



## **SPECIAL MEETING OF THE HISTORIC PRESERVATION COMMISSION**

City Council Chambers, 33 East Broadway Avenue Meridian, Idaho

Friday, November 14, 2025 at 4:30 PM

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### **MINUTES**

#### **ROLL-CALL ATTENDANCE**

<input checked="" type="checkbox"/> Blaine Johnston, Chair	<input type="checkbox"/> Patrick Gittings, Vice Chair
<input checked="" type="checkbox"/> Harold Wilson	<input type="checkbox"/> Ken Freeze
<input checked="" type="checkbox"/> James Abdel-Monem	<input checked="" type="checkbox"/> Hailey Stewart
<input checked="" type="checkbox"/> Heather Giacomo	

Arts and Culture Coordinator C. Schiffler and City Attorney B. Nary were also in attendance.  
B. Johnston called the meeting to order at 4:30pm.

#### **WELCOME NEW COMMISSIONERS!** New commissioners to introduce themselves.

New commissioners Harold Gregory Wilson, Hailey Stewart, and James Abdel-Monem introduced themselves.

Harold Gregory Wilson prefers to go by "Greg." He grew up in Idaho around State and Glenwood and is a fourth or fifth generation Idahoan. He is the Assistant Dean of General Education at the College of Western Idaho.

James Abdel-Monem is a highschooler at Meridian High serving as the youth commissioner and is looking forward to inherit Idaho and serving on this commission.

Hailey Stewart is a third generation Idahoan and she and her husband bought a house in Meridian three years ago – they are excited to put down roots and grow her family here. She is a Senior Communications Specialist at Boise State University and an Idaho Vandals graduate.

#### **ADOPTION OF AGENDA [ACTION ITEM]**

H. Giacomo moved to adopt the agenda, seconded by J. Abdel-Monem

All ayes; motion passed

## APPROVAL OF MINUTES [ACTION ITEM]

1. **Approve:** Minutes from the 9-25-25 Meeting of the Historic Preservation Commission

H. Giacomo moved to adopt the minutes, seconded by H. Wilson

All ayes; motion passed

## NEW BUSINESS [ACTION ITEMS]

2. **Recognition and Thanks:** Outgoing Commissioner Debra Pitts

B. Johnson recognized D. Pitts and all her years of service and work on the commission and presented her with a certificate of recognition, a thank you card, a city tote bag, and her name placard. D. Pitts thanked the commission and talked about her reason for ending her term, which is her new book, titled "Own It: A Guide to a Life Worth Living". She is focusing on marketing her new book!

3. **Public Input on the Historic Preservation Plan Final Draft:** Review and Comments Requested on the Historic Preservation Plan

Consultant Sheri Freemuth of J-U-B reviewed edits to the Historic Preservation Plan, which was detailed in the memo attached to the meeting packet. Edits included:

Added acronyms, p. 3, and historic preservation references from Comprehensive Plan, p. 6  
Added information about the Historic Preservation Fund (HPF), pp 10 and 11  
Added references provided in Antonia Hedrick's work p. 14. Modified citations, p. 36  
Added information regarding NRHP evaluation, p. 18; added clarification regarding Table 3 (NRHP Eligible properties), p. 19; added survey of Table 3 sites to Strategy 1.1.a  
Added HPC to the list of funding resources, p. 24  
Added links to online resources pages provided by Meridian, pp. 25-26  
Added strategy: 1.1.d: Collaborate with SHPOs to update city GIS layers with historic resources on ICRIS. p. 30  
Added strategy: 2.2.a: Proceed with the State Historic Preservation Office to ensure designation of both potential National Register of Historic Places districts as outlined in the 2023 survey. p. 31  
Added historic tax incentives to strategy 3.3.b, p. 32  
Updated implementation table to match new strategies, pp. 34-35

B. Johnston had a question about the Mittleider Farms District and about what "non-extant" means. S. Freemuth replied that it means it is no longer there. G. Wilson commented that he thought there is still a barn that is still standing there. S. Freemuth and A. Matrone, the CLG Coordinator from SHPO was called up for clarification. It was discussed that the district would likely have multiple buildings, and as a district, the district is no longer there. The barn could be eligible. (C. Schiffler followed up to check on this item after the meeting, and found that the entire district is no longer there. A subdivision has been built there. The Idaho Historic Site Inventory Form says: "Photographs included in the Ada County Assessor records show the farm buildings being demolished in November 2008. The demolition of the buildings was part of a failed subdivision project. No activity occurred on the property for the next five years. A new subdivision project, under different owners, began in 2013. The Historic District is now a collection of broken concrete foundations that no longer embody the historic values of Agricultural Development and Architecture for which it was

listed on the NRHP. With little remaining potential to reveal important historical information, the site can no longer be considered eligible for the NRHP.”)

C. Schiffler commented that she began doing a virtual survey using Google Maps of the properties in Table 3 of eligible properties. Some of these were surveyed 20 years ago. She found that most of the downtown properties are still intact, but of the farmstead/barn/silo properties, it appears that as much as 90% is no longer standing, and this data table is very outdated. As such, one of the edits to the plan is to resurvey these properties. B. Johnston said it could be a “windshield” survey.

G. Wilson asked if this plan gave the commission any new powers to the commission to advise or say that you can’t tear something down. B. Johnston said that in the immediate time, no, it does not change anything at this time. With some of our goals down the line in the future that may be a possibility mayor and council agreed.

S. Freemuth noted that under Goal 2.2.a (Proceed with the SHPO to ensure designation of both potential NRHP districts as outlines in the 2023 survey), then you might consider and be able to proceed with 2.2.c with a local district designation that would have design review authority. She said the commission currently has a boilerplate code, but that HPC could as a commission, be more assertive of protecting properties, but that HPC has chosen (at the guidance of mayor and council) to be more educational and support organization. We did spend some time figuring out ways to make the commission more robust, so there are some provisions, like promoting preservation of old town. These are strategies that might lead to a more progressive, more advocacy type of organization. This would include things like design review or designations and such.

S. Freemuth also noted that having the HPC staff liaison position in the Parks and Rec department means that HPC is not in the flow of planning and development activities. Goal 4 mentions considering having a planning department liaison assigned to the commission.

B. Johnston mentioned that anyone can sign up on the city website to receive notifications of all applications coming before the city’s planning and zoning. B. Johnston reviews these.

C. Schiffler said that she has been actively working internally with the planning department on an SOP on 2.3.a (Explore the development of a formal process through the planning division for development application review of potential historic sites that may negatively impact historic features.) C. Schiffler will present to the commission at a future meeting on this.

J. Abdel-Monem asked if, when we revisit the properties on Table 3 through a survey, are we looking for if the building is still there, or if it’s changed. B. Johnston said yes, it would be a “windshield” survey – they drive by, look at it, see if it is still in the same condition, it was before or if it’s still eligible.

S. Freemuth said that her recommendation is to take a list for resurvey, and use CLG funds to hire a contractor that is qualified and can complete a new survey form.

C. Schiffler had a final request to add the new HPC commissioners to the plan.

The next step is for the consultant to send a final draft for HPC to adopt at the December meeting.

**4. Review and Adopt:** Proposed Historic Preservation Commission Bylaws;  
Recommend City Council Ratification ~ *Bill Nary, City Attorney* [ACTION ITEM]

B. Nary gave presentation on the updated bylaws (see attachment).

J. Abdel-Monem moved to adopt the proposed bylaws, seconded by H. Giacomo.

All ayes; motion passed

## OLD BUSINESS [ACTION ITEMS]

**5. Review and Approve:** Statement of Work for TAG Reconnaissance Survey Update to Include SHPO Requested Information

C. Schiffler referred to the statement of work was provided by TAG, and attached to the meeting packet, to update the reconnaissance survey with the requested SHPO revisions.

H. Giacomo moved to approve the statement of work for a not-to-exceed cost of \$1,500 for the work, seconded by H. Wilson. All ayes, motion passed

C. Schiffler discovered after the motion that she had verbally *misstated* the dollar amount in the statement of work, which was 2,500, *not* 1,500.

J. Abdel-Monem moved to reconsider the prior motion's not-to-exceed cost of 2,500 for the project, seconded by H. Wilson.

All ayes, motion passed.

**6. Section 106 Review Update:** Memorandum of Agreement for NWW-2024-00522 Baratza Subdivision Between SHPO and Developer for Lemp Canal Historic Signage

B. Johnston said this was a property that proposed to cover the historic canal, so the applicant had to submit an application to the US Army Corps of Engineers for a Section 106 review to mitigate the loss of the historic resource.

A memorandum of agreement between SHPO and the Developer is being executed with an agreement for the developer to install historic signage about the canal along a public pathway. HPC will be able to review the design.

**7. Other Project Updates:** Potential National Historic Register Nomination of the Zamzows Mill, Elongated Coin Machine

The owners of the Zamzows Mill are not interested in a NRHP nomination or listing. The commission will look at other nomination possibilities next month.

B. Johnston send design drafts of the elongated coins. K. Freeze has been working on designs for the elongated coin machine.

B. Johnston has not heard from Mr. Evarts about sponsoring this project and will follow up.

H. Stewart noted that the penny is no longer being produced, and we may want to consider other coinage options.

**NEXT MEETING: SPECIAL MEETING DECEMBER 12, 2025**

**(No 4th Thursday HPC meetings are held in November or December)**

**ADJOURNMENT [ACTION ITEM]**

H. Stewart moved to adjourn the meeting, seconded by J. Abdel-Monem

All ayes; motion passed

Meeting adjourned at 5:20 pm.

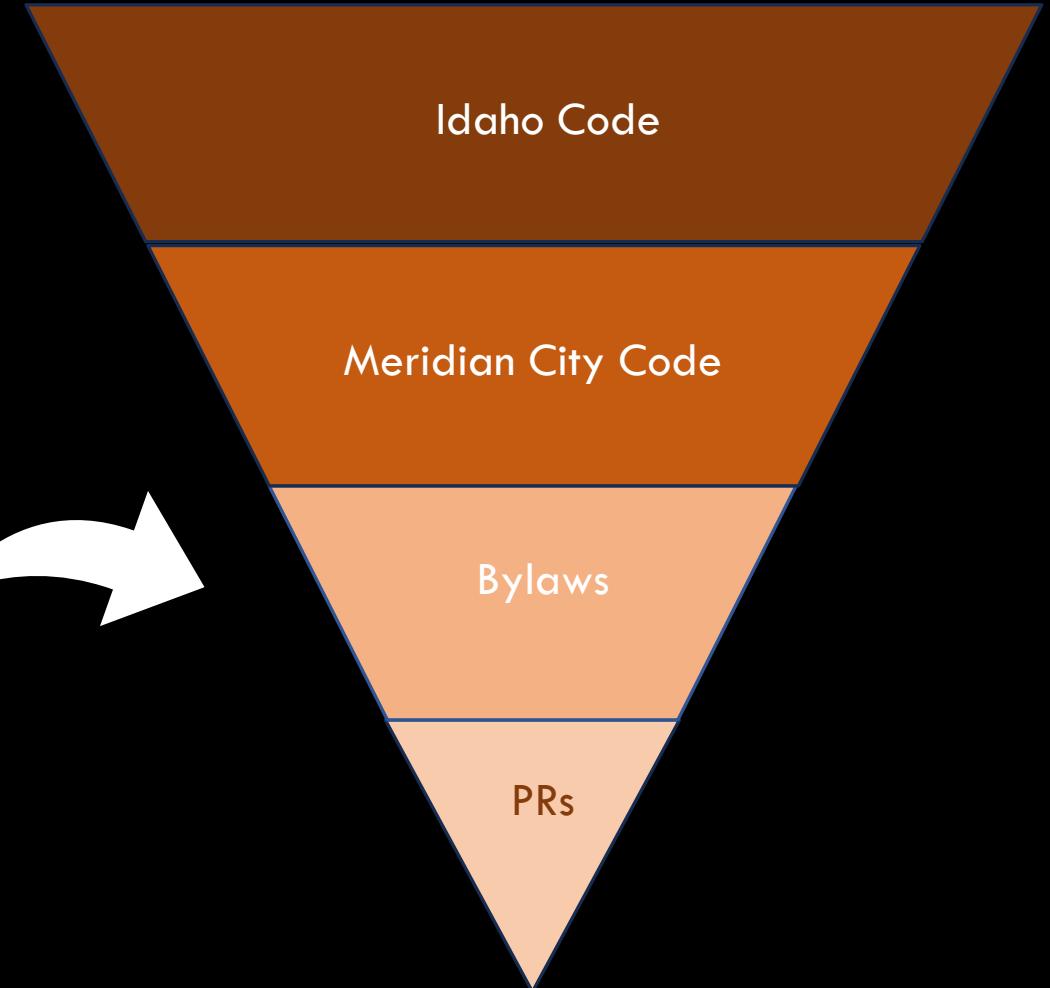
# MERIDIAN HISTORIC PRESERVATION COMMISSION BYLAWS

Bill Nary  
City Attorney

November 14, 2025

# GUIDING DOCUMENTS

- Idaho Code: Provides authority for cities to create commissions
- City Code: Establishes commission + duties and responsibilities
- Bylaws: Framework for convening meeting and conducting business
- Parliamentary rules: Procedures for communicating and making decisions during a meeting



# IDAHO CODE

- Idaho Code § 50-210: “The mayor and council shall have authority to appoint such boards, commissions and committees as may be deemed necessary or expedient to assist the mayor and council in better carrying out the responsibilities of their offices.”
- Responsibilities, duties and authority of commission enumerated by city ordinance



# CITY CODE

- Purpose of commission
- Commission duties and authority
- Commissioner qualifications
- Date, time and place of meetings (to allow annual meeting notice per Idaho Code § 74-204(1))



# BYLAWS

Officers' election,  
responsibilities,  
terms

How agenda is  
prepared

How meetings  
are conducted

Who prepares  
meeting minutes

How  
subcommittees  
are established

How voting works

# PARLIAMENTARY RULES

Parliamentary rules establish procedures for communicating and making decisions during a meeting:

- May speak only when recognized by the chair
- Actions are taken by motion, second, discussion, vote
- Statement, amendment of motions
- Officer election process



# INTERSECTION WITH OPEN MEETING LAW



Requirement for open, public meetings



Notice & agenda



Agenda amendments



Minutes



Violations

# EFFECTUATION OF BYLAWS

- Meridian City Code § 2-1-1(C)(2): Each advisory commission shall adopt bylaws for the proper conduct of the commission's business. All commission bylaws are subject to approval by the Mayor and City Council after recommendation by the Commission.
- Resolution No. 10-738 adopted previous version of the HPC Bylaws in September 2010.
- The City of Meridian's 2021 – 2025 strategic plan included the goal of performing a complete review of all ordinances, codes, and policies.
- 2010 version includes citations to outdated code
- Proposed bylaws are consistent through all commissions & committees for uniformity

CITY OF MERIDIAN

RESOLUTION NO. 10-738

BY THE CITY COUNCIL:

BIRD, HOAGLUN, ROUNTREE, ZAREMBA

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF MERIDIAN APPROVING THE INITIAL BYLAWS OF THE MERIDIAN HISTORIC PRESERVATION COMMISSION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on November 3, 1986, the City Council of the City of Meridian adopted Ordinance no. 471, which added Title 2, Chapter 5 to the Meridian City Code and thereby created the Historic Preservation Commission; and

WHEREAS, the Historic Preservation Commission has worked since that time to promote the educational, cultural, economic, and general welfare of the public of the City of Meridian through the identification, evaluation, designation, and protection of those buildings, sites, areas, structures, and objects which reflect significant elements of the City's, the State's, and the Nation's historic, architectural, archaeological, and cultural heritage;

WHEREAS, the City Council of the City of Meridian deems the approval of such bylaws to be in the best interest of the City of Meridian in that they facilitate the efficient operation of the Historic Preservation Commission;

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MERIDIAN CITY, IDAHO:

**Section 1.** That the City Council of the City of Meridian approve the initial Bylaws of the Historic Preservation Commission attached hereto as "Exhibit A."

**Section 2.** That this Resolution shall be in full force and effect immediately upon its adoption and approval.

ADOPTED by the City Council of the City of Meridian, Idaho, this 7 day of September, 2010.

# PROPOSED BYLAWS

## ARTICLE I: Purpose

- Purpose of the bylaws – framework for what happens at meetings

## ARTICLE II: Officers

- Chair and vice-chair
- Sitting vice-chair automatically nominated for chair at annual elections
- What to do if chair or vice-chair leaves the commission

# PROPOSED BYLAWS

## ARTICLE III: Meetings

- Staff will send a meeting reminder to commissioners
- Quorum = majority of appointed commissioners
- Order of business
- Staff prepares the agenda in consultation with Chair
- Chair runs the meeting and invites speakers
- Staff prepares minutes
- Chair, with commission's approval, establishes subcommittees
- Voting is done out loud (no secret votes)

# PROPOSED BYLAWS

## ARTICLE IV: Amendment of Bylaws

- Commission may recommend updates to bylaws

## ARTICLE V: Adoption and effective date

- Date of adoption; effective upon ratification by City Council (via resolution)

# NEXT STEPS

- Commission votes on whether to recommend approval of proposed bylaws
- City Attorney's Office will forward a proposed resolution to City Council for approval
- New bylaws go in effect

