

CHAPTER 10 ARTS, CULTURE AND HISTORIC PRESERVATION COMMISSION

2-10-1: Creation of Commission for Arts, Culture and Historic Preservation In Sandpoint:

This chapter hereby creates the Sandpoint Arts, Culture and Historic Preservation Commission. The Arts, Culture and Historic Preservation Commission shall, henceforth, have the same meaning and effect as and shall replace any reference in Sandpoint City Code, City policy or City procedures to the Arts Commission or the Historic Preservation Commission.

(Ord. 1384, 2-17-2021)

2-10-2: Purpose:

The purpose of this chapter is to create and provide guidance for the administration of the Sandpoint Arts, Culture and Historic Preservation Commission.

(Ord. 1384, 2-17-2021)

2-10-3: Establishment and Membership:

- A. The commission shall consist of no more than nine (9) voting members to be appointed by the mayor and confirmed by city council, comprised of two (2) nonprofit arts organization leaders, two (2) individuals with a demonstrated interest in, and commitment to, historic preservation, at least one of whom represents the Bonner County Historical Society and Museum, one individual with professional expertise in fine art, public art, arts education or performance, one individual with professional expertise in architecture, historic preservation or land use development, one regional tribal member or tribal artist, one Sandpoint business or property owner, and one at-large community member. The mayor shall endeavor to appoint at least two (2) members who meet the U.S. Secretary of the Interior's Professional Qualification Standards for Historic Preservation.
- B. To ensure that all initial appointments do not expire at the same time, initial appointments to the commission shall be made as follows: three (3) 1-year terms; three (3) 2-year terms; and three (3) 3-year terms. All subsequent appointments shall be made for three (3) year terms. With the exception of representation from the Bonner County Historical Society and Museum, members will be limited to two (2) full 3-year terms.
- C. The mayor shall determine the terms of the initial appointments.
- D. Vacancies shall be filled in the same manner as original appointments, and the replacement appointee shall serve for the remainder of the unexpired term.
- E. The city shall publicly announce any vacancies. The commission may review candidates and recommend appointments to the mayor, if requested. The mayor shall thereafter have the right to appoint any candidate, whether or not recommended by the commission.

(Ord. 1384, 2-17-2021)

2-10-4: Organization, Officers, Rules, and Meetings:

- A. Organization and Quorum: At the first meeting of each fiscal year, or as soon thereafter as practicable, the members of the commission shall meet and organize to elect a chairperson and vice chairperson. The chairperson shall preside at meetings of the commission. The vice chairperson shall, when the chairperson is absent, perform the duties of the chairperson. A majority of the appointed members of the commission shall be necessary to constitute a quorum and conduct any business at any commission meeting.
- B. Removal of Members: Any member of the commission may be removed with or without cause by the mayor with the consent of city council.
- C. Meetings: The commission shall hold regular public meetings to perform its duties and responsibilities in the council chambers at Sandpoint City Hall. Electronic participation/meetings may also be held as allowed under the State of Idaho's Open Public Meetings Law. If the chambers room is unavailable, the city clerk shall schedule another meeting location that meets the standards of Idaho's Open Public Meetings Law.
- D. The Sandpoint city clerk or designee shall be designated as the clerk of the commission, whose duties shall include posting and disseminating meeting agendas, facilitating and attending commission meetings and preparing and retaining official meeting minutes in accordance with State of Idaho and City of Sandpoint laws and regulations.
- E. Parliamentary procedure for commission meetings shall be governed by the provisions of Sandpoint City Code Title 1, Chapter 5, Section 2-N-1.

(Ord. 1384, 2-17-2021)

2-10-5: Policies:

The commission shall file an annual report with the city council to be included with the annual budget process, summarizing its activities and setting forth recommendations.

The commission shall establish written policies for its internal operation.

(Ord. 1384, 2-17-2021)

2-10-6: Duties and Responsibilities:

The commission shall advise and assist the mayor and city council and work in coordination with the designated city staff liaison to develop, coordinate and promote the visual, performing and literary arts and heritage programs and policies for the enjoyment, education, cultural enrichment and benefit of the citizens of Sandpoint. In furtherance of these duties, the commission shall have the following objectives, in addition to all other powers, duties and responsibilities of the commission contemplated in Idaho Code section 67-4604:

- A. Stimulate greater governmental and public awareness and appreciation of the importance of the arts, historic preservation, and local Sandpoint heritage.
- B. Encourage the growth of Sandpoint's artistic and cultural community and the preservation of historic resources by fostering a receptive climate for the arts and for culture and historic preservation in the community.
- C. Provide general assistance to Sandpoint's artistic, historical and cultural organizations with information, coordination and encouragement.

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- D. Regularly assess the arts and cultural heritage needs of the people of Sandpoint and make such information available to the city council and all interested agencies and entities for planning purposes.
 - E. Survey, document and preserve historic resources important to understanding Sandpoint's heritage.
 - F. Encourage opportunities for Sandpoint's residents to participate in artistic, historical and cultural activities offered by the city and other arts and heritage entities.
 - G. Subject to city council approval, seek and encourage financial support, including grants, loans and guarantees to Sandpoint artists, arts institutions, historians and heritage organizations sponsoring arts, historic preservation and history activities.
 - H. Represent the public interest by developing and recommending to the city council policies that pertain to arts, historic preservation and history.
 - I. Advise the city regarding the costs, benefits and other issues related to acquiring cultural assets and implementing cultural and heritage programming.
 - J. Consider and recommend to city council such local laws and regulations and ordinances necessary or desirable for the protection, enhancement and preservation of historic properties.
 - K. Appointment members of the community to subcommittees, from time to time and as needed, to support the commission.
 - L. Recommend to city council, within the limits of available funding, the employment of or contracting with other parties for the services of technical experts or other persons as the commission deems necessary to carry out its functions.
 - M. Recommend to city council the establishment and boundaries of historic districts which take the form of zoning overlays and establishment of local landmarks.
 - N. Recommend design standards and historic preservation guidelines for city council adoption which form the basis for design review of vacant properties within historic districts and Certificate of Appropriateness review for alterations of structures within the districts.
 - O. Perform Certificate of Appropriateness review of exterior alterations of structures within city council-designated historic districts as further provided for in Title 9 Chapter 2 of this code.
 - P. Perform design review of new development of vacant property or redevelopment of property within city council-designated historic districts as further provided for in Title 9 Chapter 2 of this code.
 - Q. Prior to demolition, perform review of proposed demolition of structures within city council-designated historic districts as further provided for in Title 9 Chapter 2 of this code.
 - R. Recommend to City Council the establishment of neighborhood conservation districts which take the form of zoning overlays or adopted neighborhood plans for the purposes of administering design standards and guidelines intended to retain the principal character-defining features of traditional neighborhoods such as setbacks and front yards, lot coverage, architectural features such as house porches and roof shapes.

(Ord. 1384, 2-17-2021)