



ARTS, CULTURE AND HISTORIC PRESERVATION COMMISSION MEETING AGENDA

June 09, 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. May 12, 2026, Draft Minutes for Approval - **Action Item**

Financial Report

2. Sandpoint Urban Renewal Agency (SURA) Financial Report

Commission Business - Arts

3. Silver Box Project Update - **Action Item**
4. 105 S. 1st Ave Mural Application (105 S First Ave, Sdpt) - **Action Item**
5. Street Lamp Banner Program selection - **Action Item**
6. City Beach Basketball Court Mural Selection - **Action Item**

Commission Business - Culture

Commission Business - Historic Preservation

7. 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

May 12, 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 8:33 am on Tuesday, May 12th, 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 William Valentine
 Commissioner Darra Collison

ABSENT

Commissioner Carol Deaner

STAFF

Cheryl Hughes and Jason Welker

Public Comment

Clay Hutchinson, representing Carousel Smiles, presented a proposal for a community mural on the north side of the 502 Church building. He described the project as a community-driven public art effort intended to enhance the building façade. Hutchinson noted the application was denied administratively due to concerns it was too closely tied to the building's use and raised questions about distinguishing public art from signage.

Meeting Minutes Approval

1. April 14th, 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 Valentine, 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:

Downtown: \$245,142.94

Northern: \$134,943.26

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

\$3,684.68 (remaining)

Commission Business - Culture

3. Panida Board Presentation

A motion was made to move the Panada Theater presentation up agenda item 3.

Motion made by Commissioner Valentine, Seconded by Commissioner McAlister.

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

Heather White presented upcoming restoration and accessibility needs for the historic Canada Theater ahead of its 100th anniversary in 2027 and acknowledged prior SURA funding for ceiling restoration and roof installation. White outlined three priority grant projects: exterior wall restoration of the south and Sand Creek-facing walls, including potential collaboration with the city on future mural improvements; installation of fire suppression systems in the main and little theaters; and an ADA accessibility upgrade including a stage lift.

Commission Business - Arts

4. Silver Box Project 2026 Selection

Cheryl Hughes reviewed the evaluation and scoring process for the 2026 Silver Box Project submissions. Four artist submissions were received and evaluated collectively by the Commission using the established scoring criteria. Following review and discussion, the Commission selected three submissions for recommendation to City Council:

Dave Gonzo – “Seeds of Growth” at the Farmin Park silver box location.

Maria Larson – “Hérons” sculpture at the Post Office location.

Lee Harris – “The Grass Is...” sculpture at the Fifth Avenue/Columbia Bank location.

One submission was determined to exceed the project size limitations and was not selected.

A motion was made to recommend the selected artworks and locations to City Council.

Motion made by Commissioner Burgess, Seconded by Commissioner Decker.

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

5. Street Lamp Banner Program Update

Mr. Welker reported that the draft RFP and templates for the Streetlamp Banner Program were submitted on May 5, 2026, and are now posted on the City of Sandpoint website alongside the Basketball Court Mural RFP. Both application periods close May 28, 2026, with artist selections anticipated at the Commission’s next meeting.

6. Cedar Street Public Art Planning Update

Staff reported that a draft RFP for the Cedar Street public art project has been prepared and is ready for staff review.

7. Big Belly Monster Wraps Update

Chairwoman Susnis reported that City Council approved the Big Belly art recommendations on the May 6 consent calendar. Susnis is proceeding to digitize the selected designs. Commissioners discussed the potential addition of interpretive plaques or short story descriptions to accompany the installations for public engagement, particularly for children.

A vinyl production quote has been received and approved, and the project remains under budget with approximately \$122 remaining after artist stipends, installation, and printing costs. Susnis will follow up regarding payment schedule for artist stipends.

8. City Beach Basketball Court Mural Update

Director Welker reported that painting of the City Beach basketball courts will begin Thursday, followed by a brief weekend closure and completion expected next week. The project will use a simplified color scheme of two blues and white to reduce cost and time, and the new hoops are already installed and in use.

9. Northern SURA District Potential Art Projects Discussion

Director Welker and commissioners discussed potential SURA North District sites for future public art installations, including two right-of-way locations near the fairgrounds and Milltown corridor. Considerations included visibility, traffic, and site conditions such as wetlands. Director Welker will verify site eligibility and coordinate with partners as needed.

Commission Business - Historic Preservation

10. Historic Walking Tour Brochure Update

Ms. Susnis reported progress on obtaining vendor quotes for the historic walking tour brochure. Two quotes have been received, and a third quote from Minuteman is pending, with follow-up required due to lack of response. Staff were directed to document outreach attempts for procurement compliance. Once the third quote is secured, staff will finalize the requisition and proceed with the purchase order process.

11. CAMP 2026 - Historic Preservation Training

Commissioners discussed attendance for the Commission Assistance and Mentoring Program (CAMP) training scheduled for next Friday in Coeur d'Alene. The training is free and open to commissioners, with additional attendees encouraged to sign up.

It was noted that with expected attendance, no quorum concerns were anticipated.

12. Commercial A Historic Preservation Update

City Planner, Bill Dean, provided an update on the draft ordinance. The ordinance, currently being finalized for delivery to City Council and Planning Commission, emphasizes procedural review standards based on the Secretary of the Interior's guidelines and establishes a formal review process for exterior changes within the historic district.

Examples were discussed to illustrate potential commission review scenarios. Mr. Dean emphasized the shift toward a more structured design review process that may require commission approval for changes that previously did not require permits.

Commission Business - General

Director Welker and Commissioners discussed public comments given at the beginning of the meeting as well as the Panida presentation. Chairwoman Susnis shared that she may have a residential submission for the 48th Annual Orchids and Onions; updates to follow.

Commissioners' Roundtable

Chairwoman Susnis reminded commissioners that Lost In The 50's takes place this weekend.

Adjourn

Meeting was adjourned at 10:18 am.

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



MURAL / MURAL SIGN APPLICATION PROCEDURES

According to *Sandpoint City Code 8-5-15(H)*, all requests for murals are to be approved by the Sandpoint Arts Commission and the Planning Administrator, with their recommendation forwarded to city council for approval on consent calendar. For the purpose of these guidelines, a mural or mural sign is defined as follows:

MURAL: A pictorial display without advertising copy on the exterior wall of a building.

MURAL SIGN: A wall painting or design that may include graphics, illustrations or symbols that represent the on site business use or name but shall be limited in its allowed sign area to only such numbers, letters, logos or trademarks that represent or identify the business or use occupying the building on which the mural sign appears.

Before a mural application is considered, an applicant should:

- Obtain the approval of the property owner.
- Obtain and complete a mural application form.
- For Mural signs, a separate sign permit must be obtained through the planning department for that area of the mural that will be counted as signage.
- Schedule a preliminary meeting with the Planning Administrator to review the mural plans.

The Planning Director reserves the right to not officially accept a mural application until all required information (i.e., completed application form, mural design, maintenance provisions, etc.) is submitted. The date of the Sandpoint Arts Commission review will be established by the Planning and Zoning Department upon the acceptance of a complete application. The applicant will be notified of the date the Commission will review the mural application, and will be encouraged to attend the meeting.

All complete applications for murals or mural signs are to be referred by the Planning Director to the Sandpoint Planning Commission or other relevant advisory group for consideration with a request for recommendation before a decision is made. Independent consideration of each mural application will be given. Review of the application will be based on each of the criteria below:

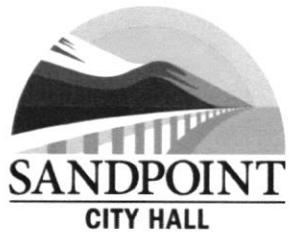
- (1) The location, scale and content of a mural should be in keeping with and enhance the building, wall, fence or hoarding* on which it is located, as well as the historical integrity of the local environment; it should enhance community identity; and it should contribute to the visual delight of passers-by and the visual quality of the city.
- (2) A mural should not be permitted where any adjacent sign or development may detract from the appearance or effectiveness of the mural.
- (3) No two murals should be located closer than 300 feet of one another when facing the same traffic direction unless their themes are complementary, or as otherwise approved by the Sandpoint Arts Commission.
- (4) The owner and/or occupant of the structure to which a mural is applied shall use best construction practices, materials, and be responsible for its proper maintenance, cleaning, repair, and/or removal.



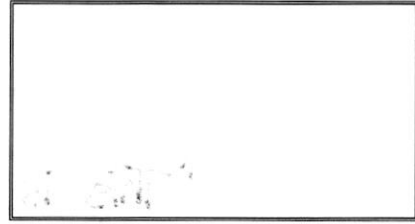
- (5) The age and a brief history of the mural site should be provided so the historical integrity of the site can be addressed.

The Planning Director will consult with any applicant prior to denial of a permit for a mural in order to offer the applicant an opportunity to redesign the mural and resubmit if appropriate.

Hoardings – a temporary board fence put about a building being erected or repaired



CITY OF SANDPOINT
PLANNING DEPARTMENT
MURAL APPLICATION



File #: _____

Name of Applicant Jennings WATERHOUSE

Name of Business WATERHOUSE Development

Business Address 105 S. First Ave

Telephone Number 208-290-3812 E-mail jenningswaterhouse@yahoo.com

Applicant's Mailing Address 105 S. First Ave

Applicant's Telephone Number 208-290-3812 E-mail jenningswaterhouse

Building Owner Gloria + Jennings Waterhouse @ yahoo.com
Waterhouse Development LLC

Mural Artist Jennings Waterhouse

Address 105 S. First Ave

Telephone Number 208-290-3812 E-mail jenningswaterhouse@yahoo.com

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



Please describe the proposed mural:

Dimensions: Length 30 Width 10 Square Footage 300

Theme/Title: "This is The Place"

Colors/Materials: Black painted brick background w/ white word art

How will the surface be prepared? It's been pressure washed, primed + painted

If the surface is a building, what year was it built? 1906

How will the mural be attached? painted

Will the mural be illuminated? If so, how? yes solar uplighting

How will the mural be maintained? cleaned w/ seasonal pressure washing + touch ups as needed

Distance to nearest existing mural: none in proximity within 4 blocks

Theme of nearest existing mural: _____

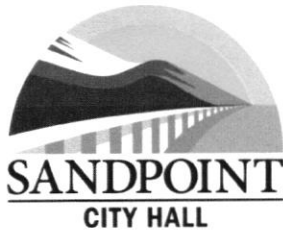
Nearest adjacent street(s) pine street

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

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

5/15/26

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.

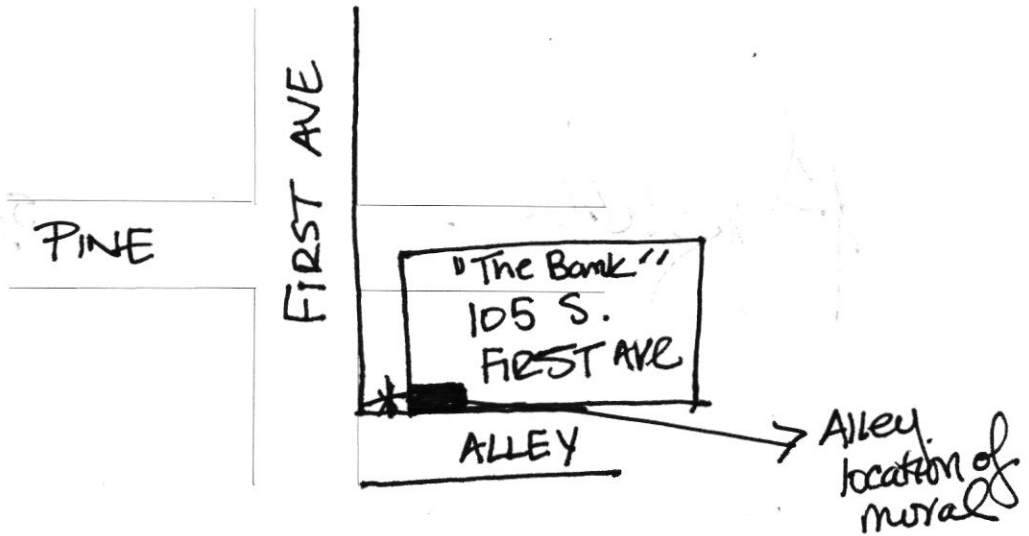
Signature of Applicant

5/15/26

Date



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? NONE.
(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 _____



OWNER AUTHORIZATION FORM

Application Number: _____ (Filled by City)

Owner Information:

Name: Gloria + Jennings Waterhouse
Address: 105 S. FIRST AVE
Phone: (H) 208-290-3812 (W) _____
E-mail: jenningswaterhouse@yahoo.com

Applicant Information:

Name: Jennings Waterhouse
Address: 105 S. FIRST AVE
Phone: (H) 208-290-3812 (W) _____
E-mail: jenningswaterhouse@yahoo.com

Project Information:

Project Address: 105 S FIRST AVE - South Side Alley
or
Parcel Number: _____
or
Legal Description: Lot: _____ Block: _____ Subdivision: _____

Work Description: White word art mural "This is the place." on black background

I am the owner of the property described above and consent to the application referenced above.

I hereby authorize: Jennings Waterhouse to act as a representative for this application on my behalf.

Gloria Waterhouse
Signature of Owner

5-15-26
Date

[Signature]
Signature of Applicant

5/15/26
Date

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WORD MARK MURAL

105 S FIRST AVE

WHITE LETTERS ON BLACK BACKGROUND

-SOUTH SIDE OF BUILDING IN ALLEY
AT STOP SIGN OF FIRST & PINE