



ARTS, CULTURE AND HISTORIC PRESERVATION COMMISSION MEETING AGENDA

August 11, 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.** June 9th, 2026, Draft Minutes for Approval - **Action Item**
- 2.** June 15th, 2026, Draft Workshop Minutes for Approval - **Action Item**
- 3.** June 24th, 2026, Draft Workshop Minutes for Approval - **Action Item**

Financial Report

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

Commission Business - Arts

- 5.** Carousel of Smiles Mural Application - **Action Item**
- 6.** Public Art Maintenance Discussion - **Action Item**
- 7.** Public Art Summer Project Update - **Action Item**

Commission Business - Culture

- 8.** Historic Walking Tour - Update

Commission Business - Historic Preservation

- 9.** Commercial A Historic Preservation - Update

Commission Business - General

Commissioners' Roundtable

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.

Adjourn



ARTS, CULTURE AND HISTORIC PRESERVATION COMMISSION MEETING MINUTES

June 09, 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 8:30 a.m. on Tuesday, June 9th, 2026, by Chairwoman Susnis in the Council Chambers of 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

Contract, Grants, Procurement Officer Heather Faircloth
 City Planner Bill Dean
 Community Planning and Development Director Jason Welker

Meeting Minutes Approval

1. May 12th, 2026, meeting minutes were approved unanimously by commissioners present, with two corrections: Panida spelling reference item 3, clarified that Elle Susnis, not staff, reported preparation of the Cedar Street RFP in item 6.

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

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 as of June 2, 2026:

Downtown \$245,185.00 Northern \$135,144.97

Commission Business - Arts

3. Silver Box Project Update

The project was approved by City Council on June 3rd. Chairwoman Susnis is coordinating artist transitions and installation logistics. Installation is anticipated by the end of June.

4. 105 S. 1st Ave Mural Application (105 S First Ave, Sdpt)

Commissioners reviewed a mural application consisting of text, "This is the Place". Discussion centered on whether the proposal functioned more like a sign than a mural, its lack of historic or artistic character, and concerns about precedent within the historic downtown district. Motion to deny the mural application for 105 S. First Ave was approved unanimously.

Motion made by Commissioner Deaner, Seconded by Commissioner McAlister.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Decker, Commissioner McAlister, Commissioner Valentine, Commissioner Deaner, Commissioner Collison

5. Street Lamp Banner Program Selection

Commissioners reviewed and scored all banner submissions using the adopted evaluation rubric. After scoring proposal (I) was selected. Discussion included its strong representation of Sandpoint activities (bike, hike, sail, shop), its good visibility and community identity, and recommendation to thicken the font in some areas for better visibility.

Motion to recommend proposal (I) to City Council for approval with minor font refinement, was unanimously approved.

Motion made by Commissioner McAlister, Seconded by Commissioner Collison.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Decker, Commissioner McAlister, Commissioner Valentine, Commissioner Deaner, Commissioner Collison

6. City Beach Basketball Court Mural Selection

Commission reviewed submissions for the City Beach basketball court public art project. Proposed murals are to occupy the top of key 1, half court, and top of key 2. After scoring proposal (B) was selected. Discussion included its strong connection to Sandpoint and City Beach, appropriate scale and simplicity for a playable court surface, and relevant mural experience. Motion recommending proposal (B) to City Council for approval was unanimously approved.

Motion made by Commissioner Collison, Seconded by Commissioner Decker.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Decker, Commissioner McAlister, Commissioner Valentine, Commissioner Deaner, Commissioner Collison

Commission Business - Culture

Commission Business - Historic Preservation

7. Commercial A Historic Preservation Update

City Planner Bill Dean presented the draft Historic Preservation Ordinance as part of the broader downtown zoning update. Discussion followed. Staff will be distributing digital copies of the draft ordinance to commissioners by the end of the day. Dean asked commissioners to review chapter 9 (historic preservation) prior to a workshop tentatively scheduled for 8:30am on June 15th.

Commission Business - General

Chairwoman Susnis reported that she intends to nominate 510 S. First Avenue and 119 N. First Avenue for the 2026 Orchids & Onions Awards and will personally cover the application fees. The application deadline is June 19, 2026.

Susnis also provided several project updates. She reported that the vendor requisition for printing the Historic Walking Tour Brochure has been approved and that the brochure will be sent to print this week. The Big Belly Art wrap installation remains on schedule and is anticipated to be completed by the end of June. Additionally, Susnis shared key takeaways from the CAMP training hosted by NAPC and Idaho SHPO in Coeur d'Alene.

Commissioners' Roundtable

Commissioner Collison invited all to attend a fundraising concert for the Festival at Sandpoint taking place at the Hive this Saturday, June 13th.

Adjourn

Meeting was adjourned at 10:11 a.m.

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

DRAFT



ARTS, CULTURE AND HISTORIC PRESERVATION COMMISSION WORKSHOP MINUTES

June 15, 2026 at 8:30 AM

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

Call to Order

The workshop of the Sandpoint Arts, Culture and Historic Preservation Commission was called to order at 8:34 a.m. on Monday, June 15th, 2026, by Chairwoman Susnis in the City Hall Council Chambers.

Roll Call

PRESENT

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

STAFF

City Planner, Bill Dean
Building Official, Pete Skon

ABSENT

Commissioner Carol Deaner

Consent Items

1. Mr. Dean gave an update regarding the 105 S First Ave PM26-0002 mural application. Dean met with City of Sandpoint legal advisors and was directed to create a written decision regarding App PM26-0002 Mural at 105 S. 1st Ave. After review, a motion was made to approve the written decision, recommending denial of App PM26-002 Mural at 105 S. 1st Ave.

Motion made by Commissioner McAlister, Seconded by Commissioner Valentine.

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

Commission Business - Historic Preservation

2. Workshop on Historic Preservation Code

Staff and Commissioners reviewed the draft historic preservation code. Commissioners present agreed one more 1.5hr workshop would be needed to conclude the review.

Adjourn

The workshop adjourned at 10:02am.

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

DRAFT



ARTS, CULTURE AND HISTORIC PRESERVATION COMMISSION WORKSHOP MINUTES

June 24, 2026 at 10:30 AM

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

Call to Order

The workshop of the Sandpoint Arts, Culture and Historic Preservation Commission was called to order at 10:32am on Wednesday, June 24th, 2026, by Chairwoman Susnis in the City Hall Council Chambers.

Roll Call

PRESENT

Chair Ellen Susnis
Commissioner Barry Burgess
Commissioner Kate McAlister
Commissioner Darra Collison

ABSENT

Commissioner Rick Decker
Commissioner William Valentine
Commissioner Carol Deaner

STAFF

Bill Dean

Commission Business - Arts

1. Basketball Court Mural - Requested Changes - **Action Item**

Commission Business - Historic Preservation

2. Workshop on Historic Preservation Code

City Planner Bill Dean lead commissioners present through a review of the remaining 2026 DRAFT Zoning Code Updates, in Chapter 9, Historic Preservation Ordinance.

Adjourn

The workshop adjourned at 11:30am.

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

Public Participation Options and Information

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DRAFT



Please Put this on the Aug 11th
Arts Commission Meeting Agenda
I have met informally with Ellen & others
& they are expecting this.

**CITY OF SANDPOINT
PLANNING DEPARTMENT
MURAL APPLICATION**

File #: _____

Name of Applicant Clay Hutchison - The Carousel of Smiles
Name of Business The Carousel of Smiles - The Pony Place, LLC
Business Address 502/504 Church Street, Sandpoint
Telephone Number 509/995-0480 **E-mail** clay.hutchison@gmail.com
Applicant's Mailing Address 217 Cedar St, #284, Sandpoint, ID 83864
Applicant's Telephone Number Same **E-mail** Same
Building Owner The Pony Place, LLC (Clay & Reno Hutchison)

Mural Artist The Community - along with artists from The Carousel of Smiles
Address Same
Telephone Number Same **E-mail** Same

All information must be complete for this application to be processed.



Please describe the proposed mural:

Dimensions: Length 100' Width Height - 10' Square Footage 1,000'

Theme/Title: The Galloping Pony Mural

Colors/Materials: Paint - Black Silhouettes against sunset colors

How will the surface be prepared? Building cleaned and primed with paint

If the surface is a building, what year was it built? 1950s

How will the mural be attached? Direct Paint

Will the mural be illuminated? If so, how? Not anticipated at this time

How will the mural be maintained? Mural will have a coat(s) of protective urethane or equivalent.

Distance to nearest existing mural: Foster's Crossing - Cedar & Oak

Theme of nearest existing mural: North Idaho Imagery

Nearest adjacent street(s) 5th Ave - Oak Street is North

Does the proposed mural extend beyond one side of the building, wall, fence or hoarding?

Yes ☐ No ☐

Which direction(s) will the mural face:

N ☒ S ☐ E ☐ W ☐



Please draw the building in below,
indicate the intersection's street names,
and label the mural location.



Are there any signs, sign copy, "ghost" signs, or "ghost murals" on the same building, wall, fence or hoarding elevation as the proposed mural? If so, how many? _____
(Please describe below):

Existing Sign Type(s): canopy ☐ freestanding ☐ roof ☐ projecting ☐ wall ☐

Existing Sign Dimensions:

Length _____ Width _____ Square Footage _____ Height (if freestanding) _____ Age _____

Length _____ Width _____ Square Footage _____ Height (if freestanding) _____ Age _____

Length _____ Width _____ Square Footage _____ Height (if freestanding) _____ Age _____

Length _____ Width _____ Square Footage _____ Height (if freestanding) _____ Age _____

See Attached Exhibit B



Please attach a photo or scale drawing of the proposed design. Include existing signage if located on same elevation.

See Attached

I hereby acknowledge that, as building owner or occupant, it is my responsibility to maintain this mural in good repair.

Signature of Building Owner/Occupant

Date

I hereby certify that I have read and examined this application and know the same to be true and correct. I will comply with all provisions of applicable laws and ordinances. I understand that the granting of a permit does not give authority to violate provisions of any state or local laws regulating construction or the performance of construction.

Signature of Applicant

Date

Exhibit B

Item # 5.

502 Church Street - Existing Building Signage



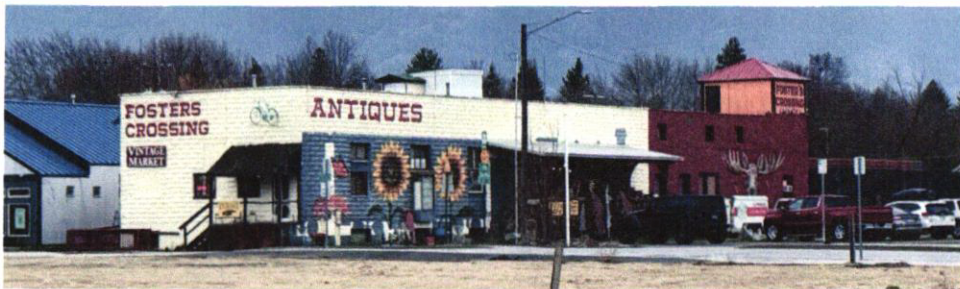
South Face - Leftside with decorative painting



South Face - Rightside with SE Corner Sign



East Face - with decorative painting



Foster's Crossing - Closest Building Murals



East Face -
Signs to remain

Antiques
OPEN →



North Face -
Sign to remain

Existing Signage and Decorative Painting to remain.
They have been there for a minimum of 10-20+ year

The Galloping Pony Mural
502/504 Church Street - North Alley Side - Concept for Proposed Mural



Existing Building - North Facing Side



Building North Side - Conceptual Mural Idea - Proposed