

# HISTORIC PRESERVATION COMMISSON MEETING City Hall – Conference Room #6 NOVEMBER 12, 2025

### 12:00 P.M. CALL TO ORDER:

ROLL CALL: Burns, Emerson, Miller, Sardell, Shaffer, Harro, McCracken, Shepperd

MINUTES: \*\* ITEMS BELOW ARE CONSIDERED ACTION ITEMS\*

October 22, 2025 – Historic Preservation Commission Meeting Minutes

**PUBLIC COMMENTS:** 

**STAFF COMMENTS:** 

**COMMISSIONER COMMENTS:** 

**NEW BUSINESS:** 

Section 106 Programmatic Agreement with HUD and SHPO - Sherrie Badertscher, CDBG Specialist

### **ONGOING PROJECTS:** \*\* ITEMS BELOW ARE CONSIDERED ACTION ITEMS\*

- America 250 Grant & Courthouse 100 Anniversary
- CAMP Training Topics
- Downtown Reconnaissance Survey Update
- Government Way Focus Group Update
- Signage Program/Local Historic Register

TRACKING TIME: (please submit quarterly)

### **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.

### Coeur d'Alene Tribe Land Acknowledgement

We respectfully acknowledge that we are on the traditional land of the first people, the Coeur d'Alene, who have occupied the lands that include the City of Coeur d'Alene, Coeur d'Alene Lake and the Spokane River for time immemorial. The Schitsu'umsh are "Those who are found here" or "The discovered people" and they have been telling their story in song and dance for thousands of years in celebration and in hardship. We are fortunate that the Coeur d'Alenes have blessed the land and formed strong relationships to continue as stewards to protect and preserve the land, lake, and other resources. We acknowledge the Tribe's 5 Core Values for decisions related to the land and the future of the Coeur d'Alene people. We are honored to learn, grow, play and live upon the traditional territory of the Coeur d'Alene Tribe and to have the opportunity to work together to improve our land and strengthen our communities for future generations. Time Immemorial. Present. Future.



## HISTORIC PRESERVATION COMMISSION MINUTES

City Hall – Conference Room #6 12:00 P.M. OCTOBER 22, 2025

### **COMMISSIONERS PRESENT:**

### **STAFF MEMBERS PRESENT:**

Walter Burns, Chair Anneliese Miller, Vice Chair Doug Harro Shannon Sardell (On Teams) Sandy Emerson Hilary Patterson, Community Planning Director Traci Clark, Admin. Assistant

### **COMMISSIONERS ABSENT:**

Dan McCracken Stephen Shepperd Rick Shaffer Anne Anderson, Secretary

### 12:00 P.M CALL TO ORDER:

The meeting was called to order by Chairman Burns at 12:02 p.m.

### **MINUTES:**

Motion by Commissioner Sardell, seconded by Commissioner Miller, to approve the September 24, 2025 Historic Preservation Commission Meeting Minutes. Motion Carried.

### **PUBLIC COMMENTS:**

No comments were made during public comments. (Meeting attendees included Councilman Dan Gookin, Bree Gookin, Kathi Kinsel, and Jon Mueller)

### **COMMISSION COMMENTS:**

Chairman Burns introduced City Councilmember Dan Gookin and his wife Bree and said Kootenai County Preservation Commission Chairman Jon Mueller is also attending the meeting today.

Chairman Burns stated he would like to move the November and December HPC meeting to the second Wednesdays of the month and not have subcommittee meetings those months because of the holidays.

Commissioner Sardell made the motion to move the historic preservation meetings from November and December of 2025 to the second Wednesdays at Noon, seconded by Harro. Motion carried.

### **STAFF COMMENTS:**

Ms. Patterson, Community Planning Director, provided the following comments:

• She would like to thank Commissioner Anne Anderson. This will be her last meeting. She has been a great resource. There is still one more vacancy for the commission. We did receive one application. The reappointments of Commissioners Miller and Shaffer will be on the November 4

- City Council agenda.
- Alexis from SHPO indicated we need to start planning for the CAMP training that will take place
  next summer here in Coeur d'Alene. SHPO will be doing most of the planning. If anyone is
  interested in being involved with planning the training, please let her know. Commissioner Burns
  said he would like to participate in the coordination call with SHPO.

### **ONGOING PROJECTS:**

### Government Way Focus Group Meeting

Chairman Burns stated there was about a dozen neighbors that attend the forum. They were all very interested on what Ms. Patterson presented to them, which was a great slide show of photos. We discussed the concept of the Historic Overlay for their neighborhood that would allow them to have some specific zoning rules. We did make it clear that it must come from their own neighborhood.

Commissioner Emerson stated he did contact some of the participants and spoke with them and they were happy with the presentation and would like to move forward.

Chairman Burns would like to reach out to Lisa Fehling. She seemed very enthusiastic and was interested in involving the Forest Heights neighborhood as well.

Ms. Patterson stated at the meeting the goal of having a forum in January of 2026 with a larger group of neighbors. The neighborhood advocates that attended the focus group meeting were asked to start speaking to more neighbors to get the word out about the Government Way project. She offered to send out her PowerPoint to show the neighbors to give them more information and to let staff or the commissioners know if they needed any additional information or materials.

Commissioner Emerson thanked Ms. Patterson for all her work. It was a wonderful presentation.

### <u>Signage</u>

Chairman Burns and Mr. Mueller said they met with a gentleman with a local signage business named The Custom Print Hut. They will be working with the Kootenai County Historic Preservation Commission and will be installing signs throughout the County and also creating a brochure that allows you to go to each of these locations and do stamps. Chairman Burns said this is something we might want to consider down the road for our historic buildings in Coeur d'Alene. The Museum of North Idaho has talked about a sign program but they're not very far along. We've got a grant to do signs, so we will need to move ahead.

Mr. Mueller stated some of the signs they had discussed were made from cast-bronze with a similar background, with the same shape, form and price range.

### Downtown Reconnaissance Survey

Ms. Patterson stated we did an official kickoff meeting last Friday with Diana Painter, our consultant, and our State Historic Preservation Office (SHPO) and Chairman Burns. Ms. Painter understands what needs to be done between now and September and SHPO clarified that September is when we need to close out the grant, not finalizing the documents. She asked us to give her an updated schedule. She has been emailing back and forth with SHPO to have them verify some things and will be adding some check-in dates. Ms. Painter emailed today. She is out in the field and is taking some photos. Commissioner Shepperd will be sending her some of his history that he has compiled. The city does have a binder from 1978 that we could loan to her that might be helpful.

### America 250 Grant and Courthouse 100 Anniversary

Chairman Burns stated that Mr. Mueller and the County Commission have done a great deal of work putting together a program for the courthouse anniversary to coincide with 250 anniversary of the United States. He would like to have both commissions involved.

Mr. Mueller commented the courthouse has evolved a lot over time and they will be having a series of lectures every month starting January – November. There will be presentations from some Judges to speak about the court system and outstanding cases. Britt Thurman (Museum of North Idaho) will be doing a presentation about true crime. Steve Shepperd will be giving a lecture on the County Seat wars going as far back to the 1880's. Jon Mueller will be doing a presentation on the evolution of the site of the courthouse and historic maps. In March Mr. Mueller will be presenting an interactive historic presentation with a friend. The big event will take place on Friday July 3 on the Courthouse lawn. Idaho Supreme Court Justice Cynthia Meyer has agreed to provide some remarks. At the same time, we want to dedicate a time capsule, a 100-year-old time capsule. Commissioner Leslie Duncan encouraged him to ask Chairman Burns to ask the city if they would like to partner with them during the event on July 3<sup>rd</sup>. The County is trying to decide whether to go after an America 250 grant. They do have money set aside for this in their budget, but there are some things that maybe want to be funded with that money. The grants are limited to \$2,500.00. Mr. Mueller also stated they will have a photo gallery as part of the new justice facility. Some of the money has been set aside for doing that photo exhibition. Courtney Beebe from the County Historic Preservation Commission has spearheaded that exhibit.

Chairman Burns asked the commission if they would like to participate in the celebration and would we like to ask the City of Coeur d'Alene to participate? He would like this commission to apply for the America 250 grant for \$2,500.00 but we would need to decide what those funds would be used for specifically. He would like Ms. Patterson to ask the Mayor and City Council at the second city council meeting November meeting if the city would like to be involved in the celebration and to ask if we can apply for the grant to give us the spending authority.

Commissioner Sardell asked about using the money for ground penetration to find the time capsule.

Chairman Burns stated he would like to make sure that the time capsule is truly there. He would not want to spend a lot of money and the public show up only to find out it does not exist.

Ms. Patterson stated that Commissioner McCracken was going to speak with a couple of masons about the history of the courthouse regarding the time capsule.

Mr. Mueller stated that one of their members is going to put together some items for the new capsule that they will be installing on July 3 and maybe some of the grant money could go for the excavation of the new capsule that will be opened in the next 100 years.

Commissioner Sardell stated she will look over the grant and see how the money can be allotted. The paperwork will need to be turned in by the end of the year.

Chairman Burns stated there is no match on this grant. If both commissions apply, we could spend \$5,000.00 on this celebration. We do have plenty of time to apply if City Council gives us the ok in December. He would like to focus on the celebration in the November's meeting and then have a discussion during the workshop in January of 2026 as a goal as well.

### TRACKING TIME:

Chairman Burns reminded the commission to track their time.

### **ADJOURNMENT:**

Motion by Commissioner Miller, seconded by Commissioner Harro, to adjourn. Motion approved.

The meeting was adjourned at 12:52 p.m.

Submitted by Traci Clark, Administrative Assistant



# Historic Review - CDBG



### CITY OF COEUR D'ALENE

### PLANNING DEPARTMENT/CDBG Program

710 E. Mullan Avenue Coeur d'Alene, ID 83814 (208) 769-2240 planningdiv@cdaid.org

November 6, 2025

City of Coeur d'Alene Historic Preservation Commission

**SUBJECT:** CDBG HUD STATEWIDE PROGRAMMATIC AGREEMENT RELATING TO HISTORIC PRESERVATION ENVIRONMENTAL REVIEWS

Dear Commissioners,

The City of Coeur d'Alene is interested in signing on to the U.S. Department of Housing and Urban Development (HUD) Statewide Part 50/58 Programmatic Agreement (PA) relating to Section 106 Historic Preservation compliance review during the environmental review process for projects supported with CDBG funding. By adopting the PA, the environmental review process will be streamlined for projects which are unlikely to cause adverse effects to historic properties such as interior rehabilitation, projects without ground disturbance in properties less than 45 years old, in-kind site improvements, and underground utilities (water & sewer line replacements).

The City invites the public, local historic preservation organizations, Federally recognized Indian Tribes with potential interest, and other interested parties of the proposed PA to provide comments on the proposed action. A copy of the PA is attached for reference and available on the City's website at: <a href="https://www.cdaid.org/78/departments/planning/cdbg">https://www.cdaid.org/78/departments/planning/cdbg</a>.

If you would like to provide comments on this action, please email Community Development Specialist Sherrie Badertscher at <a href="mailto:SherrieB@cdaid.org">SherrieB@cdaid.org</a>, or mail to Coeur d'Alene City Hall, 710 E. Mullan Ave, Coeur d'Alene, Idaho, 83814.

Sincerely,

Sherrie L. Badertscher, Community Development Specialist

City of Coeur d'Alene

Planning Department/CDBG Program

Sherrie S. Badeitscher

710 E. Mullan Ave

Coeur d'Alene, ID, 83814

SherrieB@cdaid.org





### The Portia Club

225 N 9th St, Payette, Id 83611

June 14, 2025

10:00 - 10:15 | Welcome and Introduction

10:15 - 11:15

**Legal Basics** Rory Hays

11:15 - 12:15

Standards and Guidelines for Design Review Abbey Christman

12:15 - 1:15 | Lunch Break

1:15 - 2:15

**Preservation Planning** Abbey Christman

2:15 - 3:15

**Community Outreach and Building Public Support** Rory Hays

3:15 - 4:30 | Wrap-up

 $4:30-7:00 \ \textbf{Join us for a reception hosted by ISHS at the Payette County Historical Society and Museum} \\$ 

90 S 9th, Payette, ID 83661



### **CAMP Trainer Bios**



Abigail Christman is a Principal City Planner in Landmark Preservation at the City and County of Denver. Abigail has a varied background having previously worked for consulting firms, Colorado Preservation, Inc., and the University of Colorado Denver. Her experience includes Section 106n consultation, reconnaissance and intensive-level surveys, National Register nominations, HABS/HAER/HALS documentation, neighborhood pattern books, preservation tax credit certification, interpretation, public outreach, and serving on the Denver Landmark Commission. Abigail also teaches a graduate course for CU Denver

titled Historic Buildings in Context. Abigail holds a B.A. in History from the University of South, a M.A. in Public History/Historic Preservation from Middle Tennessee State University, and a M.A. in Histories and Theories of Architecture from the Architectural Association School of Architecture in London, England.

Email: Abigail.Christman@denvergov.org



Rory Hays is a sole Practitioner Attorney, specializing in public affairs and administrative law for 27 years. Her practice is active in areas of government regulation, natural resources, environment, criminal justice and health care. Rory is a former Arizona Assistant Attorney General in the Civil Division. She has also served as a Caseworker in Phoenix and Washington, D.C. Congressional offices serving as liaison with federal and state agencies for constituent problems. Rory holds a B.A. in Political Science from Arizona State University and a juris doctor degree from Arizona State University School of Law. She is a former member and chair of the City of Phoenix Historic Preservation Commission and Personnel

Board and has served on the National Alliance of Preservation Commissions board of directors. She is a member of the Governor's Commission on Scenic Highways. **Email: roarh1950@aol.com** 



### TOPIC 1 - Why Preserve? An Introduction to Historic Preservation

What is 'Preservation' and why is it so important to the growth and health of our communities? Explore the role of the local commission in historic preservation and the benefits of historic preservation to the community. This session is ideal for new commissioners or CAMPs open to community members who are not as familiar with historic preservation.

### **Learning Objectives**

Participants will:

- 1. Explore the foundation and history of historic preservation.
- 2. Discover the economic and social benefits of historic preservation.
- 3. Understand historic designations at the national, state and local levels and the protection and benefits that each may (or may not) carry.
- 4. Identify preservation partners on the local, state, and federal level.

### **TOPIC 2 - Standards and Guidelines for Design Review - \*CAMP Essentials**

This topic gives participants a deeper understanding of the relationship between federal standards and local design guidelines. CAMP Trainers will guide participants through the *Secretary of the Interior's (SOI) Standards for Rehabilitation*. This topic will also compare the roles of the SOI Standards and local guidelines, reasons to develop local guidelines, how local guidelines can be adapted to meet community needs, and suggestions for developing and/or revising local guidelines.

### **Learning Objectives**

Participants will:

- 1. Explore the SOI Standards for Rehabilitation.
- 2. Examine the inherent flexibility of the SOI Standards and understand where there is discretion.
- 3. Examine the role of local design guidelines.
- 4. Discuss how to develop and/or revise local guidelines.

### **TOPIC 3 - Alternative Materials**

Alternative materials are increasingly being used to replace features on historic properties or on new construction within historic districts. Explore some common types of alternative materials along with those commonly proposed in your region. Discuss things to consider when evaluating alternative materials and how to incorporate alternative material review into your application and approval processes.

### **Learning Objectives**



### Participants will:

- 1. Discuss the decision-making matrix for considering alternative materials.
- 2. Review commonly used alternative materials.
- 3. Explore examples of cases where alternative materials are proposed.
- 4. Learn how to incorporate alternative material review into your application and approval processes.

### **TOPIC 4 - Design Review Exercise**

This interactive exercise provides an opportunity for participants to practice design review with a simplified application and set of design guidelines. Participants will determine what questions they would want to ask of the applicant and explore a potential motion. Appropriate for both seasoned professionals and new commissioners, this session provides opportunities for participants to learn from each other in a lively and fun format.

### **Learning Objectives**

Participants will:

- 1. Recognize the roles and objectives of the players in the design review process: commissioner, property owner, staff, members of the public and design professionals.
- 2. Articulate an appropriate and defensible design review response in conformance with established guidelines.
- 3. Recognize that a number of design solutions may be possible within the design standards and guidelines.
- 4. Develop confidence in future decision-making.

### **TOPIC 5 - Envisioning Infill Design Exercise**

The Secretary of the Interior's Standards call for new construction to be differentiated but compatible. But what does that really mean? How close can you go without running afoul of the Standard's warning against creating a false sense of history? Likewise, how, truly modern can you go and still be compatible? There is a wide spectrum of compatibility, and most communities fall somewhere between these two extremes. This topic will help participants to find their community's place on this spectrum. It is especially useful for commissions that have few architects/designers, commissions that lack experience with infill review, or are struggling with infill review.

### **Learning Objectives**

- 1. Identify the common pitfalls with infill designs.
- 2. Explore historic building design to understand what makes for appropriate infill design.



- 3. Discuss how to analyze an infill proposal for compatibility.
- 4. Develop an infill philosophy.

### **TOPIC 6 – Legal Basics - \*CAMP Essentials**

The strongest defense commissions have against accusations of arbitrary and capricious decisions is to consistently follow established review procedures. Customized for each state, this workshop covers the legal basis for commission operation. This topic will provide an overview of procedural due process, takings, appeals, property rights, and economic hardship. Participants will examine common preservation legal issues and acquire tools to improve decision-making and build a defensible record.

### **Learning Objectives**

Participants will:

- 1. Distinguish between how the law enables and how the law constrains.
- 2. Explore common preservation legal issues.
- 3. Acquire tools to improve decision-making.
- 4. Identify how to build a defensible record.

### **TOPIC 7 – Meeting Procedures - \*CAMP Essentials**

How a local commission conducts its meetings is critical to maintaining its credibility and reputation. It is also critical to avoiding legal challenges. This topic will address how to work within the legal framework of state law and local statutes and how to establish clear rules of procedure to ensure a defensible decision-making process. Participants will also discuss ethical issues and learn how professionalism, courtesy, and consistency build support for the commission and its work.

### **Learning Objectives**

- 1. Identify how to operate a meeting consistent with state and local statutes, ordinances, and regulations which govern meeting procedures.
- 2. Discuss how to conduct meetings with professionalism, consistency, and courtesy to all persons involved in order to maintain the reputation and credibility of the community's preservation program.
- 3. Identify and discuss ethical issues encountered by commissions.
- 4. Discuss how to accomplish a clear and defensible decision-making process.



### **TOPIC 8 - Enforcement and Violations**

Commissions are responsible for the designation and preservation of local landmarks and districts. To ensure that local preservation ordinances are respected and upheld, they must be consistently enforced. Participants will examine the reasons violations occur, how to identify infractions, what actions to take when violations occur, and how to deter future violations. Learn from other communities, looking at various ways communities have strengthened enforcement through education, communication, and collaboration, and explore what would work for your community.

### **Learning Objectives**

Participants will:

- 1. Discuss why enforcement is an essential part of an effective preservation program.
- 2. Discuss the challenges of successful enforcement along with suggestions for overcoming them.
- 3. Explore some of the methods developed by cities to prevent violations and how enforcement can be more proactive.
- 4. Identify what resources are needed for successful enforcement and the roles of commissioners and staff.

### **TOPIC 9 - Preservation Planning**

A preservation commission is most effective when its work is a part of the community's vision for the future. Preservation plans are tools to establish meaningful goals through community engagement. Thoughtful and coordinated planning can also strengthen grant applications and lead to better funding of preservation programs. Using successful plans from around the country, this topic covers the essential elements of preservation planning and how to integrate preservation as part of a broader planning effort -- not just an addition to it. Participants will examine the planning process from start to finish, from identifying what type of plan you need, to techniques for engaging the community and stakeholders, to how to implement your vision and track achievements. This topic will also include an overview of Certified Local Government benefits and responsibilities for preservation planning, as applicable.

### **Learning Objectives**

- 1. Discern which types of plans are appropriate to address desired goals and outcomes, as well as common pitfalls to avoid.
- 2. Recognize the importance of community participation in planning.
- 3. Discover innovative techniques to involve the community and stakeholders as well as how to incorporate the principles of diversity, equity, inclusion, and accessibility into your preservation planning.
- 4. Explore successful implementation techniques to assign responsibilities and track performance.



5. Clarify programmatic agreement requirements for Certified Local Governments and relationship to National Park Service mandates, as applicable.

### **TOPIC 10 - Identifying and Designating Historic Resources**

Local and national designations are commonly confused. This topic discusses local as well as National Register designation, including a comparison of how they are similar and different. Local designation is typically the most effective way to protect a community's historic resources. How does a commission determine what to designate? What is the process of designating a local landmark or district? This topic demystifies the local designation process including identifying historic properties and sites through historic resources surveys, determining eligibility based on the data collected, drawing and defending district boundaries, and the legal aspects of the designation process.

### **Learning Objectives**

Participants will:

- 1. Differentiate between local versus National Register designation.
- 2. Discuss why documenting historic resources is the critical foundation for a successful local historic preservation program.
- 3. Explore how to conduct a historic resources survey and use the information to determine what resources should be protected through local designation.
- 4. Explore the process for designating a local historic district, including drawing defensible boundaries, assigning a preservation "value" to individual buildings within the district, and making the case for designation to various constituencies.

### **TOPIC 11 - Preservation Incentives & Benefits**



Incentives are an excellent way to influence desired outcomes in your local preservation program. This topic presents preservation incentive examples from across the country and teaches participants to develop local incentives to target specific issues. Incentives covered under this topic include creative grant, easement, permitting, and tax programs tailored to the needs of your particular community. If applicable, attendees will also learn the basics of the federal Rehabilitation Tax Credit program, including what projects qualify and what requirements apply. This topic also discusses the benefits of historic preservation to your community.

### **Learning Objectives**

Participants will:

- 1. Discuss the importance of setting clear goals when developing local incentives.
- 2. Identify historic tax credits, easement, and abatement incentives offered by the state that could support historic preservation projects.
- 3. Explore innovative local programs in other communities, including zoning and process-incentives.
- 4. Identify opportunities for local funding or incentive programs and how to advocate for them.
- 5. Identify the benefits of historic preservation to your community.

### **TOPIC 12 - Community Engagement and Building Public Support**

Historic preservation commissioners often get bogged down in the day-to-day administration of their local ordinance and forget that one of their key responsibilities is to be an effective spokesperson for historic preservation in their community. This topic helps participants identify and communicate effectively with a wide range of audiences, whether it's building support for designations, defending sometimes unpopular decisions, or working with reluctant elected officials. CAMP Trainers offer fun and creative suggestions for promoting historic preservation that have been proven to work during this session.

### **Learning Objectives**

- 1. Explore common situations where a preservation commissioner would need to step into the role of preservation spokesperson.
- 2. Discuss how to communicate effectively with various audiences, such as elected officials, property owners, tenants, business interests, etc.
- ${\bf 3.} \quad {\bf Explore \ best \ practices \ and \ tools \ for \ community \ engagement}.$
- 4. Identify and capitalize on opportunities to promote historic preservation in their community.



### **TOPIC 13 - Resources of the Recent Past**

Across the country, construction from the 1950s, 1960s, 1970s, and even 1980s is now eligible for designation, yet many communities struggle with how to understand and manage these resources. From urban centers to small towns, recent past architecture tells the story of social change, technological innovation, and new planning perspectives. From housing to schools, to commercial buildings, participants will examine the driving forces behind recent past development patterns and the resulting design trends. Engaging with resources of the recent past can be the key to engaging new audiences and revitalizing preservation efforts. This topic examines why recent past resources are worth preserving as well as how commissions can advocate for them.

### **Learning Objectives**

Participants will:

- 1. Identify the primary architectural styles of the recent past and connect styles to larger design trends.
- 2. Examine effective cases for saving these resources.
- 3. Explore how to craft local government preservation projects focused on resources of the recent past and how to incorporate them into preservation planning.
- 4. Discover how to utilize these resources to engage underrepresented and diverse audiences.

### **Topic 14 - Specialty Topics**

NAPC's exceptional team of CAMP Trainers cover a wide range of expertise. If you are interested in a topic that is not listed on the CAMP Menu, please ask us about specialty topics, some of which include:

- Diversity, Equity and Inclusion in Local Preservation
- Demolition by Neglect
- Reading Architectural Drawings
- Section 106 Review
- Social Media Strategies for Historic Preservation Commissions
- Conservation Districts

\*CAMP Essentials - It is strongly recommended to include the following CAMP Essentials, which cover the fundamentals of serving on a preservation commission

- Legal Basics
- Standards and Guidelines for Design Review
- Meeting Procedures