



were just a copy of the Federal Guidelines. Most agencies have used the Federal Guidelines and the Commission could develop the introduction for the document and use the money for the education, copies and productive things.

- Planner I Weeks confirmed what Mr. Buffaloe explained and stated the money can be used for education and for open house meetings as well as a zoning code change.
- Commissioner Taylor stated she agrees with Mr. Buffaloe that the information is all available on line and the Commission just needs to decide how to put the document together.
- Affiliate Volunteer Advisor Buffaloe explained that he would suggest reviewing the five year plan with the Planning & Zoning Commission.

2. Idaho Heritage Trust Grant Program 2013 (Lincoln Lights)

- Planner I Weeks informed the Commission that a meeting has been scheduled on February 4, 2014 with staff to discuss the maintenance agreement issues.

3. QR Codes-Nancy Taylor

- Commissioner Taylor stated that she has put together a package with photos and a list of locations where historical signs are located and she would like the Commission to review it to see if they know of any that are not on the list. She also included a few that were signs provided by the National Historical Society and wanted the Commission to decide whether or not to consider putting a QR-Code at these locations also.
- Commissioner Horsley stated that the project for using funds donated to install plaques at some of the historical buildings around town is at a standstill. He would like to have a sign located at Red's Trading Post but the problem he is having is they are not able to find a historical photo. Commissioner Horsley suggested possibly nominating two buildings a year, but make sure the necessary documents are available to move forward.
- Planner I Weeks stated some criteria have to be met for the signs.
- Commissioner Taylor stated that she would follow up on the sign requirements and bring the information back to the Commission.
- Commissioner Watson stated that he would like to know what would happen if the sign is vandalized and where the funds would come from to replace or restore the sign.
- Commissioner Taylor suggested that we ask the City Attorney how this type of situation would need to be handled.
- Commissioner Horsley stated that there should be some documentation as to how the signs would be paid for if the property owner is willing to pay or if there is a building that doesn't generate funds but would like to be recognized how things get handled at that point.

**VI. NEW BUSINESS:**

1. Sub-Committees (Pros and Cons)

- Planner I Weeks stated that if we have sub-committees the meetings have to be posted as a Special Meeting, recorded and held in the Council Chambers. There are a couple of ways to handle things; try to do as much as possible in the regular meetings, have the regular meeting and break up into groups, information could be gathered individually outside of the meeting and reported back to the Commission or we can hold Special Meetings.

- Commissioner Horsley suggested the education be handled by an independent group and they report back to the Commission.
- Affiliate Volunteer Advisor Buffaloe suggested the Commission assign a coordinator that is in charge of putting things together and have that person work with him and bring the information back to the Commission.
- Commissioner Horsley suggested the City Attorney be contacted for clarification regarding the Education Committee because they don't make decisions they put information together to share with the public.
- Commissioner Watson asked if the previous Commission members were still going to be involved in the Education program.
- Commissioner Taylor stated that she has met with the previous Commissioners to get the documents and presentation information for future educational training and neither of them were available to do the Education.
- Commissioner Horsley stated it would be nice to have a formal video that could be used for educating the community at large. Something that could be shared and possibly posted on the City webpage.
- Commissioner Taylor stated part of the fun is making the education interactive, videos are fine and that education should not just be designed for schools but other civic groups would benefit also.
- Planner I Weeks stated she will get some clarification from the City Attorney on what can and cannot be done.

**VII. INPUT AND/OR ITEMS FROM THE HISTORIC PRESERVATION COMMISSION:**

- Commissioner Horsley stated he would like an annual review of the area that the Historic Preservation Commission is responsible for, so that suggestions can be made regarding zoning code requirements. For example property improvement requirements as it relates to sidewalk, curb, gutter and landscaping, and possibly have the Historic Preservation Commission be involved in the recommendation process.
- Planner I Weeks stated she would bring a copy of the zoning district code to the next meeting for review.
- Commissioner Lattin thinks things need to be consistent, what is good for one should be good for another.

**VIII. UPCOMING MEETINGS/SCHEDULE: TUESDAY, FEBRUARY 18, 2014**

**IX. ADJOURN MEETING:**

Chairman Watson adjourned the meeting at 1:50 P.M.

Lisa A Strickland  
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 Planning & Zoning Department