



ARTS, CULTURE AND HISTORIC PRESERVATION COMMISSION MEETING AGENDA

September 09, 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. August 12, 2025, Draft Minutes for Approval - **Action Item**

Financial Report

2. Sandpoint Urban Renewal Agency (SURA) Financial Report

Commission Business - Arts

3. Big Belly Can Wrap Selection Planning Discussion - **Action Item**
4. Lake Pend Oreille Wooden Sign Refurbish and Placement - **Action Item**
5. Streetlamp Banner Program Planning Discussion - **Action Item**
6. Cedar Street Public Art Commission Planning Discussion - **Action Item**
7. Scuba Sculpture Relocation Proposal - **Action Item**

Commission Business - Historic Preservation

8. Historic Walking Tour Brochure - **Action Item**
9. Intro to Historic Preservation Tools Across the Region

Commission Business - Culture

10. Summer Historic Downtown Walking Tour Update

Commission Business - General

11. Election of Vice Chair - **Action Item**
12. Downtown Revitalization Phase 3 Citizen Advisory Committee - **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

August 12, 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 8:36am on Tuesday, August 12th, 2025, by Chair Susnis in the Council Chambers of City Hall.

Roll Call

PRESENT

Chair Ellen Susnis
 Commissioner Barry Burgess
 Commissioner Katelyn Shook
 Commissioner Rick Decker
 Commissioner Kate McAlister
 Commissioner Darra Collison

ABSENT

Commissioner William Valentine
 Commissioner Carol Deaner

Meeting Minutes Approval

1. July 8th, 2025, meeting minutes were approved as presented by the unanimous vote of Commissioners present.

Motion made by Commissioner McAlister, Seconded by Commissioner Decker.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Shook, Commissioner Decker, Commissioner McAlister, Commissioner Collison

Financial Report

2. 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) \$1684.68 (remaining balance)

Commission Business - Arts

3. Spring 2025 Silver Box Project Update

Chair Susnis reported that the Silver Box sculptures were successfully installed by the second week of July and expressed her gratitude to city staff for distribution of a correlating press release and to local publications for their featured stories. Planning for the next Silver Box installation in June of 2026 will begin in January.

4. Big Belly Can Wrap Selection Planning Discussion

Susnis informed commissioners that the selection of art for the Big Belly Can Wraps is expected to take place within the next two months. As long as the weather holds wraps could still be installed as late as October.

5. Lake Pend Oreille Wooden Sign Refurbish and Placement Discussion

Chair Susnis reported that she personally went to the museum to assess and measure the wooden Lake Pend Oreille sign in need of refurbishment and relocation. Sign dimensions: 8' tall and 5' wide. After discussion, the City Beach boat launch, near the lifejacket loaner station, emerged as the favored location by commissioners present.

6. Streetlamp Banner Program Planning Discussion

Ms. Susnis did additional research into banners for downtown streetlamps; dimensions and costs. She shared her findings with the Commission. Estimate for an 18"x30" banner is \$85-\$100 per banner. Susnis proposed a \$250-\$300 stipend for the selected artist. With UV protection it is not uncommon for banners to last 2-3 years.

Commissioner McAlister moved to continue planning efforts for this program, to approach SURA with a funding request, and to create an RFP for the banner designs.

Motion made by Commissioner McAlister, Seconded by Commissioner Decker.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Shook, Commissioner Decker, Commissioner McAlister, Commissioner Collison

7. Cedar Street Public Art Commission Planning Discussion

The commission discussed initiating a large-scale public art project on Cedar Street using funds from the SURA Public Art Fund, which must be spent before the SURA agency sunsets in 2029. Susnis noted that three reinforced concrete pads along Cedar Street, at Second, Third, and Fourth, were designed to hold large sculptures. She proposed the ACHP commission a large sculpture for the corner of Second and Cedar, with an estimated budget of \$15,000-\$20,000, including \$2,500 remaining in the Gretchen Heller Memorial Fund. The discussion also touched on the option to purchase art outright without a formal call for artists. A motion to proceed with planning and to pursue a combination of funding from the SURA Art Fund and Gretchen Heller Memorial Fund, was unanimously approved.

Motion made by Commissioner McAlister, Seconded by Commissioner Decker.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Shook, Commissioner Decker, Commissioner McAlister, Commissioner Collison

Commission Business - Culture

8. Summer Historic Downtown Walking Tour Update

Susnis gave an update on the July 25th, 2025, Historic Downtown Walking Tour. Twenty participants attended the first tour led by Michael Bigley. The next tour is scheduled for August 22nd. Susnis and Commissioner Burgess discussed adding additional architectural details about various historic buildings to the tour content.

Commission Business - Historic Preservation

9. Historic Walking Tour Brochure

Layout for the Historic Walking Tour Brochure is still in progress.

10. Local Historic District and Design Review Overlay Update

Mayor Grimm was not available to present on the Local Historic District and Design Review Overlay so the item was tabled.

Commission Business - General

11. Historic Tree Definition

City Project Manager and City Forester, Eric Bush, joined the Commission to discuss the definition of Heritage Trees, specifically the "Historical" category (one of five heritage tree categories).

After discussing, a unanimous motion passed to approve a revised definition for the historical category of heritage trees. "Historical- A tree which by virtue of its association with or contribution to a historical structure or district, or its association with a historical event." The definition will be taken to the Urban Forestry Commission for approval later this month. If plaques or other identifiers are pursued, the ACHP Commission expressed interest in being part of the design and implementation process.

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

12. Election of Vice Chair

As several members of the commission were absent and not all vacancies have been filled, this item was tabled with plans to revisit it in September.

Commissioners' Roundtable

New Commissioner, Darra Collison was introduced. Commissioner Shook announced Viggo Mortensen would be at the Panida on August 29th to introduce one of his movies. Susnis reminded commissioners of the next Historic Downtown Walking Tour scheduled for August 22nd, Commissioner McAlister shared that tickets are on sale for August 23rd at the Hive, where the Lake Pend Oreille Repertory Theatre will be celebrating the legendary Patsy Cline, and Commissioners expressed their appreciation for the annual Festival at Sandpoint praising the small staff who make it possible.

Adjourn

Meeting was adjourned at 9:29am.

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