



ARTS, CULTURE AND HISTORIC PRESERVATION COMMISSION MEETING MINUTES

January 13, 2026 at 8:30 AM

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

Call to Order

The meeting of the Sandpoint Arts, Culture, and Historic Preservation Commission was called to order at 8:30am on Tuesday, January 13th, 2026, 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 Carol Deaner
Commissioner Darra Collison
Staff Liaison Bill Dean

ABSENT

Commissioner William Valentine

Meeting Minutes Approval

1. November 14th, 2026, meeting minutes were approved as presented by the unanimous vote of commissioners present.

Motion made by Commissioner Deaner, Seconded by Commissioner Decker.

Voting Yea: Chair Susnis, Commissioner Burgess, Commissioner Decker, Commissioner McAlister, 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 \$221,348.32

Northern: \$119,116.95

Silver Box Project: \$18,315.22 (advanced to date) \$1684.68 (remaining balance)

Commission Business - Arts

3. Big Belly Can Wrap Selection Discussion

The Commission discussed next steps for the Big Belly can wrap project, specifically scheduling the artwork selection panel. The Chair noted that two wraps will be selected from 94 submissions. The Commission will forward two recommended designs and one alternate to City Council for final consideration.

4. Street Lamp Banner Program Planning Discussion

The Commission agreed to form a work group, led by Commissioners Collison and McAlister, to develop the Street Lamp Banner program, including cost research and funding options. Preliminary estimates are ~\$5,000 per set, with potential for two seasonal installations per year. A winter installation, possibly in October, was tentatively discussed.

5. Cedar Street Public Art Planning Discussion

The Commission reviewed plans for a public art installation at Second Avenue and Cedar Street, with approximately \$202,000 available from SURA and the Gretchen Heller estate. A draft RFP and artist outreach strategies, prioritizing local and regional artists, were discussed. Staff will coordinate with SURA, City Council, and relevant departments before issuing the RFP.

6. Silver Box Project 2026

The Commission reviewed the annual Silver Box public art program and plans to start the next cycle earlier to meet a June 2026 installation target. A funding request to SURA will include \$3,500 for Silver Box and \$20,000 for the Cedar Street public art project.

Commission Business - Historic Preservation

7. Historic Walking Tour Brochure

The Commission discussed the historic downtown walking tour brochure. Chairwoman Susnis committed to completing the brochure this month. Staff will confirm the appropriate approval process before printing, ensuring all necessary sign-offs are obtained.

8. Commercial A Historic Preservation Update

Staff Liaison Bill Dean provided an update on drafting historic preservation code and proposed revisions to downtown commercial zoning. Changes aim to define a downtown core, manage building heights, and guide development to preserve vitality and support mixed-use activity. Next steps include review by Planning & Zoning, ACHP, and anticipated Council consideration in spring 2026.

Commission Business - Culture

9. Summer Historic Downtown Walking Tour Update

The Commission confirmed plans for the summer downtown walking tours, with Michael Bigley leading Friday tours and Chairwoman Susnis leading additional Sunday tours, with dates to be determined. Staff will handle promotion and publicity.

Commission Business - General

Commissioners' Roundtable

Commissioner Collison shared that submissions for the Festival at Standpoint poster contest are due February 3, 2026. A youth poster contest is also being held for participants 14 and under.

Adjourn

Meeting was adjourned at 9:54am.

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

Kami Omodt, Board Clerk