

**HISTORIC PRESERVATION COMMISSION AGENDA**

**Virtual Meeting**

**June 24, 2021**

**\*ZOOM LOGIN INFORMATION\***

**THANK YOU FOR JOINING OUR VIRTUAL MEETING. PLEASE FOLLOW THE ZOOM INSTRUCTIONS BELOW TO PARTICIPATE AND MUTE YOUR MICROPHONE/PHONE UPON JOINING.**

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Join by Phone (Toll Free): 888 475 4499 or 877 853 5257

Meeting ID: 955 1136 2177

Passcode: 246148

**4:00 P.M. CALL TO ORDER:**

**ROLL CALL:** Walker, Emerson, Straza, Beebe, Burns, Marienau, Miller, Mueller, Singletary

**MINUTES:** **\*\*ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM\*\***

May 6, 2021

**PUBLIC COMMENTS:**

**STAFF COMMENTS:**

**OTHER BUSINESS:** **\*\*ITEMS BELOW ARE CONSIDERED ACTION ITEMS\*\***

1. Historic Preservation Plan Update – Katie Pratt & Spencer Howard, Northwest Vernacular
  - A discussion on comments received from Pete L'Orange regarding the draft Historic Preservation Plan

**SUB-COMMITTEE REPORTS:**

Walter Burns

**TRACKING TIME:**

**COMMISSION COMMENTS:**

**FUTURE AGENDA ITEMS:** **\*\*ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM\*\***

**ADJOURNMENT/CONTINUATION:**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_,

to continue meeting to \_\_\_\_\_, at \_\_\_ p.m.; motion carried unanimously.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn meeting; motion carried unanimously.

**HISTORIC PRESERVATION COMMISSION  
MINUTES  
MAY 6, 2021  
"ZOOM MEETING"**

**COMMISSIONERS PRESENT:**

Dave Walker, Chair  
Anneliese Miller, Vice Chair  
Jon Mueller  
Walter Burns  
Courtney Beebe  
Lisa Straza, Secretary  
Annelise Miller  
Alexandria Marienau

**STAFF MEMBERS PRESENT:**

Hilary Anderson, Community Planning Director  
Shana Stuhlmiller, Admin. Assistant

**CITY COUNCIL LIAISON:**

Kiki Miller, City Council

**COMMISSIONERS ABSENT:**

Robert Singletary  
Sandy Emerson

**4:00 p.m. CALL TO ORDER:**

**ROLL CALL:** Walker, Miller, Straza, Beebe, Burns, Emerson, Marienau, Mueller, Singletary

**MINUTES:** **\*\*ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM\*\***

Commissioner Burns noted some duplications on who was present, and that he attended the meeting and his name was omitted.

Motion by Mueller, seconded by Burns, to approve the amended minutes for February 25, 2021. Motion approved.

**PUBLIC COMMENTS:**

None.

**STAFF COMMENTS:**

Hilary Anderson, Community Planning Director provided the following statements:

- She commented that we are continuing work on the Envision Coeur d'Alene project, which is an update to the Comprehensive Plan, and staff is excited to be able to combine this group's work on the Historic Preservation Plan and action items with the Comprehensive Plan. She added that we are also working on refining a future land use map for the public with a copy available to the public in June and trying to schedule a way for public to participate online.

**PUBLIC HEARING: \*\*ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM\*\***

1. Applicant: Deborah Mitchell/Cynthia Nunn  
Request: Nomination for the Hamilton House to the National Register of Historic Places

Ms. Anderson explained the nomination process and initially had assumed that this commission would have been more involved with a nomination, but in this situation, we had some individuals step up and put together the required paperwork for the nomination of the Hamilton House. She introduced Deborah Mitchell and Cynthia Nunn who will be here to discuss or answer questions regarding the nomination process. She explained that the nomination process is a public hearing and the role of the commission is to listen to the introduction, public comments, and if this commission supports or disagrees with the nomination, then the commission's recommendation will go to SHPO and then onto the Parks Service for consideration of the Hamilton House to be placed on the National Register of Historic Places.

Deb Mitchell inquired if anyone had questions about the nomination process.

Commissioner Beebe commented that there are two people who own the Hamilton House and questioned if that is correct.

Ms. Mitchell stated that is correct.

Commissioner Beebe inquired if the property is being leased.

Ms. Mitchell replied that the place is being leased to the Music Conservatory.

Commissioner Beebe inquired if Ms. Mitchell and Ms. Nunn prepared the application on behalf of the owners.

Ms. Mitchell stated that is correct and explained that they started the application process before the Mayor and Mr. Smock were the owners.

Commissioner Beebe inquired if the Mayor and Mr. Smock were supportive of them to proceed with the application process.

Ms. Mitchell stated that is correct.

Commissioner Beebe inquired if there is anything from our commission regarding any grants or costs with the application process.

Ms. Mitchell commented that there were no costs involved for the filing process and explained that they started this process two years ago when an article from Brian Walker was published in the paper about the county wanting to demolish the Hamilton House to put a parking lot and there was a comment from Commissioner Brooks stating that there is nothing historic about the building. She explained that she has had a personal interest in the building because back in the 70's her brother had an office in the Hamilton House and she commented that she "met the challenge" of saying "not true" it is a historic building and she will prove it. She added they started doing the research and contacted the paper, including the Mayor, City Council Members Miller and Gookin and let them know we had discovered the original owners and that the Assessor's Office had the date wrong, and from her experience the Assessor's office had a number of homes with the dates wrong.

Commissioner Beebe stated that she wanted to make sure she had an understanding of what our Commission's role is for the nomination because private property owners will put together applications and submit them frequently, so she wanted to want to make sure she understood the involvement for this commission but feels she is at a loss.

Ms. Mitchell explained after they found the information about the original owner, they contacted SHPO

and wanted to find out how to proceed with the process of the nomination of the Hamilton House because we were still fighting to save the house from being demolished. SHPO suggested doing a pre-qualification which was similar to a “mini” application and that was in April of 2020 when we started that process and received a letter back from SHPO that the Hamilton House met all the guidelines for prequalification and they were given another year to complete the paper work for the nomination to the National Register.

Commissioner Beebe explained that she wanted to understand the role the commission has, but she understands the status.

Ms. Anderson explained when we discussed this process previously, she thought the commission would take a lead role. In this case, the “leg work” was done by Ms. Mitchell and Ms. Nunn. But because we are a certified local Government, we get sent a copy of the nomination, including a letter notifying the Mayor, and we are required to hold a public hearing and provide a report back to SHPO. So, our role is very minimal.

Commissioner Mueller inquired if we need an endorsement from the current owners.

Ms. Anderson explained we do have an email from the Mayor who owns the property with Mr. Smock. They expressed their support for the nomination, which is great!

Chairman Walker commented with the J.C. White House and the nomination of the Hamilton House coming together, the historic attitude has started to spread over the community and it is a great thing to see people take an interest in the Historic Preservation process.

**Motion by Mueller, seconded by Burns for a recommendation by the Historic Preservation Commission to the National Park Service for the placement on the National Register of Historic Places. Motion approved.**

ROLL CALL:

Commissioner Straza	Voted	Aye
Commissioner Beebe	Voted	Aye
Commissioner Burns	Voted	Aye
Commissioner Marienau	Voted	Aye
Commissioner Miller	Voted	Aye
Commissioner Mueller	Voted	Aye

Commissioner’s Emerson and Singletary were absent.

Motion to approve carried by a 6 to 0 vote.

**OTHER BUSINESS: \*\*ITEMS BELOW ARE CONSIDERED ACTION ITEMS\*\***

1. Draft Historic Preservation Plan
  - Update and discussion on Goals Policies and Proposals from conversations with stakeholders – Katie Pratt & Spencer Howard, Northwest Vernacular
  - Provide direction to staff to submit first draft to SHPO for review

Katie Pratt provided a PowerPoint on the Goals, Policies and Next Steps for the Historic Preservation Plan with a discussion/direction to staff to submit the first draft of the Historic Preservation Plan to SHPO.

**Next Steps:**

- Will be submitting first draft to SHPO and suggested the commission review Chapter 4

- Will schedule a future public meeting this summer when the plan is more finalized.

To view the entire presentation please [click](#) here.

### **Staff Comments:**

### **Commission Comments:**

Commissioner Beebe inquired when talking with the tribe was the Land Acknowledgement something that was a positive response.

Ms. Pratt commented that Ms. Anderson was part of that meeting and the tribe planning manager was going to look into how other communities have done this which can be trendy with the intent not to “check off” the list but something that is thought out and done appropriately and to strengthen that relationship. She added this is happening in other communities

Ms. Anderson stated that they had a great meeting with the Coeur d’Alene Tribe that included various employees of Historic Preservation, Planning and Erin Ross who is the Planning Manager for the Tribe and is also a Native American who explained that Spokane and many other communities have a Land Acknowledgment process which is very powerful. If you are a Native American, it makes you feel very welcome. It is simple process to do and something we should consider.

Commissioner Beebe commented that this process takes many forms depending on the tribe you are working with such as the Birke and Nisqually tribes both have resources on how they conduct that interaction.

Ms. Pratt stated that there is an independent movie theatre in Tacoma Washington that before any movie plays, they have a Land Acknowledgement that comes up on the screen and have a tribal member say in English as well as their tribal language which is very powerful to hear it both ways.

Commissioner Beebe inquired more information on the Cultural Resource Continuing Education Program.

Ms. Pratt stated that the program is called The Cultural Resource Awareness Training Program and led by Dr. Jill Wagner who is the Tribal Historic Preservation Officer.

Commissioner Beebe inquired how much is the class and if we have grant funds to use for continuing education.

Ms. Pratt commented that she had the same question and that Ms. Wagner told her the class was free and yes, any other training you are allowed to use Grant money to pay for training.

Ms. Anderson inquired if we should submit the draft version with Chapter 4 to SHPO for review or submit the version minus Chapter 4.

Ms. Pratt commented that we should submit the way it is now, so it's the full document and that SHPO will get a chance to do a review again after we made revisions to the first draft.

Ms. Anderson stated that when she spoke with Mr. L’Orange she told him that we would be submitting the first draft of the RFP and he explained that SHPO has 30 days to review the draft, but they may be able to do the review in one week.

Commissioner Burns stated that a few years ago participated in the CAMP Program, (Commission Assistance & Mentoring Program) at the County and suggested that this commission to take that program and which was very informative.

Commissioner Beebe inquired how long is the program.

Commissioner Burns replied that it is a full day.

Ms. Pratt commented that she had participated in the CAMP program and was a great program for new commission members with a discussion on the Quasi-Judicial process when making decisions, how to run meetings well, and how to deliberate, etc.

Ms. Anderson inquired if they would come here to do the training.

Commissioner Burns explained when he was at the County, they did the class at North Idaho College.

Ms. Anderson inquired about the Multiple Property Document (MPD) recommendation in the Historic Preservation Plan and if we could seek grant money to pay for this.

Ms. Pratt stated that grant money can be used and suggested to think about the consultants and depending on the topic be prepared to pay for the best consultants in order to get the best product.

**Motion by Straza, seconded by Beebe, to send the draft RFP to SHPO. Motion approved.**

Ms. Anderson inquired if we should not have a meeting in June.

Commissioner Beebe stated she would rather meet in June than July.

Ms. Anderson inquired the RFP timeframe for Ms. Pratt and Mr. Howard and once we send it out questioned how soon do you need the draft back.

Ms. Pratt explained if we hear back from SHPO within two weeks of the June meeting, we would be able to have it ready for the June meeting and then take the comments put in the draft and send back to SHPO.

Commissioner Burns commented that he would agree to having a June meeting because we skipped the April meeting and doesn't want to skip another meeting.

**FUTURE AGENDA ITEMS: \*\*ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM\*\***

Commissioner Burns suggested to add to the June agenda a topic on ways that we can promote awareness that this commission exists and we are doing something. He added the Ms. Mitchell mentioned that the Hamilton House got tons of coverage in the paper and would to see this commission get some awareness among the community.

Commissioner Straza suggested having a booth at the street fair.

Chairman Walker stated great idea and would volunteer to be in the booth.

Ms. Anderson suggested maybe the subcommittee could meet before the June meeting to come up with some ideas for promotion.

Chairman Walker suggested using the office space where Commissioner Straza works which is a great location downtown.

Commissioner Burns suggested going forward to what we want to do regarding grants before the end of the year and maybe do a survey of another neighborhood like the Garden District and need to start that discussion now.

Commissioner Beebe suggested getting together our subcommittee and come up with some ideas what we want to do to get grants before the end of the year.

**ADJOURNMENT:**

Motion by Burns, seconded by Straza, to adjourn the meeting. Motion approved.

The meeting was adjourned at 5:03 p.m.

Submitted by Shana Stuhlmiller, Administrative Assistant