

**HISTORIC PRESERVATION COMMISSION AGENDA**

Hybrid Meeting Zoom/In person  
City Hall – Conference Room #6  
February 24, 2022

**\*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.

Join by Computer <https://cdaid-org.zoom.us/j/95511362177?pwd=RTUrdlFuendocUpmNDNqQIRqRE1xUT09>  
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, Lowe, Burns, Marienau, Miller, Mueller

**MINUTES:** **\*\*ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM\*\***  
January 27, 2022

**PUBLIC COMMENTS:**

**CLG GRANT UPDATE & REQUIREMENTS:** Dan Everhart, Idaho State Historic Preservation Office

**STAFF COMMENTS:**

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

- Set date and format for Planning Commission and Design Review Q & A with city staff and representatives from both commissions.
- CLG Grant – Next Steps for Garden District Nomination

**SUBCOMMITTEE REPORTS:**

- **Awards:** (Establish voluntary program and certificate of appropriateness; Building Heart Awards)  
Chairman Walker, Commissioner Mueller, Commissioner Emerson
- **Planning:** (Infill standards for existing infill districts and Historic Overlay Areas)  
Commissioner Burns, Vice Chair Miller, Commissioner Marienau, Commissioner Straza
- **Ongoing Projects** (Garden District Nomination and Local Register)  
Commissioner Burns, Commissioner Lowe, Commissioner Miller, Commissioner Mueller

**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**

**JANUARY 27, 2022**

**Hybrid Meeting Zoom/In person  
City Hall – Conference Room #6**

**COMMISSIONERS PRESENT:**

Dave Walker, Chair  
Anneliese Miller, Vice Chair  
Jon Mueller  
Walter Burns  
Tyler Douglas Lowe  
Lisa Straza, Secretary  
Alexandria Marienau

**STAFF MEMBERS PRESENT:**

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

**CITY COUNCIL LIAISON ABSENT:**

Kiki Miller, City Council

**COMMISSIONERS ABSENT:**

Sandy Emerson

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

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

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

Motion by Burns, seconded by Miller, to approve the minutes for October 28, 2021. Motion approved.

**ELECTION OF OFFICERS: \*\*ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM\*\***

Chair, Vice Chair and Secretary

Motion by Mueller, Seconded by Miller to nominate Dave Walker as Chairman. Motion approved.

Motion by Miller, Seconded by Burns, to nominate Annelise Miller as Vice Chair. Motion approved.

Motion by Mueller, Seconded by Miller, to nominate Lisa Straza as Secretary. Motion approved.

**STAFF COMMENTS:**

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

- The City applied for the CLG Grant and should hear mid-February if we were approved for the Garden District nomination and training. She thanked Commissioner Burns for his help on putting together the grant application.
- She explained if the grant is approved, the timeline would start this year and if not affected by COVID would be mid-February with the award announced, March would mail contract to the CLG's with a start date of June 1<sup>st</sup> with an interim report due mid-September with a continuation into the next year.
- She commented the training opportunity for this year is at the Idaho Heritage Conference that's held in Pocatello, Idaho in September. She said she was asked to co-present and wouldn't have to use grant funds but would be able to use other funds that are available to attend.

- She commented that the Historic Preservation Plan was adopted and that the Envision Coeur d'Alene (Comp Plan) update including a reference of an Historic Overlay where neighbors would be able to opt in. She added we would have to draft something in the Zoning Code that would give parameters of that would entail, but the overlay sets the framework for this place type.

Commissioner Burns inquired what is the status of Coeur Housing. Ms. Anderson said that it's been on hold, so we could finish the Comp Plan to allow staff time to take a look at the needs of the community before resuming. Commissioner Marienau inquired what are the next steps for the Comprehensive Plan. Ms. Anderson explained that last week we just had a joint workshop with the City Council/Planning Commission that was recorded and available to view on YouTube and scheduled for a public hearing with Planning Commission on February 8<sup>th</sup> and adoption by City Council February 15<sup>th</sup>.

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

- Formal vote to support a Bed/Breakfast Special Use Permit for the Johnson House located in the Garden District at 622 E Coeur d'Alene Avenue.

Commissioner Burns explained that the people who bought the P.W. Johnson House located at 622 E. Coeur d'Alene Avenue. It's one of the largest/original houses in the Garden District. He added that the couple would like it to become a Bed/Breakfast and the request was taken to the Board of Directors for the Garden District who voted unanimously to support this request. He added that the home is in a good location, but also a threatened location because it's so close to downtown. He added that the owners stated that they would offer guided tours.

Ms. Anderson explained that the couple recently purchased the property but wanted to live in the home and later do the Bed/Breakfast. She added that there isn't any active special use permit request in for Planning Commission but it could be a good idea to get the vote by the commission to support this request.

Commissioner Mueller questioned if it's appropriate to get a vote at this time if a formal request hasn't been submitted that the city might have some modifications to bring it up to code to be a bed/breakfast. Ms. Anderson commented from staff's perspective if would be appropriate to do it know which would be an acknowledgement that the commission is in support of the project and could send a letter to the owners that the commission supports this request. Chairman Walker concurs and thinks this is a good idea and would entertain a motion to accept this request.

Commissioner Marienau commented in reference to Commissioner Mueller's question and personally has nothing against this request and is a good idea, but if they haven't submitted an application for permit and if there is something in the application, we don't agree with can we rescind that support. Ms. Anderson answered yes you could rescind, but the issue with the timing is when they submit and don't think we would have a commission meeting in between the submittal when the hearing is and suggested that the commission is in support of the request now and maybe refresh the motion later. Commissioner Mueller would concur with that suggestion with a right to revisit at a later date. Commissioner Burns stated that he would contact the owners to let them know that they have the support of the Garden District in order to get information on future plans.

**Motion by Burns, seconded by Marienau, to table the request for support of a Bed/Breakfast Special Use Permit for the Johnson House in the Garden District at 622 E. Coeur d'Alene Avenue. Motion approved.**

- Identify Two Priority Projects/Efforts for 2022.
  - Establish Voluntary Program and Certificate of Appropriateness for Individual Properties
  - Building Heart Awards
  - Review existing Infill Standards and work with the Planning Commission and Design Review Commission on possible edits
  - Work with the Planning Commission and Design Review Commission on Design Guidelines for Historic Overlay Areas
  - Establish a Local Register and Incentive Program / Tour of Historic Properties
  - Garden district nomination

The commission discussed and below is a list of the new subcommittee assignments for 2022.

**Awards:** (Establish voluntary program and certificate of appropriateness; Building Heart Awards)

Chairman Walker  
 Commissioner Mueller  
 Commissioner Emerson

**Planning:** (Infill standards for existing infill districts and Historic Overlay Areas)

Commissioner Burns  
 Vice Chair Miller  
 Commissioner Marienau  
 Commissioner Straza

**Ongoing Projects:** (Garden District Nomination and Local Register)

Commissioner Burns  
 Commissioner Lowe  
 Commissioner Miller  
 Commissioner Mueller

**Motion by Mueller, seconded by Marienau to populate subcommittees as discussed and standard meeting day be Thursday to be coordinated with staff and chair of the committee. Motion approved.**

**TRACKING TIME:**

Chairman Walker reminded the commission to send their time sheet updates to Commissioner Straza.

**COMMISSION COMMENTS:**

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

Ms. Anderson suggested to add subcommittee reports to future agendas.

**ADJOURNMENT:**

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

The meeting was adjourned at 5:00 p.m.

Submitted by Shana Stuhlmiller, Administrative Assistant