



ARTS, CULTURE AND HISTORIC PRESERVATION COMMISSION MEETING AGENDA

October 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. September 9th, 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 Update - **Action Item**
5. Street Lamp Banner Program Planning Discussion - **Action Item**
6. Cedar Street Public Art Commission Planning Discussion - **Action Item**

Commission Business - Culture

7. Summer Historic Downtown Walking Tour Update

Commission Business - Historic Preservation

8. Historic Walking Tour Brochure - **Action Item**
9. 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 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

September 09, 2025 at 8:30 AM

White Pine 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 8:31am on Tuesday, September 9th, 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
 Staff Liaisons: Jason Welker and Bill Dean

ABSENT

Commissioner Katelyn Shook

Meeting Minutes Approval

1. August 12th, 2025, meeting minutes were approved as presented by the unanimous vote of Commissioners present.

Motion made by Commissioner McAlister, Seconded by Commissioner Deaner.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Decker, Commissioner McAlister, Commissioner Valentine, Commissioner Deaner, 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) \$1,684.68 (remaining balance)

Commission Business - Arts

3. Big Belly Can Wrap Selection Planning Discussion

Susnis reported she is finalizing selection details with City staff. Commissioners will serve as the design selection panel; with any member whose child entered the contest recusing themselves from participation.

4. Lake Pend Oreille Wooden Sign Refurbish and Placement

Commissioners confirmed City Beach as the preferred location for the sign, though the exact placement is still to be determined. Community & Planning Development Director Jason

Welker recommended completing the restoration this fall to align with other City Beach projects requiring large equipment. The sign is currently housed at the Bonner County Historical Museum, where restoration will likely occur to reduce handling. Commissioner Deaner will coordinate the effort with the volunteer artist who has offered to complete the restoration.

5. Streetlamp Banner Program Planning Discussion

Chair Susnis reported that the program is ongoing, with staff working toward a draft RFP.

6. Cedar Street Public Art Commission Planning Discussion

The commission discussed the Cedar Street public art project, confirming that the planned installation site is within the public right-of-way and was originally designed with reinforced concrete to support a sculpture. Commissioners expressed support for moving forward. Susnis will reach out to Eric Paul, Chairman of the SURA board, to discuss procurement. The goal is to establish clear process for larger art fund expenditures to ensure efficiency and alignment between the SURA board, administration, council and staff.

7. Scuba Sculpture Relocation Proposal

Director Welker presented a proposal to relocate the wooden Scuba sculpture, originally carved by Tom Burner from a right-of-way tree. The piece was removed due to a rotted base and is currently stored at City Beach. Burner has offered to fabricate a new base for reinstallation. Commissioners agreed City Beach is an appropriate location given the diver theme and voted unanimously to proceed. Welker will coordinate with the artist on base repairs and installation.

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

Commission Business - Historic Preservation

8. Historic Walking Tour Brochure

The reprint will be funded through the SURA art fund. Director Welker recommended soliciting three printing quotes as best practice.

9. Intro to Historic Preservation Tools Across the Region

City Planner, Bill Dean, kicked off a detailed discussion on the proposed creation of a Historic Preservation Overlay District and possibly a larger Downtown Overlay District. Key points discussed included: current gaps in code, overlay district proposal, process, boundaries, height and massing concerns, and preservation vs. creativity. The Commission agreed that creating the overlay district or districts is an essential next step in protecting historic downtown while guiding future development. Staff will prepare draft boundary maps and guideline concepts for review and further discussion.

Commission Business - Culture

10. Summer Historic Downtown Walking Tour Update

Susnis reported that 50 people attended the August tour, following 20 attendees in July. Based on this strong interest, commissioners agreed to expand the number of tours offered in 2026.

Commission Business - General

11. Election of Vice Chair

Following discussion, Commissioner McAlister volunteered to serve as Vice-Chair, and the Commission voted unanimously to approve.

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

12. Downtown Revitalization Phase 3 Citizen Advisory Committee

City advisory board. Commissioner Decker volunteered, and the Commission unanimously approved his appointment as representative.

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

Commissioners' Roundtable

Curtis Summerfield will receive his Eagle Scout badge at 4:00 p.m. on Saturday, September 13, at Sandpoint Community Hall. For his Eagle Scout project, he partnered with the Commission, Historical Society, and local artists to rehabilitate the nearly 50-year-old totem pole at the Hall. Chair Susnis invited commissioners to attend. Commissioner Decker also reminded the group of the Roots Concert that same evening at the Hive.

Adjourn

Meeting was adjourned at 10:10am.

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

