



## ARTS, CULTURE AND HISTORIC PRESERVATION COMMISSION MEETING MINUTES

November 14, 2025 at 8:30 AM

Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

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### Call to Order

The meeting of the Sandpoint Arts, Culture, and Historic Preservation Commission was called to order at 8:30 am on Friday, November 14th, 2025, by Chair Susnis in the Council Chambers of City Hall.

### Roll Call

#### PRESENT

Chair Ellen Susnis  
Commissioner Barry Burgess  
Commissioner Rick Decker  
Commissioner Kate McAlister  
Commissioner William Valentine  
Commissioner Carol Deaner  
Commissioner Darra Collison  
Guest Kathi Samuels from the Music Conservatory

#### ABCENT

Commissioner Shook submitted her resignation

### Meeting Minutes Approval

1. October 14th, 2025, meeting minutes were approved as presented by the unanimous vote of Commissioners present.

Motion made by Commissioner McAlister, Seconded by Commissioner Deaner.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Decker, Commissioner McAlister, Commissioner Valentine, Commissioner Deaner, Commissioner Collison

### Financial Report

2. Sandpoint Urban Renewal Agency (SURA) Financial Report

The latest financial information from the Sandpoint Urban Renewal Agency reflects the following for art fund balances:

Downtown: \$221,340.32

Northern: \$119,116.95

Silver Box Project: \$18,315.22 (advanced to date)

\$1,684.68 (remaining balance)

### Commission Business - Historic Preservation

3. Commercial A Historic Preservation Update

City Planner Bill Dean provided an update on his work to revise the zoning administration chapter of City Code and to develop a new historic preservation code. He outlined the broader regulatory framework for historic preservation and discussed the potential local impacts of the proposed amendments. Commissioners asked questions, identified areas for clarification, and requested additional information. Mr. Dean noted that, following legal review, a draft is expected to be ready for

commission review in December. The commission affirmed support for drafting the ordinance with a full range of tools and standards, allowing flexibility to tailor requirements to Sandpoint's character and community priorities.

4. 2026 CLG Grant

Chair Susnis reviewed last year's CLG grant application, which would have funded a consultant to guide the commission through public input for the new historic preservation ordinance. The application was denied because Sandpoint did not yet have, or formally intend to adopt, a historic preservation ordinance. Chair Susnis asked whether the City should reapply for 2026 funds. Chair Susnis asked that staff evaluate whether to pursue the grant again and return with a recommendation at the December meeting, ahead of the January 31 deadline. Commissioners present agreed. No action was taken.

**Commission Business - Arts**

5. Cedar Street Public Art - Commission Planning

Chair Susnis provided an update on the Cedar Street Public Art project, noting the progress she and commissioner Deaner have made in preparing for the upcoming Request for Proposals (RFP). She asked Director Welker to clarify whether the commission must make a recommendation to City Council prior to issuing the RFP or afterward, and expressed her intention to share a draft RFP with commissioners at the next meeting. Director Welker will consult with the City's Central Services Director and report back.

**Commission Business - General**

6. ACHP 2026 Initiatives

Director Welker reported that the Parks and Recreation Commission has identified resurfacing the City's basketball courts as their top priority for the coming year. He has obtained quotes for asphalt replacement at Pine Street Park and for seal coating with new striping at all four courts; one each at City Beach and Hickory Street Park, and two at Pine Street Park. The ACHP had previously discussed incorporating an artistic design on one court. Because the City Beach court lies within the Urban Renewal Revenue Allocation Area, an art component there could be funded through SURA if the commission chooses to pursue an RFP for that project. Repainting is planned for the spring. Commissioner Deaner expressed concerns about installing a mural on the courts, and Chair Susnis agreed to place the item on the December agenda for a presentation, further discussion, and a potential recommendation to council.

Chair Susnis also revisited the Mayor and City Council's request for each commission to submit three to five project recommendations for the FY 2025–26 budget. Commissioners unanimously agreed that their focus should remain on their existing projects: assisting staff in the drafting of a new historic preservation ordinance, especially if the public outreach process is conducted in-house, the Cedar Street Public Art Project, and pursuing a potential artistic treatment for the City Beach basketball court in coordination with the Parks & Recreation Commission's Basketball Court Rehabilitation project.

**Commissioners' Roundtable**

**Adjourn**

Meeting was adjourned at 10:06 am.

I presided over the meeting and can confirm that minutes, prepared by the Board Clerk and City Staff Liaison, were approved by the Arts Culture and Historic Preservation Commission during their regular meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Elle Susnis, Chair

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Kami Omodt, Board Clerk