



## STAFF MEMORANDUM

To: Historic Preservation Commission  
From: Morgan Landers, AICP – Director of Planning and Building  
Date: December 29, 2022  
Re: 2023 Work Plan

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Over the past few months, the Historic Preservation Commission (HPC) has been in discussions with staff during their regular meetings about various topics related to current work, future work, roles and responsibilities, and compensation. Staff understands that some time has passed since some of these initial requests were made. To focus the efforts of staff and move some of the projects forward, staff is recommending the creation of a work plan for 2023. Below is an overview of the various requests for information and ongoing projects the HPC is working on or has expressed interest in starting.

### Requests for Information:

- Clarification from City Attorney of authority of the HPC in approving or denying applications
- Clarification about what funding is available, and for what types of activities/work, from Idaho State Historic Preservation Office (ISHPO) or other non-profit funding sources
- Maps of neighborhoods adjacent to Community Core that show the previously identified historic structures and what of those structures exist today
- What incentives are available for historic preservation
- Review of industry documentation on historic preservation (APA, ULI, etc.)
- Possibility of compensation for HPC members

### Ongoing Projects:

- Historic Preservation Handbook
- Survey of historic assets in neighborhoods adjacent to the Community Core
- Historic Preservation Informational Website
- Historic Preservation Walking Tour
- Update of application materials for alteration/demolition permits

Staff would like direction from the Historic Preservation Commission on the following:

- Does the Commission find value in staff creating the informational website and walking tour? If not, can these two projects be removed from the project list?
- Based on staff workload and general understanding of the HPC's priorities, staff recommends the following prioritization for projects, does the Commission agree?
  - o Application materials for alteration/demolition permits
  - o Historic Preservation Handbook
  - o Survey of historic assets

- What requests for information outlined above does the HPC need to complete each of the priority projects?

Based on direction from the HPC on the questions above, staff will prepare a brief workplan for the HPC for 2023. The workplan will outline the roles and responsibilities of the HPC and a general timeline for completing the work. Staff recommends presentation of this workplan to the City Council for feedback.