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**CALDWELL HISTORIC PRESERVATION COMMISSION  
REGULAR MEETING MINUTES**

Monday, April 15, 2024 @ 6:00 pm

Caldwell Planning & Zoning Department – Conference Room, 621 Cleveland Blvd

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**I. CALL TO ORDER**

Vice Chair Bradshaw called the meeting to order at: 6:01

**II. ROLL CALL**

**Commissioners Present:**       R. Lyons    N. Bradshaw    J. Best    J. Nothdurft    M. O’Berry  
**Commissioners Absent:**       R. Lyons    N. Bradshaw    J. Best    J. Nothdurft    M. O’Berry  
**Staff Present:**                     A. Cabello    M. Bessaw    R. Collins    J. Dodson    J. Muir  
**Others Present:**                 G. Williams, City Council Liaison \_\_\_\_\_  
**Quorum Present:**                 Yes    No

**III. REVIEW OF PROCEEDINGS (OPENING STATEMENT)**

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

**APPROVE MINUTES:** February 5, 2024, and March 4, 2024, CHPC meetings.

**MOVED BY:**    R. Lyons    N. Bradshaw    J. Best    J. Nothdurft    M. O’Berry

**SECONDED BY:**    R. Lyons    N. Bradshaw    J. Best    J. Nothdurft    M. O’Berry

**MOTION CARRIED**

**V. CERTIFICATE OF APPROPRIATENESS PUBLIC HEARINGS: None.**

**VI. OLD BUSINESS:**

1. **ACTION ITEM:** Move to adopt the edited and revised District information flyers.

**MOVED BY:**    R. Lyons    N. Bradshaw    J. Best    J. Nothdurft    M. O’Berry

**SECONDED BY:**    R. Lyons    N. Bradshaw    J. Best    J. Nothdurft    M. O’Berry

**MOTION CARRIED**

**VII. NEW BUSINESS:** None.

## VIII. COMMISSION/STAFF UPDATES AND REPORTS:

**CHAIR UPDATES:** Randy to update on when interviews are set with Chuck Randolph and potential interview questions.

**Morgan Bessaw** stated Randy is absent today, so she suggested moving interview dates to action items for the May 20<sup>th</sup> meeting. Commissioners can communicate information about the interviews individually, including her and she will compile information to share with the group.

**Chairman Williams** suggests the commission move forward with all the pieces already in place for the interviews. There is a solid lead on who can help with recording and editing, so he suggested that it is put into action.

### **COMMISSIONER UPDATES:**

**Commissioner Bradshaw** said regarding interviews with Chuck...she reached out to CWI, and they are interested but need to wait until Mid-May due to graduation. We need to put together a layout for what the volunteers will be doing.

**Commissioner Best** emailed a list of topics we may want to discuss regarding interview questions and sent them to the commissioners. Any additional ideas to add can be emailed to her.

**Commissioner Nothdurft** – no update.

**Commissioner O’Berry** – no update.

**STAFF UPDATES:** Morgan to update on process for grant applications.

**Morgan Bessaw** shared that she and the Director of P&Z talked with finance and the process was changed regarding grants. The Commission does not have to go to Council to ask to submit a grant. If a grant is awarded, the commission can go to Council as well as ask them to meet the funds with a match. If someone has time and can start looking at other grant applications, we can have Julie from Parks and Rec assist with grant applicants and/or review what is drawn up and give her feedback. The city also hired a grant writer.

**Commissioner Nothdurft** reached out to SHPO but didn’t hear back. Asked if we can do the RFP.

**Morgan Bessaw** said the process is to apply for a grant, if awarded the grant, then go to Council, do RFP – choose one then go back to council to finalize. She reached out to one of the approved consultants for a ballpark cost. They said the historic plans are usually in the range of \$10-15 k with a maximum of \$50k.

**Commissioner Best** said they would take in-kind as well.

**Commissioner Bradshaw** asked what our timelines are for budgets.

**Morgan Bessaw** said the budgets are already started for 2025 and starting early is good to get things planned out – then list what we would need.

**Commissioner Nothdurft** –said the July meeting is a good target.

**Morgan Bessaw** said we can bring the official motion at the next meeting – someone bring a summary so we can discuss before submitting – then make a motion on an action item – we should assign someone to review.

**Commissioner Nothdurft** will take on the grant and what is necessary for the grant – with a calendar at the next meeting – will reach out to SHPO and ask if he can reach out to the consultants.

**Morgan Bessaw** said she will send the email with expected costs and Julie’s contact from Parks & Rec. The city has a grant coordinator now and we will get contact information to Commissioner Nothdurft.

**Commissioner Best** asked if the commissioners are going to do the training this year.

**Morgan Bessaw** stated planning and zoning didn’t budget for that this year but if we wanted to move forward with the cost for the training John mentioned at the last meeting, we could put that on the agenda for an update at the next meeting.

**Commissioner Bradshaw** SHPO did a walking tour as training for the commission.

**Morgan Bessaw** will reach out to SHPO about that – also asked John if he wanted her to look at the training cost for the membership if it is per person or per city.

**Commissioner Nothdurft** talked to the National Alliance of Preservation Commissions and will get more information.

**Morgan Bessaw** said it sounds like creating new historic districts has been one of the main goals/priorities and that should be in the RFP – also educating the public could be added to the RFP and the commission goals.

**Commissioner Bradshaw** stated regarding the walking tour, that years ago we mailed things out often to homeowners and could include the move of the Rice House.

**Morgan Bessaw** said she can reach out to Mike Dittenber for a PDF of a flyer regarding the move of Rice House.

**Commissioner Best** mentioned there is a Historic Facebook page that could be used.

**Commissioner O’Beery** will take on the Facebook Historic Preservation page.

**Commissioner Bradshaw** will find out who the owner of the page is and see if they could share ownership.

**Commissioner O’Beery** will look into it and update us at the next meeting.

**Chairman Williams** asked if Canyon Hill Cemetery is within our limits – there is a whole section for Stuenenberg family tombstones – there are civil war tombstones – it might be of note to let people know that there are those memorials – the governor’s monument is really large – it is outside our historic district, but it is a great park.

**Commissioner Bradshaw** noted that part of our tasks is the Stuenenberg district and there are other things that come to the commission about areas outside our district, but they are worthy like Indian Creek Museum. What is the scope of the Historic Preservation Commission – can we promote the other areas?

**Morgan Bessaw** looked up the code (purpose) information and shared with the group (02-17-01) we can do a broader, city-wide scope for historic preservation work.

**Commissioner O’Beery** suggested we compile the locations and histories of other locations.

**Morgan Bessaw** said we want to bring Julie here to review what she did with their grant and how that looks. In addition to standardizing CHPC meetings, we will meet at our primary meetings – other than proposed that we could consider moving to the supplemental meeting days so we don’t conflict with Parks and Rec meetings so Julie could attend.

**Chairman Williams** could the commission suggest moving the meeting to the first meeting as primary?

**Morgan Bessaw** said we would need to amend the code and adopt a new calendar if we changed primary meetings.

**Commissioner Bradshaw** asked if we have a crossover with Parks, would it make sense to have our meetings join with theirs.

**Morgan Bessaw** it could be considered as there is overlap for what Parks and CHPC work on. And there was also talk about joining our commission with Arts. Also, she has not heard back from Randy about interview dates. We will move interviews to action item for May 20<sup>th</sup> meeting.

**Commissioner Bradshaw** asked how is it best to communicate regarding interview plans?

**Morgan Bessaw** said to communicate individually with the commissioners and if she has questions, include Morgan and she can share with the group.

**Chairman Williams** suggests us as a commission move forward with all the pieces already in place for the interviews. We have a solid lead on who can help with recording and editing, so suggest we put it into action.

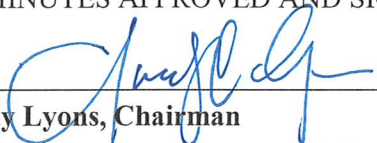
**IX. ADJOURNMENT**

**Commissioner Best moved to adjourn, Commissioner Nothdurft second. Meeting ended at 7pm**


**APPROVAL OF MINUTES**

Respectfully submitted by Jen Muir, staff.

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

  
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**Randy Lyons, Chairman**

Date: 5-20-24

ATTEST:   
\_\_\_\_\_

Date: 5-20-24

**Morgan Bessaw, Planning & Zoning Deputy Director**

The next **Primary** Historic Preservation Meeting is on **Monday, June 17, 2024, at 6:00 pm at 205 S 6<sup>th</sup> Ave, Caldwell** specific room TBD - The agenda packet and minutes can be viewed on the City of Caldwell’s website: [www.cityofcaldwell.org/your-government/city-commissions-and-boards/historic-preservation-commission](http://www.cityofcaldwell.org/your-government/city-commissions-and-boards/historic-preservation-commission).