



ARTS, CULTURE AND HISTORIC PRESERVATION COMMISSION MEETING AGENDA

April 14, 2026 at 8:30 AM

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

Call to Order

Roll Call

Meeting Minutes Approval

- [1.](#) March 10th, 2026, Draft Minutes for Approval - **Action Item**

Financial Report

- [2.](#) Sandpoint Urban Renewal Agency (SURA) Financial Report

Commission Business - Arts

- [3.](#) Big Belly Monster Public Art Final Selection - **Action Item**
- [4.](#) Street Lamp Banner Program Planning Discussion - **Action Item**
- [5.](#) Cedar Street Public Art Planning Discussion - **Action Item**
- [6.](#) Silver Box Project 2026 Update - **Action Item**
- [7.](#) City Beach Basketball Court Mural Discussion - **Action Item**
- [8.](#) ICF Arts Grant Application - **Action Item**

Commission Business - Culture

Commission Business - Historic Preservation

- [9.](#) Historic Walking Tour Brochure - **Action Item**
- [10.](#) CAMP 2026 - Historic Preservation Training - **Action Item**
- [11.](#) Commercial A Historic Preservation Update

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 remotely: Register at <https://www.sandpointidaho.gov/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

March 10, 2026 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 8:35 am on Tuesday, March 10th, 2026, by Chairwoman Susnis in the Council Chambers of City Hall.

Roll Call

PRESENT

Chair Ellen Susnis
 Commissioner Barry Burgess
 Commissioner Rick Decker-Zoom
 Commissioner Kate McAlister
 Commissioner Carol Deaner

Staff Heather Faircloth

ABSENT

Commissioner William Valentine
 Commissioner Darra Collison

Meeting Minutes Approval

- February 10th, 2026, 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 Deaner

Financial Report

- 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: \$243,709.48

Northern: \$133,975.92

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

\$3,684.68 (remaining)

Commission Business - Historic Preservation

- Commercial A Historic Preservation Update

Staff Liaison Bill Dean requested to move agenda item 4 to item 3 on the agenda.

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

In a brief update, Mr. Dean informed Commissioners that City Council had given him the green light to continue work on the code updates for Commercial A Historic Preservation.

With the intent of exploring how the proposed ordinance may work and what tasks the commission will have to understand and complete, Mr. Dean plans to bring hypothetical applications for the draft code to the ACHP Commission as early as the April meeting.

Commission Business - Arts

4. Big Belly Monster Public Art Selection

Contract/Grants/Procurement Officer Heather Faircloth joined the commission to lead the scoring process for the Big Belly Monster Art selection. Ms. Faircloth reviewed the point-based scoring system and evaluation criteria.

All 92 applicants were first reviewed on a pass/fail basis for the required age and contact information. Applications that met those requirements were then scored on the following criteria: use of color, originality, design of the articulating mouth feature, story, and connection to Sandpoint's character.

After scoring, the top four entries were identified:

- Entry #52 – 100 points
- Entry #33 – 95 points
- Entry #49 – 95 points
- Entry #77 – 95 points

Commissioner Burgess moved to bring the top four entries back for consideration at the April meeting. At that time, the commission will recommend to City Council, two designs to receive the artist stipend, designate two runners-up, and recommend the locations for the two wrapped trash cans.

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

Commission Business - Culture

Commission Business - General

Commissioners' Roundtable

Adjourn

Meeting was adjourned at 10:36am.

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

BIG BELLY MONSTER WRAP - POTENTIAL LOCATIONS



1ST & MAIN ST



4TH & OAK ST



3RD & OAK ST



1ST & MAIN ST



1ST & CEDAR ST



2ND & MAIN ST

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Sandpoint Arts, Culture & Historic Preservation Commission



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BIG BELLIED MONSTER PUBLIC ART CONTEST



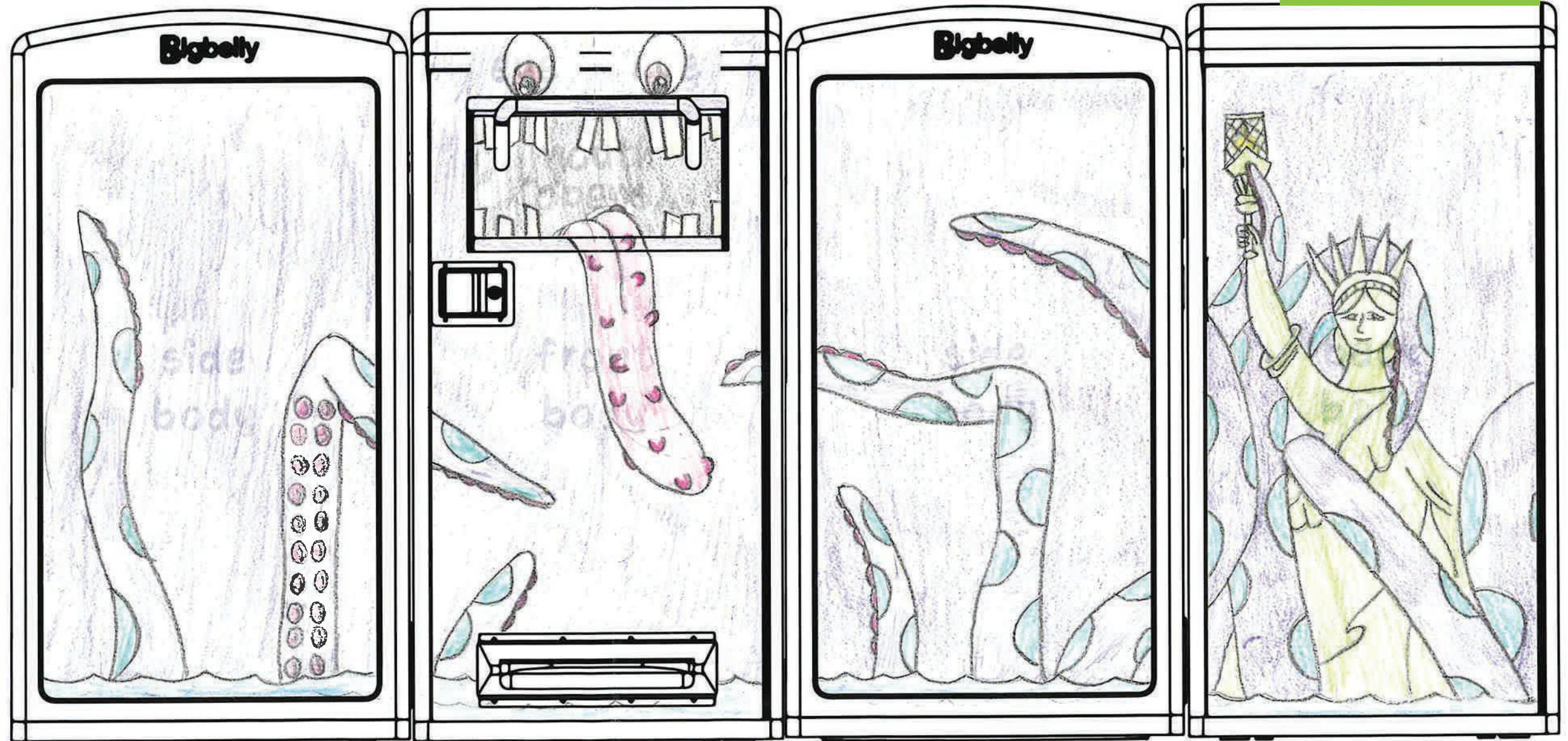
Two artists works will be selected. Each artist will have their artwork wrapped on a Big Bellied Trash Can in downtown Sandpoint and receive \$150 artists stipend.

RULES:

- Ages 4yrs - 12 yrs.
- Contest runs from February 17 to March 31, 2025.
- Drop off design submission at City Hall (1123 Lake St.) by 5pm on March 31, 2025.
- Participation in the contest grants the City of Sandpoint permission of use of artwork.
- **IMPORTANT:** Design submission must have child's name, age, and parent's name, address/phone printed clearly on the **BACK** of submission.

ARTWORK CRITERIA:

- Must be in color.
- Must be original artwork.
- Design should incorporate articulated mouth feature.
- Tie to Sandpoint Character is encouraged.
- These criteria will be evaluated by a selection panel of ACHP Commissioners and STCU staff.



THE STORY OF MY MONSTER: The Lake Pend Oreille monster arose at City Beach to steal the Statul of Liberty and eat our trash.

For questions, please contact Jason Welker, Community Planning and Development director, 208-263-3370, jwelker@sandpointidaho.gov.

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Sandpoint Arts, Culture & Historic Preservation Commission



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BIG BELLIED MONSTER PUBLIC ART CONTEST

49

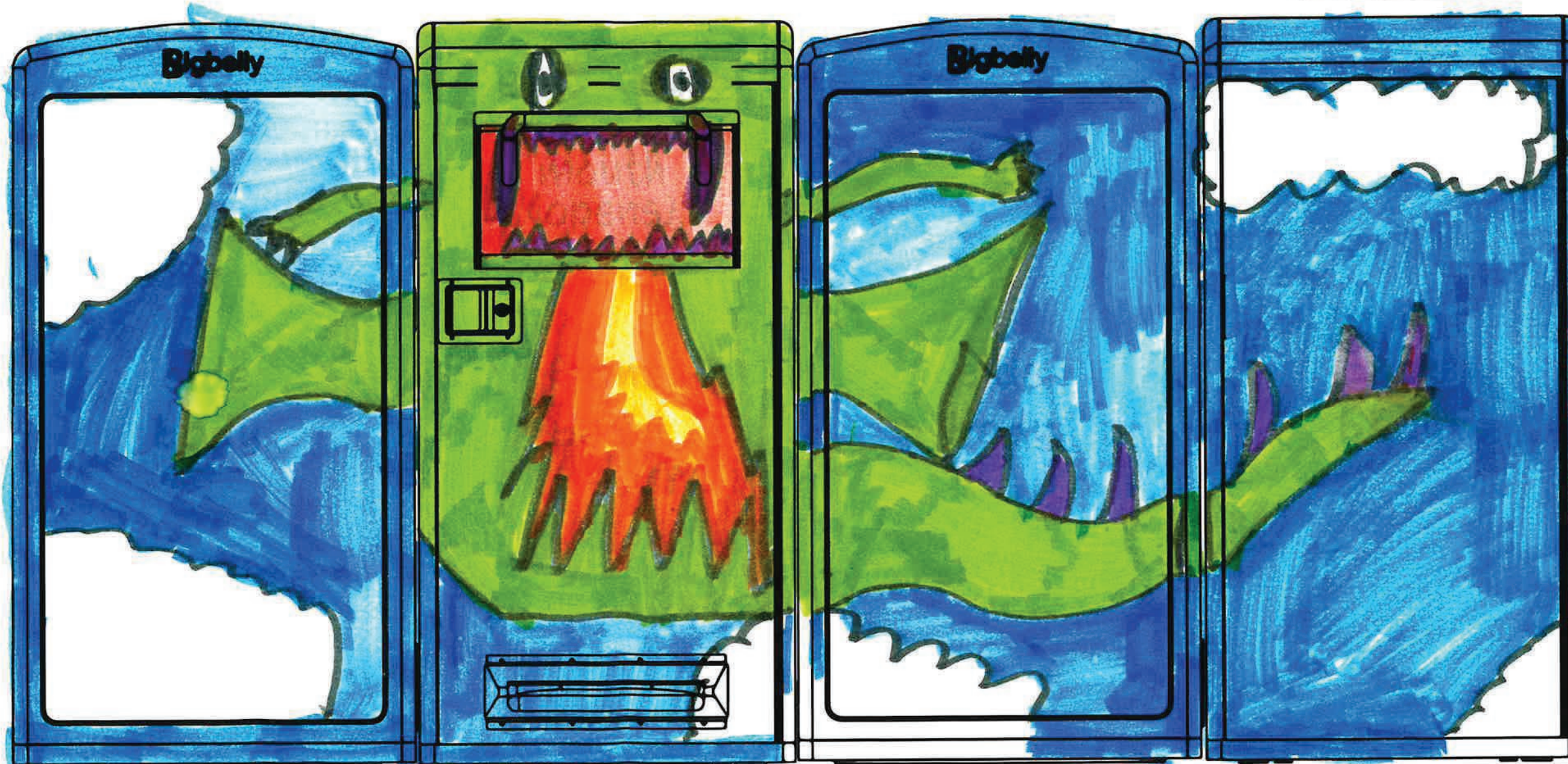
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THE STORY OF MY MONSTER: *have you ever heard of the lochness monster in lake pent or pitte, paddler? this is the lochness monster's brother, flygon.*

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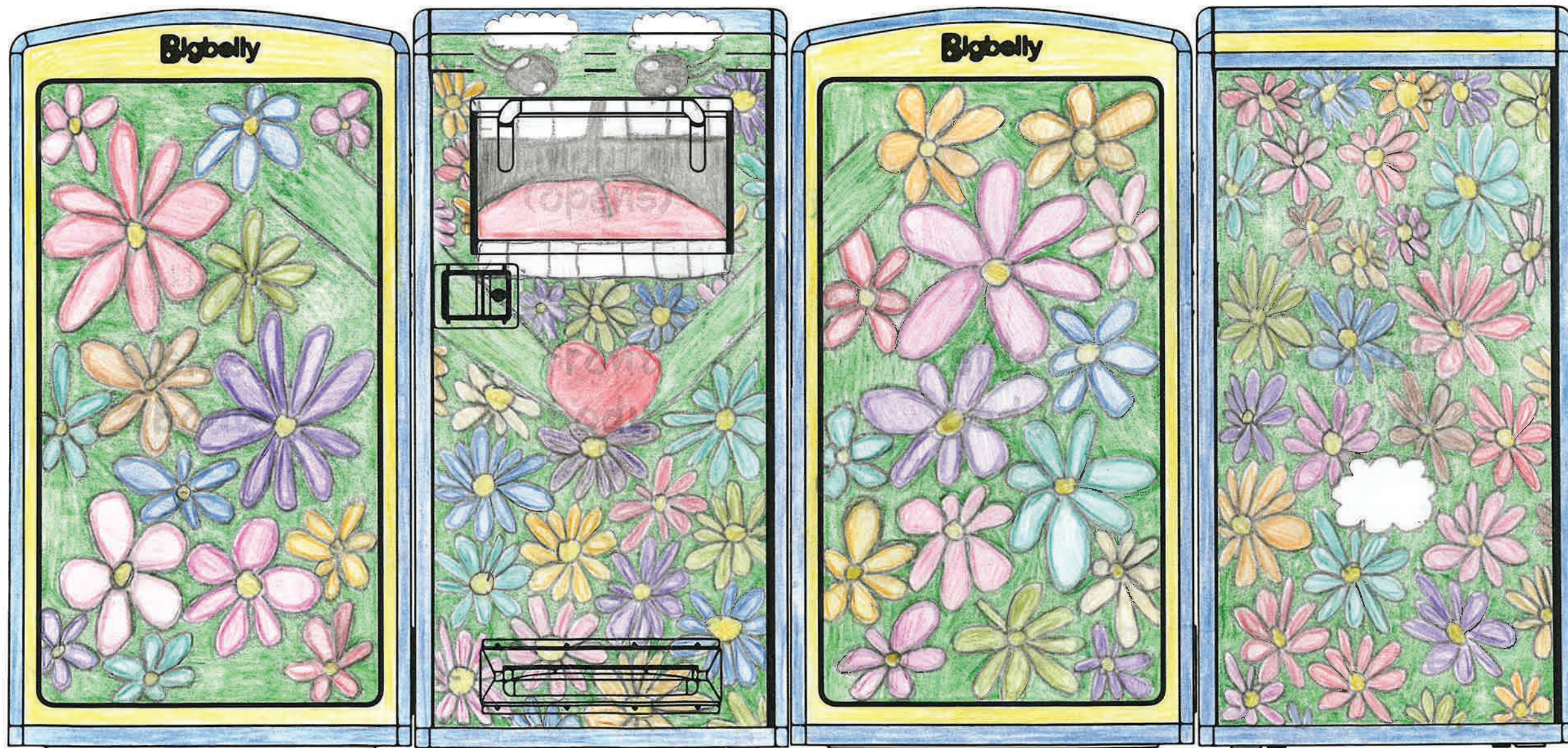
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THE STORY OF MY MONSTER: Once upon a time there was a monster living in the wilds of Sandpoint. Her name was Flora and she was made of fresh green things, love, kindness, pretty flowers and fluffy white clouds. She always feels fantastic and wants all of Sandpoint to feel fantastic too!

For questions, please contact Jason Welker, Community Planning and Development director, 208-263-3370, jwelker@sandpointidaho.gov.

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Sandpoint Arts, Culture & Historic Preservation Commission



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BIG BELLIED MONSTER PUBLIC ART CONTEST

Item # 3.



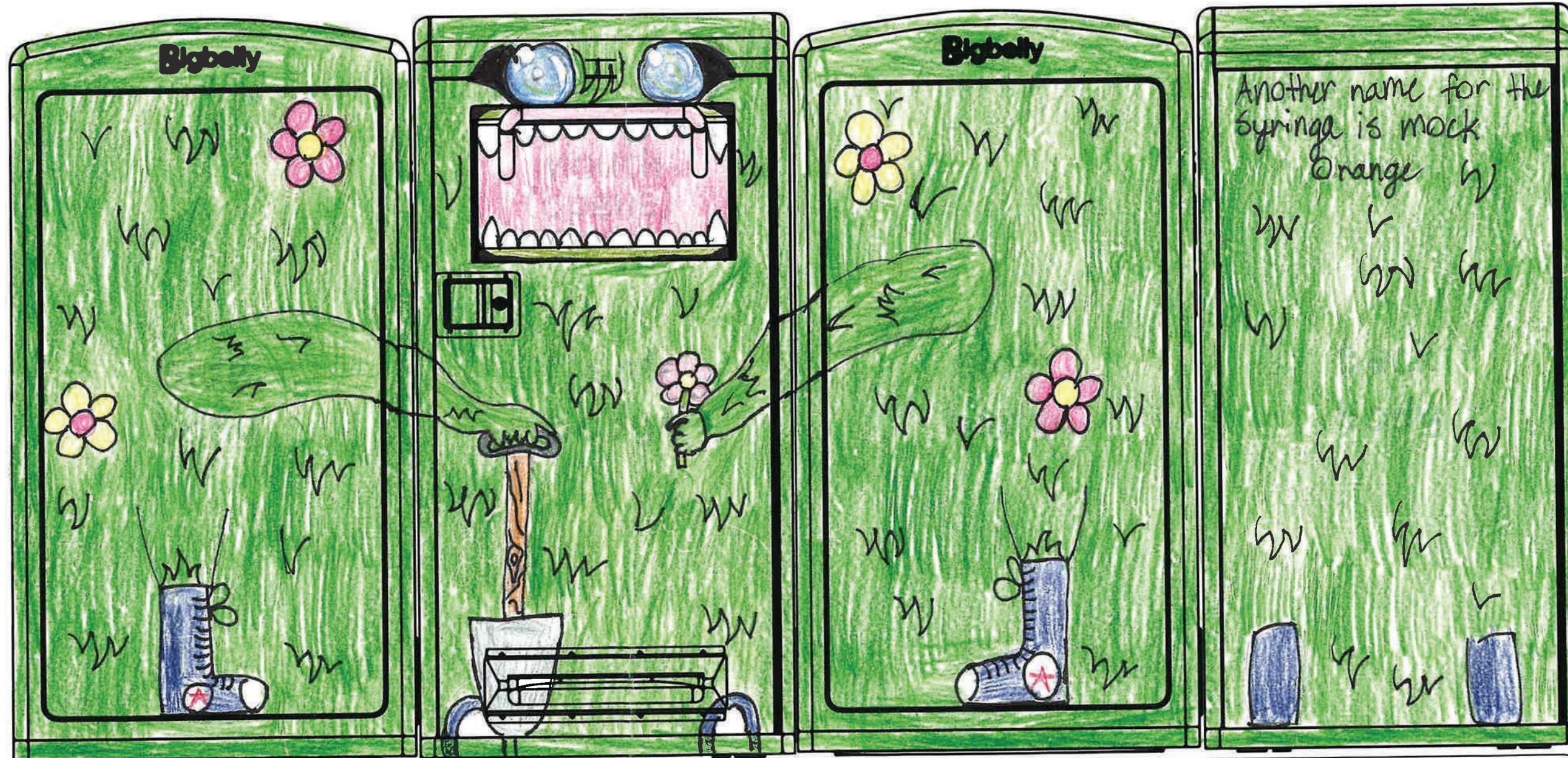
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THE STORY OF MY MONSTER:

One day in a small town called Sandpoint, in the state of Idaho, an entity of power decide that the Idaho state flower, the Syringa, needed a protector, a guardian of sorts. You see, animals were trampling the Syringas, and storms were ripping it to shreds. So, the entity created the protector, and named it The Guardian of the Syringa. The Guardian worked tirelessly, she planted more Syringas, she persuaded the animals to find another food source, and she sheltered it from the storms. Now, if you're wandering around the forest and you see a Syringa, you will most likely see the monster.

For questions, please contact Jason Welker, Community Planning and Development director, 208-263-3370, jwelker@sandpointidaho.gov.

POTENTIAL IDEA FOR PLACEMENT OF ONE-OFF CELEBRATION BANNERS





Request for Proposals
RFP No. xxxxxxx - Silver Box Art on Loan 2026 - Call for Art

The City of Sandpoint invites artists to apply for the Silver Box Project, an art on loan program.

The project is open to all artists residing in the United States regardless of race, color, religion, gender, including minors, with parental or guardian written consent required for participants under 18 years of age. Local and Regional artists may be given selection preference. Selection panelists and their immediate family members are not eligible for participation.

Project Scope

Three sculptures will be selected by jury process for an approximately 1 year loan. The art will be mounted on stainless steel bases located in Downtown Sandpoint and promoted through various media. Selected art/artists will receive a \$1000 honorarium for temporary display of their work.

The Art / Selection Criteria

Criteria for art shall include consideration of the following:

- Art must be an original work of art made by the submitting artist. The artist must own the rights to the art and art must be available for the duration of a one-year agreement.
- The art may not contain advertising, religious references, sexual content, or convey political partisanship.
- Art must be durable in outdoor conditions, including snow and ice and surfaces must not be prone to environmental degradation, e.g. unsealed rust.
- The art shall not have kinetic elements or water features.
- Art must be structurally safe for display in public and must not have the potential to cause injury. All components must be securely fastened.
- Art must arrive in the same condition as portrayed in the application photographs. The City reserves the right to refuse art if it does not match the photographs submitted.
- Art minimum size: 24" x 24" x 24", maximum size, 48" x 48" x 48".
- The footprint of the art must be able to be securely bolted onto a 16" x 16" x 1/4" powder coated steel attachment plate. The City will provide a mounting plate template pdf at time of selection. Installation method for art should be welded tabs or a similar easy install method using bolts.
- Art must weigh no more than 300 pounds.



- Artist has accomplished all of the required components outlined within this RFP, which includes and is not limited to meeting development schedule, budget, installation requirements are completed, and delivery date is met as proposed.

Submissions and Scoring (*Scoring point maximum for all criteria is 100*).

Submission Deadline: xxxxxxxxxx, 2026 at 2:00 p.m. PST.

Submissions can be emailed to cityclerk@sandpointidaho.gov OR delivered to City Hall, 1123 Lake Street, Sandpoint, ID 83864.

Submissions that are delivered must include one hard copy and a flash drive.

Submission requirements and scoring, for a maximum number of points of 100, is as follows:

The Artist may submit up to three (3) pieces but must present each piece in a separate application and will be scored individually and not collectively. Each application submission must include and will be scored as follows:

- Cover Letter – Cover Letter shall include contact information, including email address and signed by the Artist. *This section will receive a Pass/Fail score.*
- Resume: Proposal includes an Artist resume. *This section will receive a maximum of 15 points.*
- Provide examples of past work relative to this RFP (social media links are not accepted): Artist to provide examples of past work similar to that as requested within this RFP. *This section will receive a maximum of 30 points.*
- Provide two or three (2-3) clearly identified images or videos of proposed art piece. *This section will receive a maximum of 25 points.*
- Description of Art: Artist must include a description of the submitted art including medium, dimensions, weight, title, date of construction, cleaning and maintenance instructions, stated insurance value, and sale price. *This section will receive a maximum of 30 points.*

Please note that incomplete applications will be considered nonresponsive and disqualified.



City reserves the right to work with Artist with the highest scoring Submission, prior to installation, to request minor modification or changes to the submitted art.

Budget & Payment Schedule

Each selected artist will be provided a \$1000 Honorarium for the provision, installation, and removal of the art. The City will receive a 10% commission if art is sold as a result of project participation.

Payment of the Honorarium shall be made to the Artist within 21 days after execution of the Artist Agreement.

Artist Responsibilities

- Must complete and sign the Artist Agreement with the City of Sandpoint.
- All works must be ready for exhibition/installation within (1) one week from date of signed Artist Agreement. Instructions must be provided for maintenance of the art at that the time of installation.
- Must complete and sign Condition Report(example attached to this RFP) at time of installation.
- Provide any requested information by the City for website, brochure, or other promotional materials.
- Maintain up to date contact information with the City.
- Delivery and installation no later than xxxxxxxx, 2026 and De-installation no sooner than xxxxxxxx, 2027.
- The artist must own the rights to the art - artificial intelligence is not an acceptable method.

City Responsibilities

- Pay \$1000 Honorarium for each art selection for the provision, installation, and removal of the art.
- Provide limited liability insurance for the art piece, if applicable.
- Maintain the art according to the specifications outlined by the artist, as applicable.
- Promote the art and artist including, but not limited to:
 - Inclusion in various media outlets and press releases and community engagement opportunities.
 - Recognition on the City of Sandpoint's online channels.



SCULPTURE PLACEMENT AT 2ND AVE AND CEDAR STREET



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 - Inclusion in various media outlets and press releases and community engagement opportunities.
 - Recognition on the City of Sandpoint's online channels.



The City of Coeur d'Alene invites you to participate in a training to learn more about local historic preservation fundamentals and best practices.

COMMISSION ASSISTANCE & MENTORING PROGRAM (CAMP) TRAINING

presented by the National Alliance of Preservation Commissions (NAPC)

Friday, May 22nd 9:00am - 4:00pm (PT)
Reception to Follow

Coeur d'Alene Public Library, 702 E Front Ave.

Training Topics Include:

- Why Preserve?
- Standards and Guidelines for Design Review
- Legal Basics
- Community Engagement and Building Public Support

To complete the free registration please scan the QR code or follow the link below:



<https://forms.cloud.microsoft/g/syC8k7g5HM?origin=lprLink>

CAMP is eligible for continuing education credit through the American Institute of Architects and the American Planning Association, and all CAMPers receive NAPC's CAMP Digital Toolkit.