
**CALDWELL HISTORIC PRESERVATION COMMISSION
REGULAR MEETING MINUTES**

Monday, January 8, 2024, 6:00 p.m.

Caldwell Planning & Zoning Department, Conference Room, 621 Cleveland Boulevard, Caldwell, Idaho

ROLL CALL:

Commissioner Lyons welcomed those in attendance and called the meeting to order.

Present: Randy Lyons, Julie Best, and John Nothdurft

Absent: Nicole Bradshaw and Renee DeHaas

Staff Present: April Cabello, Planner 1 and Morgan Bessaw, Deputy Director

Others Present: Geoff Williams, Councilman

Commissioner Lyons provided a review of the proceedings.

April Cabello stated for the record a correction to the agenda. The date should be January 8, 2024, not January 8, 2023.

CONSENT CALENDAR: (ALL CONSENT CALENDAR ITEMS ARE ACTION ITEMS). None.

CERTIFICATE OF APPROPRIATENESS INTERVIEWS. None.

OLD BUSINESS:

(ACTION ITEM: RECRUITING NEW COMMISSION MEMBERS)

Commissioner Best shared that she knew of two potential candidates, one of whom submitted their application to the city and that she has four more potential candidates if the second potential candidate does not submit.

Morgan Bessaw shared that she has an interview scheduled with one of the candidates.

Chairman Lyons confirmed that the commission currently has five commission members.

Morgan Bessaw shared that the open commissioner positions have been posted on the web and in the City Newsletter.

Commissioner Nothdurft stated if anyone wants to, they should apply, and the application kept on file so if all positions are filled and one comes open, we have candidates to contact.

The commission discussed the minimum and maximum number of commissioners allowed and that the more commissioners the harder it is to meet quorum. The ideal number of commissioners would be six.

(ACTION ITEM: COMMISSION TO COORDINATE A STEUNENBERG RESIDENTIAL HISTORIC WALKING TOUR.)

Chairman Lyons asked the Commissioners for input.

Commissioner Best stated she liked the idea of moving forward with the walking tour and would like to see if they can schedule the walking tour around events already happening in Caldwell and promote the tour alongside the events. Specifically, the Indian Creek Festival held in September and during the holidays.

Commissioner Lyons stated that it would be appropriate for the Historic Preservation Commission to have a float in the 4th of July parade or the Christmas Night the Light parade.

Councilman Williams stated that was a great idea and would educate the public of the commission and why the commission exists. The 100th year of the rodeo is coming up, which is a big deal. The city is planning a lot of events around the 100-year anniversary of the rodeo. There is a rodeo parade as well that they can tap into.

Morgan Bessaw shared that the best thing to do is to make sure the commission is ready when an event comes up. Have a route figured out for the walking tour, all the information ready to go to advertise so when an event comes up the commission is not scrambling at the last minute.

Commissioner Best shared that she has not been on a walking tour yet and knows there are people that are experts in structures and information. She wondered is it possible to have one of those experts to come in and talk with the commission or take them on a tour. She stated that she knows the commission already has materials created and the commission just needs to review, revise, or add to the existing materials.

The commission continued to discuss how the commission would like to proceed with obtaining the information needed for the walking tour.

Chairman Lyons wondered if they could reach out to Chuck Randolph the local Historian to record audio recordings for homes in the district.

April Cabello stated that would be fine to contact Chuck Randolph.

Commissioner Best has the means to do the recordings.

April Cabello stated that it would be best to do the recordings from Chuck Randolph's home.

The Commission continued discussions and Chairman Lyons will reach out to Chuck Randolph, Commissioner Best will work on the walking tour flyer, and staff will email the flyer to Commissioner Best.

(ACTION ITEM: COMMISSION TO WORK ON NEW FLYERS / MAILINGS TO THE STEUNENBERG RESIDENTIAL HISTORIC DISTRICT RESIDENTS.)

April Cabello stated that Commissioner Best updated the existing two letters used for mailings and would like the commission to review the letters and add any information they felt is necessary.

Commissioner Best would send the links to April Cabello, and she would email them to the commissioners to review and make any changes. The commissioners can email any changes to the letters to April Cabello. She will email the updated letters to Commissioner Best. Once the letters are complete, staff will add them to the next agenda to be voted on.

April Cabello shared that once the letters are approved, she can mail them to the property owners and the residents in the district.

The commission further discussed setting up email alerts, and social media.

Morgan Bessaw stated the City of Caldwell has a Facebook and other social media avenues. The department who manages the social media for the city would be happy to post on the City of Caldwell pages any advertising the commission would like to post. Some of tonight's discussion is going back to what would be a Neighborhood Association and not the Historic Preservation Commission. Neighborhood BBQ or something like that would be a different avenue other than the Historic Preservation Commission.

Chairman Lyons shared that the Caldwell Perspective would publish anything the commission asked involving the district. Something like a picture of a house, the style of the house, year built and a statement from the current owners.

(ACTION ITEM: POSSIBLE DONATION FROM U.S. ARMY CORPS OF ENGINEERS – MEMORANDUM OF AGREEMENT FOR CULTURAL RESOURCES MITIGATION THROUGH SECTION 106 FOR A PROPERTY AT 3904 S INDIANA AVENUE THAT IS BEING AFFECTED BY DEVELOPMENT ON THE ADJACENT PARCEL 3919 THATCHER LANE)

Morgan Bessaw reviewed all that had been reported at the last meeting. The agreement was approved by the council and funds have been received. Going forward, need ideas for projects the money can be used for.

Commissioner Best asked about the grant that SHPO talked about when they came and spoke to the Historic Preservation Commission.

April Cabello shared that would be the CLG Grant and she would contact SHPO to see when the next cycle opens.

Morgan Bessaw shared that the County may have another mitigation with money that the City of Caldwell, Historic Preservation Commission may receive. She would reach out to the County and find out more information.

NEW BUSINESS:

(DISCUSSION ITEM:) None.

(ACTION ITEM:) None.

(DISCUSSION ITEM: COMMISSION & STAFF REPORTS)

Morgan Bessaw gave status on the in-process update of the Comp Plan Amendment. There will be an open house held on February 8th, 9th, and 10th, at the Caldwell Train Depot, for anyone to go and view the proposed changes to the Comp Plan and give their input.

April Cabello shared that the next meeting date is February 5, 2024, due to the holiday and will be the only meeting in February.

ADJOURNMENT

MOVED by Best, SECONDED by Nothdurft to adjourn at 7:05 p.m.

MOTION CARRIED

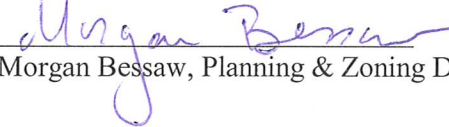
Respectfully submitted by April Cabello, Planner 1.

MINUTES APPROVED AND SIGNED BY CHAIRMAN LYONS on the date noted below.



Randy Lyons, Chairman

Date: 2-7-24

ATTEST: 

Morgan Bessaw, Planning & Zoning Deputy Director

Date: 2-5-24