



ARTS, CULTURE AND HISTORIC PRESERVATION COMMISSION MEETING AGENDA

November 14, 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.** October 14th, 2025, Daft Minutes for Approval - **Action Item**

Financial Report

- 2.** Sandpoint Urban Renewal Agency (SURA) Financial Report

Commission Business - Historic Preservation

- 3.** Commercial A Historic Preservation Update
- 4.** 2026 CLG Grant - **Action Item**

Commission Business - Arts

- 5.** Cedar Street Public Art - Commission Planning - **Action Item**

Commission Business - Culture

Commission Business - General

- 6.** ACHP 2026 Initiatives - **Action Item**

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

October 14, 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, October 14th, 2025, by Chair Susnis in White Pine at City Hall.

Roll Call

PRESENT

Chair Ellen Susnis
 Commissioner Barry Burgess
 Commissioner Rick Decker
 Commissioner Kate McAlister
 Commissioner William Valentine
 Commissioner Carol Deaner
 Commissioner Darra Collison

ABSENT

Commissioner Katelyn Shook

Meeting Minutes Approval

- September 9th, 2025, meeting minutes were approved as presented by the unanimous vote of Commissioners present.

Motion made by Commissioner McAlister, Seconded by Commissioner Burgess.
 Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Decker, Commissioner McAlister, Commissioner Valentine, Commissioner Deaner, Commissioner Collison

Financial Report

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

Downtown: \$221,340.32	Northern: \$119,116.95
Silver Box Project: \$18,315.22 (advanced to date)	\$1,684.68 (remaining balance)

Commission Business - Arts

- Big Belly Can Wrap Selection Planning Discussion

Discussion continued on the Big Belly Can Wrap project, with 94 design submissions received, the selection meeting is anticipated to take several hours. Chairwoman Susnis and City of Sandpoint Central Services staff will coordinate to develop a selection matrix and schedule a selection meeting this winter. The Commission is now hoping for a spring installation. Director Welker asked Susnis to procure wrap quotes from local businesses.

4. Lake Pend Oreille Wooden Sign Update

Commissioner Deaner updated the commission on the Lake Pend Oreille wooden sign, an eight-foot vintage sign, now in poor condition. Estimated restoration costs are \$2,000–\$3,000, and Deaner questioned its value. Alternatives discussed included displaying it as-is with interpretive signage at Marsha's Snack Shack or pursuing limited restoration through local artist and owner of Burl Wood Dreams, Corey Obenaur. No vote was taken; Councilman Dick will contact Corey and provide an update at the next meeting.

5. Street Lamp Banner Program Planning Discussion

The Commission continued planning discussions for the Street Lamp Banner Program. Chairwoman Susnis reported she had been in contact with Eric Paul, Chair of SURA, who advised that street banners would not qualify as permanent public art and therefore were not eligible for SURA Art Funds. Susnis identified 51 lampposts along North First Avenue and Cedar Street equipped with banner brackets. Standard banner dimensions were determined to be 18 inches wide by 30 inches tall. Preliminary vendor research found pricing approximately \$60 per banner.

Commissioners discussed logistics for installation and removal, as well as potential sponsorship or partnership models to fund the program. The consensus was to begin with a single seasonal banner series, themed "Summer in Sandpoint," featuring local artwork to introduce the program and gauge public interest. Commission agreed to continue refining the project scope, pursue funding options, and return with updates at the next meeting. No formal action was taken.

6. Cedar Street Public Art Project - Planning Discussion

The Commission discussed plans for the Cedar Street Public Art project, noting that \$2,500 has been awarded through the Bonner County Fund for Arts Enhancement (Gretchen Heller Memorial Grant). The project also qualifies for SURA funding. Commissioners reviewed potential methods for artist selection. Based on City policy emphasizing equitable opportunity, members determined that a public call for art via RFP is the most appropriate process.

Discussion followed regarding scope and materials that will ensure longevity. Commissioners agreed to pursue regional submissions. Staff will begin preparing the RFP and coordinate outreach to local and regional artists.

Commission Business - Culture

7. Summer Historic Downtown Walking Tour Update

Chairwoman Susnis gave an update on the Summer Historic Walking Tour, including testing a new starting point and route for the tour she is giving tomorrow for Leadership Sandpoint.

Commission Business - Historic Preservation

8. Historic Walking Tour Brochure

Chairwoman Susnis is still working on the Walking Tour Brochure.

9. Commercial A Historic Preservation Update

Director Welker and City Planner Bill Dean recently attended the APA Idaho Fall Conference in Nampa ID. Welker provided a brief update about the conference. Tasked with a zoning ordinance rewrite, Dean gave a detailed update, focusing on the Historic Preservation Overlay and associated processes.

He explained that a modernized Zoning Administration chapter is being developed to clearly define permit types, procedures, timelines, fees, and enforcement, ensuring consistent, fair,

and legally defensible processes. Dean emphasized that organizing these foundational procedures is essential before implementing design standards and building regulations.

Commissioners were asked to begin considering appropriate building heights within the historic district, particularly along the east side of First Avenue. Dean noted that existing Commercial A zoning allows up to 65 feet, which is taller than most current buildings, and that the overlay will guide historically appropriate development.

The Commission expressed appreciation for Dean’s thorough approach, including his research into successful practices from other cities, and recognized the foundational work being done to support future historic preservation and design efforts.

Commission Business - General

Chairwoman Susnis addressed a Mayor and City Council initiative requesting each commission to submit three to five project recommendations for Council consideration for the 2025–26 fiscal year. Ideas will be discussed at the November meeting. Director Welker provided updates on downtown revitalization phase 3, the RV campground design phase—which received five bids—and the Averill Hospitality hotel project at City Beach.

Commissioners' Roundtable

Commissioner McAlister noted that the annual Hospice Rose Sale will be held on November 4th. Mr. Welker reported that, with the arrival of roll-out event flooring at the JER Sports Center, the facility is now equipped to host large standing or seated events.

Adjourn

Meeting was adjourned at 10:06am.

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 _____.

Elle Susnis, Chair

Kami Omodt, Board Clerk