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PROPOSAL SUBMITTAL FOR: CITY OF MERIDIAN HISTORIC PRESERVATION PLAN UPDATE

November 12, 2024

City of Meridian | Parks and Recreation Department
Attention: Cassandra Schiffler, Arts & Culture Coordinator
33 E. Broadway Ave. Ste. 206
Meridian, Idaho 83642

Re: Revised response to Request to Prepare Historic Preservation Plan (HPP) Update

Dear Cassandra:

Please find attached our revised response to your email of August 14, 2024. Based on your clarifications, received by email on October 31, we have added more details to our original submittal. Specifically, we have included a draft outline for the plan based closely on the HPP outline in Section 6 of your Request for Proposal. Furthermore, we have integrated the revised list of required activities into the task description portion of our proposal. We have also added a new employee, as our Planning Technician is moving out of state and we recently welcomed her replacement, Alex Jones formerly from the City of Caldwell planning department.

We are eager to work collaboratively with you, the Historic Preservation Commission (HPC), and the City's long range planning team, to update the HPP as outlined in your Scope of Services. We are committed to providing the highest quality of service and exceeding your expectations for an updated Preservation Plan. If you require any additional clarification or information, do not hesitate to contact me directly.

Thank you for considering J-U-B. I look forward to continuing our work with you and the HPC to preserve Meridian's history.

Sincerely,
J-U-B ENGINEERS, Inc.

A handwritten signature in black ink that reads "Sheri F. Freemuth".

Sheri F. Freemuth, AICP | Project Manager
208-376-7330 | sfreemuth@jub.com

WHO WE ARE

J-U-B ENGINEERS, Inc. is an employee-owned professional services firm focused on improving the quality of life for communities where we live and work. We provide exceptional planning, engineering, and surveying services. We specialize in land use, transportation, municipal, funding, and infrastructure design. To meet the evolving challenges that communities face today, J-U-B staffs a specialized public involvement team through its subsidiary, The Langdon Group (TLG), and Geographic Information System (GIS) mapping through another other subsidiary, Gateway Mapping, Inc. (GMI).

J-U-B opened its doors in Nampa, Idaho in 1954. Now headquartered at the Ten Mile Interchange in Meridian, J-U-B has expanded to 400+ employees and 20 offices throughout Idaho, Oregon, Washington, Utah, Colorado, Nevada, and Wyoming. We are proud of our Idaho roots and the work we do to help local communities become more desirable places to live. J-U-B has been providing professional services for the City of Meridian since the mid-1970s, including planning and designing infrastructure that has supported the growth of your city. At present, our engineers are supporting downtown utility revitalization efforts and undertaking water treatment projects at several of Meridian's municipal wells.

OUR PROPOSED APPROACH

The City of Meridian's current Historic Preservation Plan (HPP) was prepared in 2014 and will form the basis of this new plan. The fundamental elements of the existing plan (regulations, programs and community history) will be largely unchanged. The proposed HPP process will seek to reflect the current needs and concerns of Meridian residents and focus on improving the operations of the Historic Preservation Commission (HPC) including their role with City departments, boards, councils and committees, as well as establishing a set of strategies for future projects and programs. The City's Arts and Culture Coordinator will be the primary point of contact, as she is the city staff liaison to the HPC. Close coordination with the Idaho State Historic Preservation Office (SHPO) is also anticipated.

The HPP will be comprised of approximately 5 chapters including a comprehensive array of information. **Table A - Draft Historic Preservation Plan Outline** is based on an initial draft prepared by the Meridian HPC. This outline will be refined throughout the planning process to reflect the interests of the HPC and the public. In the process of writing and adopting the HPP, we will address the full range of current issues surrounding historic resources within the city limits. To adequately do this, we will actively engage the HPC in an intensive planning session followed conversations with the public regarding historic preservation in Meridian. One public survey and three public outreach events are anticipated, to be prepared in collaboration with the HPC and staff.

For this project, Sheri Freemuth, AICP, will be the Project Manager. Instrumental in starting Ada County's Historic Preservation Council and providing support on preservation projects throughout Idaho, Sheri prepared the award-winning City of Nampa Historic Preservation Plan (2020) and the Washington County Historic Preservation Plan (2023). Earlier in 2024, J-U-B prepared a report for the Meridian HPC regarding a potential landmark program. More information on our past experience, including references may be found at the end of this proposal.

TABLE A – DRAFT HISTORIC PRESERVATION PLAN OUTLINE

I. Introduction - The Purpose of the Preservation Plan

- Meridian's rich history and its contribution to the community
- The importance of historic preservation in maintaining Meridian's character
- The need for an historic preservation plan

II. Regulations, Programs & Management

- The National Historic Preservation Act of 1966
- Federal government's responsibility to protect historic resources
- Partnership with the state, tribes, and local governments

National Register of Historic Places

- Recognition of historic properties
- Listing on the National Register

Certified Local Government Program

- Partnership between local, state, and national governments
- Assistance for local historic preservation efforts

III. History of Meridian

- Settlement and development linked to irrigation
- Establishment of canals and irrigation districts
- Growth of agriculture, fruit orchards, and dairy industry
- Meridian's history with minority groups such as Chinese, Hispanic, and Indigenous populations
- Transition from rural center to urban community

IV. Meridian HPC

- Establishment of the Historic Preservation Commission/CLG
- Review of City of Meridian's current code and regulations regarding preservation
- Meridian's designation as an Idaho Heritage City
- Programs, surveys, reports since 2014

Planning Process

- Summary of issues and concerns from the public, qualified experts, the HPC, County and City government boards, and Idaho SHPO.
- SWOT analysis
- Public Survey

Programs

- Historic resources surveys and documentation
- Current historic preservation tools and conditions
- Investigate current incentive programs in the City of Meridian and other cities

V. Vision, Goals, Objective, and Strategies for Future Preservation Efforts

- Recommendations for Historic Preservation Districts in Meridian
- Recommendations for educational programs to expand the public's awareness of historic preservation
- Recommendations for preservation incentives, tax, grant or policy programs
- Implementation plan with priorities and resources

Appendices

- Reference information
- Maps and surveys
- Survey of National Register of Historic Places Nomination Forms
- Historic sites inventory

J-U-B proposes a planning process comprised of the following tasks to occur within a ten-month time period:

1. Project Initiation and Administration

December 2024 – September 2025

Throughout the life of the project, J-U-B will provide monthly updates and invoices to the City. Four virtual team meetings to include Idaho SHPO representatives are anticipated throughout the life of the project (anticipated to occur once every two months). J-U-B will prepare agendas and notes and distribute to the team. The City will identify key participants for these team meetings.

2. Historic Resource and Preservation Program Evaluation

December 2024 – February 2025

This task will involve engaging the public, evaluating current conditions, and identifying issues and concerns related to historic preservation activities in Meridian. J-U-B will evaluate existing information to be provided by the City. This will include review of the City of Meridian's current comprehensive plan, municipal code, zoning regulations, building code, ordinances, design review guidelines and standards, policies, and programs regarding historic preservation. As requested by the HPC, this process will integrate recommendation for two geographic areas identified as potentially eligible for the National Register of Historic Places (NRHP), as well as the landmarking program. These reports will be referenced and documented, with recommendations on next steps.

This task will include a kickoff meeting with the HPC the principal focus being a Strengths, Weaknesses, Opportunities, Threats (SWOT) analysis, led by J-U-B. We anticipate that the HPC will coordinate directly with the Idaho SHPO to produce maps and a list of cultural resources, including any known properties on that are listed on the NRHP or are eligible for listing.

Task 2 will also include the preparation of a website (to connect to the City's webpage) that describes the HPP process and informs the public of the process throughout the life of the project. Following the SWOT analysis and brainstorming session with the HPC, a survey and public outreach event are also anticipated, to ascertain interest in historic preservation, establish issues and concerns, and collect feedback on future projects or opportunities. The City will provide logistical support for these endeavors, including any displays or maps.

3. HPP Goals, Objectives and Strategy Setting

March – June 2025

This task will focus on the development of goals and objectives derived from the community conversations in Task 2. Once established, strategies to achieve objectives will be identified; these may include proposed surveys, additional studies, grant applications, and potential partnerships. The HPC has expressed particular interest in the following:



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- Local landmarking or demolition delay program.
- National Register district designations
- Preservation incentives, tax, grant, or policy programs.
- Resource and reference list that provides more information on tax incentives, grant programs, and other financial incentives available to maintain and rehabilitate historic structures.

During this task, we will host a public outreach event with the HPC and discuss the results of Task 2 and potential goals and objectives related to historic preservation and potential strategies. Goals, Objectives, and Strategies will also be posted to the project's webpage to allow for more public feedback. The City will provide logistical support for these endeavors, including any displays or maps.

4. Draft HPP and Adopt

July – September 2025

This phase will conclude the project with the preparation of a Preliminary Draft (word document) for review by the HPC.

Edits from the HPC will be used to create a Draft HPP document to be shared at a Public Outreach Event. The City will prepare any necessary maps or illustrations, and provide photos and appendices as needed. An additional review period for comments by the Idaho SHPO will occur during this Task and J-U-B will prepare a final document to address any of their comments. The City will provide final formatting and process the document through HPC and City Council hearings.



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PROPOSED COST

J-U-B is eager to begin this planning process in December and anticipates that it will require approximately 10 months to conclude. Based on the current project plan and proposed personnel, the total estimated firm fixed price is \$17,496.

The cost was calculated based on the technical approach provided above, with key personnel applied to each task. The resulting cost associated with each phase is presented below:

- ✓ Phase 1 Project Management and Administration – \$3,412
- ✓ Phase 2 Historic Resource and Preservation Program Evaluation – \$5,883
- ✓ Phase 3 Goals, Objectives, Strategy Setting – \$3,544
- ✓ Phase 4 Draft HPP and Adopt – \$4,657

J-U-B practices state of the art project tracking to ensure the City of Meridian will receive the best value within the budgeted amount. Our monthly progress reports and regular team meetings result in timely communication of any project issues.

RELEVANT HISTORIC PRESERVATION PROJECT EXPERIENCE

PROJECT	DATE	CLIENT
Weiser Historic Preservation Plan	Present	City of Weiser
Meridian Landmarking Program	2024	City of Meridian
Leading Idaho Local Bridge Cultural Resources Programmatic Agreement	2023 - Present	Local Highway Technical Assistance Council (LHTAC), ID
Washington County Historic Preservation Plan	2021-2022	LHTAC/Washington County, ID
State Street Urban Renewal District Cultural Resource Survey Report	January-August 2021	Capital City Development Corporation, Boise, ID

References:

Catherine Keys

City of Nampa Economic Development Analyst
208.468.5412 keys@cityofnampa.us

JoEllen Ross-Hauer

LHTAC Environmental Planner
208.344.0565 jhauer@lhtac.org

Dan Everhart

Idaho SHPO Outreach Historian
208.488.7461 dan.everhart@ishs.idaho.gov

J-U-B PROPOSED PERSONNEL SUMMARY

PROJECT MANAGER/HISTORIC PRESERVATION SENIOR PLANNER

Sheri Freemuth, AICP

MCP, City Planning; BA, Political Science | American Institute of Certified Planners (AICP)



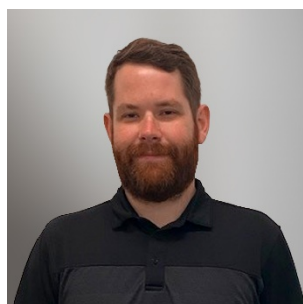
J-U-B is pleased to propose Sheri Freemuth as the Meridian-based Project Manager who will be responsible for this project. She has managed a variety of projects during a career that has spanned nearly four decades. Sheri is a respected colleague well known for her effective communication and organizational skills and the quality and timeliness of her work. She routinely leads teams of professionals -- engineers, planners, landscape architects, and specialists in geographic information systems (GIS) and public involvement -- and applies their skills and resources to assure that projects are suitably staffed.

Sheri has specialized in historic preservation throughout her career as a land use and environmental planner. She meets the Secretary of the Interior's Professional Qualification Standards for Historic Preservation Planning, as reviewed by SHPO. In addition to initiating and supporting local historic preservation programs early in her career (in both San Diego, CA and Ada County, ID), Sheri served as a Senior Field Officer with the National Trust for Historic Preservation (NTHP) for a decade. In that position, she provided technical assistance to communities throughout the Pacific Northwest, reviewing grant and award applications, and presenting at conferences and workshops.

PLANNING TECHNICIAN

Alex Jones

BS, Psychology



Alex is a city planner with 3 years experience in local permitting, design review, code rewrites, and comprehensive plan updates. His skill in local planning processes was derived from his work at the City of Caldwell, Idaho. At J-U-B, Alex assists in a variety of comprehensive plan projects, primarily research and analysis as well as public involvement support. He also works with the land development team on project applications and a variety of permitting tasks. Alex utilizes his degree in Psychology to better understand underlying issues in communities and has combined that with his planning experience to better serve local communities. Alex has lived in the Treasure

Valley for over 20 years and loves to call Idaho home.

If additional expertise from J-U-B's larger team is needed after the project has been initiated, or if additional tasks or services are identified during the project, we will address those requests during the on-going collaborative project management process.