

**HISTORIC PRESERVATION COMMISSION  
MINUTES**

**City Hall – Conference Room #6**

**12:00 P.M.**

**SEPTEMBER 24, 2025**

**COMMISSIONERS PRESENT:**

Walter Burns, Chair  
Anneliese Miller, Vice Chair  
Doug Harro  
Rick Shaffer  
Dan McCracken  
Stephen Shepperd

**STAFF MEMBERS PRESENT:**

Hilary Patterson, Community Planning Director  
Traci Clark, Admin. Assistant

**COMMISSIONERS ABSENT:**

Shannon Sardell  
Anne Anderson, Secretary  
Sandy Emerson

**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 Shaffer, seconded by Commissioner Shepperd, to approve the August 27, 2025 Historic Preservation Commission Meeting Minutes. Motion Carried.

**PUBLIC COMMENTS:**

None.

**COMMISSION COMMENTS:**

None.

**STAFF COMMENTS:**

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

- We heard from SHPO that we received the CLG grant funds to hold the one-day CAMP training (Commission and Mentoring Program), this will take place sometime next Summer. This is a matching grant, and we will be hosting this event as our required match. This will be attended by our commissioners and staff, as well as other commissions around the state.
- She and Chairman Burns presented at the North Idaho Builders Contractors Association (NIBCA) Local Government Committee last week. They spoke about the efforts of this commission. The presentation was well received by them, and they asked about doing more outreach to the local high school and college students. They think there is a gap with the students with the process of education regarding new construction but not looking at the value of preserving the historic structures. NIBCA would like to partner with the HPC during preservation month next year to help with this outreach and education, and suggested having another presentation to NIBCA in May

2026.

- There are three vacancies on the Commission. Commissioner Anderson has indicated that she does not wish to be reappointed. This will need to be filled and has been advertised. The other two commissioners (Miller and Shaffer) would like to be reappointed.

## **ONGOING PROJECTS:**

### Government Way Focus Group Meeting

Chairman Burns stated the expanded focus group meeting will be held on Monday, October 13 at the Hamilton House. Only 4 members of the HPC will be able to attend because of quorum. Ms. Patterson put together a slide show for the event.

Ms. Patterson stated some of the images are from the joint workshop with the Planning and Zoning Commission showing what we see around the community. Some of the neighbors expressed interest in forming a neighborhood group.

Chairman Burns commented this needs to be a grassroots effort by the neighborhood and they need to take the lead; we are just here to guide them.

### Downtown Reconnaissance Survey

Chairman Burns stated that Diane Painter is still recuperating from her surgery and has not started the Downtown survey. She has asked us if we would like to work on some tasks for her.

Ms. Patterson commented that Ms. Painter (the consultant) has asked for help from the Commission in completing some of her tasks related to research because she has been delayed in getting the survey work started due to surgery and recovery. The list of items and the delay is a little concerning. Staff will be talking to SHPO to get their guidance. Ms. Patterson suggested that some of this data that Ms. Painter would like to have help with from the commissioners seems like it could come from the Polk directories and the Sanborn Maps which does not include walking.

Chairman Burns commented she did not submit a new timeline for the survey work.

Ms. Patterson asked if there has been any research done on the history of buildings in Downtown by some of the commissioners that could be given to her to help with her research.

Commissioner Shepperd stated he has some narratives on some of the buildings that he is more than willing to share with her. He also suggested using the Historik App and the data Chris Whalen compiled.

Ms. Patterson stated she will reach out to SHPO and Ms. Painter on the timeline and make sure the grant will not be in jeopardy. She will then update the commission.

### Signage Program and Local Historic District

Chairman Burns stated we have \$5,000 available to spend on 9 signs as part of the Community Enhancement Grant and donation from John Swallow. Bill Greenwood, City Parks and Recreation Director, gave us some great directions on some signage to use with QR codes and costs at the last meeting. We need to choose the buildings for the signage and also look at signage for The Depot because of Mr. Swallow's support. Mr. Burns said he would also like to look at a matching program for the neighborhood and talk to the Downtown business owners providing their own plaques down the road.

Commissioner Shaffer commented there are homeowners in the Fort Grounds neighborhood that are not

on the register but are looking at doing some sort of historic signage for their homes. He does not think they should do signage if they are not historic.

Chairman Burns replied, for the homes that are in the historic register we would love to work with them and help them come up with a standard design if we could.

Ms. Patterson stated that Bill Greenwood suggested if the commission wanted to look at different options for signage that they could walk around McEuen Park. There is a variety of different bronze plaques with and without photo images and different verbiages.

Chairman Burns suggested inviting the local sign vender to the next meeting.

Commissioner McCracken commented that we should pick the old city hall as the first sign.

Commissioner Miller volunteered to start the process. She said the initial verbiage was going to be our logo, the name of the building, date, and the QR code. We have since decided not to include a QR code.

Ms. Patterson suggested maybe putting the name of the architect on the sign as well if there is room and if the architect was significant.

#### America 250 Grant

Chairman Burns stated the America 250 Grant is now available. His understanding is they have put some limitations on the money which may not allow signage.

#### Courthouse 100 Anniversary

Chairman Burns commented the County Historic Preservation Commission has asked us to participate next year. They have planned some lectures starting at the beginning of the year. A supreme court justice will be speaking. The 4<sup>th</sup> of July parade will end at that end of the town, and his idea is to possibly tie the event in with the parade and have some activities on the lawn of the courthouse. He has also heard there might be a time capsule that was installed in the courthouse in 1926, the year it was built. They would also like to put a new time capsule to be opened in 100 years.

Commissioner Shepperd stated he will be doing some research to see if he can find any old articles on the time capsule and the courthouse from 100 years ago when it was dedicated.

Commissioner McCracken will contact a Free Mason that he knows to see if they have any records regarding the time capsule.

Chairman Burns suggested coming up with a brochure for the America 250. He also stated that Jon Mueller told him that SHPO is very back logged with submitting grants and they would like all the grants submitted by October 15<sup>th</sup>.

Chairman Burns also said that Don Pischner has been trying to put The Depot on the historic register and has run into resistance from SHPO. The reason is it needs to come from the Historic Preservation Commission. He would like to apply for a CLG grant for this moving forward regarding Mr. Swallow's railroad building – The Depot. There have been some modifications made to the building but it's worth a shot.

#### **TRACKING TIME:**

Chairman Burns reminded the commission to track their time.

#### **ADJOURNMENT:**

Motion by Commissioner McCracken, seconded by Commissioner Miller, to adjourn the meeting. Motion approved.

The meeting was adjourned at 1:01 p.m.

Submitted by Traci Clark, Administrative Assistant

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