint Comprehensive Plan

The schedule of this grant aligns perfectly with the project scope for developing new design standards for Sandpoint's Downtown Historic District. Staff is in the initial stages of establishing historic district boundaries and approval structure related to regulations. We greatly appreciate your consideration and support as we move forward with this important initiative.

Sincerely,


Jason Welker
Community Planning and Development Director