

**HISTORIC PRESERVATION COMMISSION AGENDA**

**Virtual Meeting  
August 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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Meeting ID: 928 0830 9724  
Passcode: 759590

**VIRTUAL PUBLIC MEETING – 5:30p.m.**

**Hosts:** Northwest Vernacular and the City of Coeur d’Alene Historic Preservation Commission

**CALL TO ORDER OF HISTORIC PRESERVATION COMMISSION: Following the Public Meeting**

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

**MINUTES:** **\*\*ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM\*\***  
June 24, 2021

**OTHER BUSINESS:** **\*\*ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM\*\***

Applicant: Northwest Vernacular  
Request: Forward the Draft Historic Preservation Plan to SHPO

**Motion by, Seconded by, for Northwest Vernacular to forward the Draft Historic Preservation Plan to SHPO.**

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

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

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

**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  
JULY 22, 2021  
"ZOOM MEETING"**

**COMMISSIONERS PRESENT:**

Anneliese Miller, Vice Chair  
Jon Mueller  
Courtney Beebe  
Lisa Straza, Secretary  
Walter Burns

**STAFF MEMBERS PRESENT:**

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

**CITY COUNCIL:**

Kiki Miller, City Council

**COMMISSIONERS ABSENT:**

Robert Singletary  
Sandy Emerson  
Alexandria Marienau  
Dave Walker

**4:30 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\*\***

Motion by Burns, seconded by Beebe, to approve the minutes for June 24, 2021. Motion approved.

**PUBLIC COMMENTS:**

**STAFF COMMENTS:**

- **Historic Preservation Plan Update, Timeline and Next Steps**

Hilary Anderson, Community Planning Director, provided the following statements.

- Ms. Anderson stated that Ms. Pratt is working through the edits she received and will have that done on Monday, August 2<sup>nd</sup> so that the draft can be posted prior to the virtual public meeting on Tuesday August 24<sup>th</sup>. Ms. Pratt will take all comments received from the public meeting and incorporate those into the final draft to submit to SHPO by September 1<sup>st</sup>. deadline. SHPO will have 30 days to review but, in the past, they have been fast getting back their comments.
- She noted the next steps after SHPO does their review is to schedule a workshop with City Council for a discussion and review of the plan with Ms. Pratt in attendance or on Zoom to explain some of the action items proposed in the plan.
- She noted the action items from the subcommittees that we will be discussing as an example would be creating/evaluating neighborhoods for future historic districts and creating a local register. Those items would need council "blessing" at that workshop or another time, and explained if we are going to apply for the CLG Grant would need to be submitted by December 31<sup>st</sup> and both of those would need approval from Council because we will need a local cash match/in-kind contribution to hire a consultant to help with those. She suggested we could either blend these topics or separate into two discussions with the Council.

Council member Miller concurred that council does need to be updated on what this commission has been working on. She has provided council with updates and agrees a workshop is a good idea. She suggested putting this on a Council agenda as a presentation first and then as a discussion item at a later meeting. Ms. Anderson asked if we should have the meeting with council before we submit the draft to SHPO. Council Member Miller stated that this will be "calendar driven" and explained that council has budget workshops plus other things so she stated that it doesn't make a difference and either way will work. She suggested to get this on the agenda sooner explaining what is coming up as a discussion on the funding and next steps to SHPO.

Ms. Anderson commented that she recently got an email from Pete L' Orange for an opportunity for a training NACP short course on August 24<sup>th</sup> and 25<sup>th</sup> and would be \$80.00 per person which would contribute to our hours to apply to our match and will send out the information. She added that Ms. Pratt and Mr. Howard have reviewed the current draft of the Envision Coeur d'Alene plan and asked if she has extra funds to review what the latest draft of the Envision Coeur d'Alene plan to make sure we are in alignment and that they can review any applicable changes that have been made. She will also discuss with Ms. Pratt how much of the budget she has left to come here in person for the council presentation.

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

**SUB-COMMITTEE REPORTS / REQUESTED ACTIONS:**  
**\*\*ITEMS BELOW ARE CONSIDERED ACTION ITEMS\*\***

**Historic Preservation Plan Subcommittee:**

(Lisa Straza, Alexandria Marienau, Walter Burns, Courtney Beebe, and Jon Mueller)

- Recommendations for SHPO Grants for FY 21/22
- Nominations and Historic District Surveys

Commissioner Burns provided the following comments.

- He stated he recently talked to Sharon Boswell, Consultant for the Garden District and asked her what are the next steps for the Garden District moving forward and she stated that she contacted SHPO who is still doing some edits giving a time frame of three to four months before we hear anything back to see if it will be going forward as a district nomination. He added they said two things: 1) Unofficially they would say the Garden District should be considered a district with the threshold of old vs. new was exceeded and is confident it will be considered a district, and 2) He stated that next step is for nomination and that Sharon and SHPO recommended we do a grant this year that would need to be submitted by December 31<sup>st</sup> to put together the nomination and explained that the nomination process is a complicated especially for a district of this size. He added that SHPO is happy with what they have reviewed with the only question they had was about the boundaries and suggested the boundary start at Harrison and that currently we already have over 500 properties now and maybe consider the boundary change at a later time if we don't have approval by December 31<sup>st</sup> that we should go ahead and ask for the grant, so we can keep this moving

Ms. Anderson stated for clarification are you suggesting to apply for a CLG grant to put together the nomination. Commissioner Burns stated that is correct and we could talk with SHPO and they can give us guidelines etc. and if we don't get the nomination in this year, we will have to wait another year. Ms. Anderson commented at the last meeting you talked about some other action items and asked if the subcommittee is still wanting those to be considered. Commissioner Burns stated that he would like to consider other items and maybe not limit the number of grants to consider looking at another district. He added that the subcommittee also discussed creating districts between the park and the cemetery including everything in between the alphabet streets and Government Way. Ms. Anderson stated that she also heard the subcommittee recommend doing a local register. Commissioner Burns stated that is correct and having a discussion with the other committee members would be something we would like to pursue.

Ms. Anderson explained that before we go forward, the council would want to bless us with proceeding forward for additional grants. She clarified that we already have two CLG grants, and stated she has some concern with pursuing three additional grants.

Commissioner Beebe questioned what are the two grants for that we have. Ms. Anderson explained that one is for training which we haven't used and the other one is for the Historic Preservation Plan and that Commissioner Burns would like to add to the list continuing efforts with the Garden District to do nomination paper work for the National Register, evaluating a new area for a potential historic district, and creating a local register which would mean a code amendment to the Zoning Code. Commissioner Burns commented that the Garden District is a priority and is already in the works and the idea of creating a local register of Historic places is a long-term project and understands it would involve code changes and suggested our subcommittee start working on that if we had the approval from Council would be something we could start to research. Ms. Anderson asked if that would be part of the CLG grant. Commissioner Burns stated that it would be local. Commissioner Beebe added that we need to know what that would look like as a subcommittee and commission regarding what kind of depth for a local register and how are we determine how to spend the training grant. Ms. Anderson replied we haven't and suggested we could use some of the money for the upcoming training and might have some leftover and need to find out what are options are for the left-over money.

Commissioner Mueller concurs and feel that this would be more subcommittee work and meeting with staff and this group on the register. He added that he sees this as a long-term project and before we go to council, we should prepare a proposal to present.

Vice Chair Miller inquired if we could have a motion to table this discussion to have the subcommittee further explore that with staff and to evaluate the nomination process for the Garden District and explore the survey.

Motion by Mueller, seconded Beebe to come back for discussion. Motion approved.

#### **Education Subcommittee:**

(Lisa Straza, Dave Walker, Annelise Miller, Sandy Emerson)

Street Fair Materials (July 30-August 1)

- Historic Preservation Plan public meeting outreach materials
- Online/In-Person Survey

Vice Chair Miller explained that previous discussion was to approve the printing of 500 postcards and purchasing water to handout at the street fair

Motion by Mueller, seconded by Beebe to approve printing of the postcards and purchase water for the street fair. Motion approved.

#### **TRACKING TIME:**

Commissioner Straza stated that she has been successful in getting time cards and questioned when do we need to turn in the hours. Ms. Anderson commented that she will contact Mr. L'Orange and that maybe when we submit the final document showing we have met the hours and perhaps Commissioner Burns could answer that question since he is part of the County Historic Commission. Commissioner Burns stated that is correct and to separate the time showing the different years. Commissioner Straza inquired what type of format should we do for the hours. Ms. Anderson suggested to show commission and staff total and the documentation for each attached. Council member Miller inquired if there is a deadline for submitting hours. Commissioner Straza there isn't a deadline but as soon as you have them filled out, please get them to me. Council Member Miller explained that she is planning to do some presentations at other meetings and wanted to know if those could be added. Commissioner Straza

replied that you can still submit those hours and will send in with the other stuff.

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

Ms. Anderson suggested bringing back the historic subcommittee reports that was discussed.

Commissioner Burns commented that recently met a gentleman named Chris Walin who has a company called Historik that does virtual history and suggested for him to do a presentation to the commission. Commissioner Beebe commented that she has been to one of Mr. Walins presentations and that this is a private business and has been reaching out to various historical groups to gain resources for his company. She suggested if we decide for him to do a presentation setting a time limit for 10-15 minutes and not sure if his business goals are the same as this Commission.

**ADJOURNMENT:**

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

The meeting was adjourned at 4:58 p.m.

Submitted by Shana Stuhmiller, Administrative Assistant