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**CALDWELL HISTORIC PRESERVATION COMMISSION**

**REGULAR MEETING MINUTES**

**Monday, March 4, 2024, 6:00 p.m.**

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

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**ROLL CALL:**

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

**Present:** Randy Lyons, Nicole Bradshaw, Julie Best, John Nothdurft, Meghann O’Berry

**Absent:** None.

**Staff Present:** April Cabello-Planner 1, Morgan Bessaw-Deputy Director, and Jen Muir-Admin Assistant

**Others Present:** Geoff Williams-City Council Liaison, Mike Dittenber-City Council

Commissioner Lyons provided a review of the proceedings.

**Introduction** of Commissioner Meghann O’Berry

**CONSENT CALENDAR: (ALL CONSENT CALENDAR ITEMS ARE ACTION ITEMS)**

Meeting minutes from February 5, 2024, to be reviewed and approved at the March 18<sup>th</sup>, 2024, Caldwell Historic Preservation Commission.

**CERTIFICATE OF APPROPRIATENESS INTERVIEWS. None.**

**OLD BUSINESS:**

**(DISCUSSION ITEM: UPDATE ON MOVING THE RICE HOUSE)**

Mike Dittenber shared that this house move started 18 months ago and is nearing the 2-year mark. The house is to be moved 3 miles to its new location. The move will be from College Ave to the corner of Kimball and Chicago. The building is one of only 7 or 8 places in Caldwell on the National Registration of Historical places. It was built by John C Rice, one of the state’s first Supreme Court Justices. After he passed away ownership changed many times. It was later sold to Mr. and Mrs. Crowley who moved it to the location on 15<sup>th</sup> and College. They had intended to restore it to the grand condition but after Mrs. Crowley passed away, it was then sold again. The house has remained untouched for 20 years.

The planned use of the home once restored will be a coffee shop, open to the public, and 5 different apartments within the three levels. An accessory building will be added to the new location to house laundry and storage. The City Council asked that first responders and teachers be given preference as potential renters. Urban Renewal provided \$152k to the foundation.

Chairman Lyons asked if there were any videos and how the HPC could help.

Mike Dittenber stated there is a video of the route to be taken when moving the house at: [chaidaho.org/gallery/](http://chaidaho.org/gallery/). He also mentioned that HPC could help get the public interested and involved to hopefully encourage donations. There will soon be a website up to be named: [movethericehouse.com](http://movethericehouse.com)

Commissioner Bradshaw shared that this is an important endeavor and appreciates the work to move the Rice House. She asked if the windows will be renewed to their former style.

Mike Dittenber mentioned that an architect is working on plans to replicate windows if he can.

**(DISCUSSION ITEM: UPDATE ON CA-22-01 – 1609 BLAINE STREET NEW BUILD)**

At the last meeting, the commission requested an update on 1609 Blaine. Staff looked into the building permits and found that the foundation and basement are complete and getting ready to start the framing. The siding and roofing are expected in 4 weeks. Estimation completion date will be September of this year.

**(ACTION ITEM: CONTINUED DISCUSSION – RECRUITING NEW COMMISSION MEMBERS.)**

Chairman Lyons shared we are fortunate to have two of the newest members here. The commission would like to continue recruiting new members with the goal of having (6) commissioners and thus need 3 members for a quorum.

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

Chairman Lyons asked if anyone could give an update to this action item.

Commissioner Best stated she has the equipment for the recording now. She said we need to schedule two commissioners to meet, one to run the equipment and one to help narrate or walk Chuck through the discussions. Regarding verbiage, we need to update and decide if anything will be added to the tour. The draft of the flyer is on the front and back. There isn't a lot of room to add much to the paper copy. If it were on the internet, it would be unlimited room. We need to come up with an outline as to what it should look like. She stated she can share the document again to get input.

Commissioner Nothdurft shared that he is happy to sit in during the interview if needed. The written portion should come afterward. We need to talk to Chuck and get some structure and highlight what should be gone over. He mentioned he reached out to an individual from College of Idaho to see if anyone in the media courses would be interested in donating their time to this endeavor.

Chairman Lyons stated set questions should be lined out so the conversations don't go off in a different direction. The suggested question topics are when homes were built, the style, was there a resident of interest ever living in each, was there any significant instances that happened at the homes. Were there previous developments and/or land uses? Farmland, alleyways, infrastructure development. Railroads?

April Cabello shared that some of the items Chairman Lyons mentioned are in books that she has in her possession. Some of the questions could be retrieved from the books ahead of time. She would highly suggest as Chuck is a wealth of knowledge...and if the history and stories he can share are interesting. If we are ever able to publish it, some people may be interested in listening to that.

Commissioner Nothdurft stated that the rule is that an hour of recording can equal a couple minutes of usable content. The big lift will be getting someone who can edit the recordings into the content storyboard that the commission will want. Multiple sessions will likely be the best bet. Reviews after each session to determine the direction of the next session would be key. You cannot really have too much content. The more content the easier it is to compile.

Chairman Lyons stated he talked to Chuck, and he is open anytime. We let him know it would be multiple meetings. He asked if that was what they were asking.

Morgan Bessaw replied that yes, we just want to make sure someone is tasked with meeting with Chuck.

Chairman Lyons shared that he could never hear enough Chuck Randolph stories in his lifetime. He stated that Commissioner Bradshaw mentioned she wanted to be involved. He stated this would be a good opportunity for her as a long-acting commissioner. He will talk to Chuck and set some dates on Saturdays.

Commissioner Best stated she had the equipment but did not necessarily need to be at the interviews.

Chairman Lyons shared he would like to be at the interviews. He asked if it would be wise for input and questions that the commission would like to have brought up? We could pare those questions down. He told Chuck that this is probably going to take three meetings. After each meeting the commission could review the questions and add more for the next interview. There will be a lot of information and data that will have to be scaled down.

Commissioner Bradshaw stated she will reach out to someone at CWI to see if they would be willing to help with the audio video and guide on the interviewing piece. That person's availability would help us set a date.

April Cabello shared that once that information is available, she can send it out to the group. During that time someone can set up dates with Chuck.

Chairman Lyons stated he will reach out to Chuck. He asked who would like to be the second commissioner. It was agreed that they can take separate interviews. He suggested that since there is not New Business, and no discussion items or action items left, he asked if there was a motion to adjournment.

Commissioner Bradshaw agrees that it is important to get really good content and people who know how to put everything together. She will reach out to CWI and C of I for contacts of videographers who would be interested in doing this for the city. The details are interesting to the commission, but the stories will be more interesting to the public. We could develop a pamphlet with a QR code, to allow more information to be shared.

Chairman Lyons stated that when he was at the library there were boxes of resources waiting to be cataloged. This would be something for an intern to help go through and organize.

Commissioner Best shared that finding an intern to help catalog the information should be something they research further at upcoming meetings.

Chairman Lyons continued the item to the next meeting.

**(ACTION ITEM: FLYERS / MAILINGS TO THE STEUENBERG RESIDENTIAL HISTORIC DISTRICT RESIDENTS)**

Commissioner Best mentioned Commissioner Nothdurft edited the flyer, and she would send it out for everyone to review via email.

April Cabello stated if Commissioner Best emailed that to her, she would send it out to everyone for review for the next meeting.

Commissioner O’Berry mentioned the walking tour and the flyer projects could be combined and a QR code could be added to the flyer so people could be directed to take a “virtual” walking tour at the same time they received their flyer informing them about the District.

**(ACTION ITEM: USE FOR MONEY DONATED TO THE HISTORIC PRESERVATION COMMISSION AND RFP CONTRACTOR LIST FROM SHPO.)**

April Cabello shared she reached out to Maria and received a list for the RFP to be mailed to if we go forward to ask for the grant for the historic preservation plan.

Commissioner Nothdurft volunteered to draft a request for proposals for the next meeting for everyone to review.

Chairman Lyons continued this item to the next meeting.

**(ACTION ITEM: RESOLUTION FOR A GRANT TO CREATE A HISTORIC PRESERVATION PLAN.)**

Commissioner Bradshaw stated she did not have anything done on this item. She asked what she was to be writing the grant for around a comprehensive plan for the historic preservation plan. She asked what the timeline was for getting this complete.

April Cabello said the CLG said it was September or October so getting it further ahead of that timeline, so it is ready to go for us to be able to submit to SHPO when that grant opens.

Commissioner Nothdurft asked to clarify what is needed. The resolution for the grant is to bring up to the commission to approve an unlock of funds to go forward with the RFP.

Commissioner Best stated that we are to respectfully ask City Council our intent is to write a grant to then use the grant funds for creating a historic preservation plan and we would like their support. They do not need to vote, just verbal approval.

Councilman Williams stated he cannot speak for the City Council but would expect that there would be a lot of support for the items being discussed. He suggested getting things in front of the City Council to empower the group to make progress. He mentioned he shared the idea about Chuck’s stories being captured and the Council thought it was a good idea.

Commissioner Nothdurft said if we are going to apply for a grant we will need to know how much. If we craft a resolution with the intent to apply for a grant, we need to know how much we are asking for.

April Cabello stated the whole reason behind the resolution was to get that step done so we can move forward. If we reach out to SHPO together or set up a meeting, we can find out what that CLG process is, and we can come back to the group to share. We could also invite them to our meeting. We could have more detailed training afterward to keep making progress.

Commissioner Nothdurft shared that his goal is to have an outline of an RFP so we can agree to it at the next meeting. We can put it out to certain companies that we need a specific amount of dollars.

Morgan Bessaw mentioned after the last meeting she emailed the RFP we used for the Comp Plan as a starting point. Through this meeting in the last couple of months we all came up with some ideas we would like to have included. After this meeting she will meet with the P&Z Director to get more specifics for the resolution. She will email the bullet points for the next meeting. She stated she has been helping

with this commission by taking resolutions to the City Council, but we want to make sure we aren't being premature. She stated she will put it on her list to talk to the Director about what should be in the resolution if we are ready to take that forward. She also asked if someone chose as an activity as talking to Chuck.

**NEW BUSINESS:** None.

**(DISCUSSION ITEM: COMMISSION & STAFF REPORTS)**


**ADJOURNMENT**

MOVED by Bradshaw, SECONDED by Best to adjourn at 6:27p.m.

MOTION CARRIED

Respectfully submitted by Jen Muir, staff.

MINUTES APPROVED AND SIGNED BY Vice Chair Bradshaw on the date noted below.

 \_\_\_\_\_ Date: 4-15-2024  
Nicole Bradshaw, Vice Chair

ATTEST:  \_\_\_\_\_ Date: 4-15-2024  
Morgan Bessaw, Planning & Zoning Deputy Director