



**HISTORIC PRESERVATION COMMISSION MEETING**

**City Hall – Conference Room #6**

**MARCH 18, 2026**

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

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

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

February 25, 2026 – Historic Preservation Commission Meeting Minutes

**PUBLIC COMMENTS:**

**STAFF COMMENTS:**

**COMMISSIONER COMMENTS:**

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

- Historic Signage Program Update (CEG Grant)
- CAMP Training with Downtown Tour/Reception
- America 250 in Idaho Celebration – Logistics/City HPC Role/Commemorative Items/Fundraising
- Government Way Corridor Focus Group Efforts
- Preservation Month - School & Community Outreach (NIBCA), Training, Heart of History Awards
- Historic Preservation Mitigation Bank Grant and Idaho Heritage Trust Grant Update

**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.

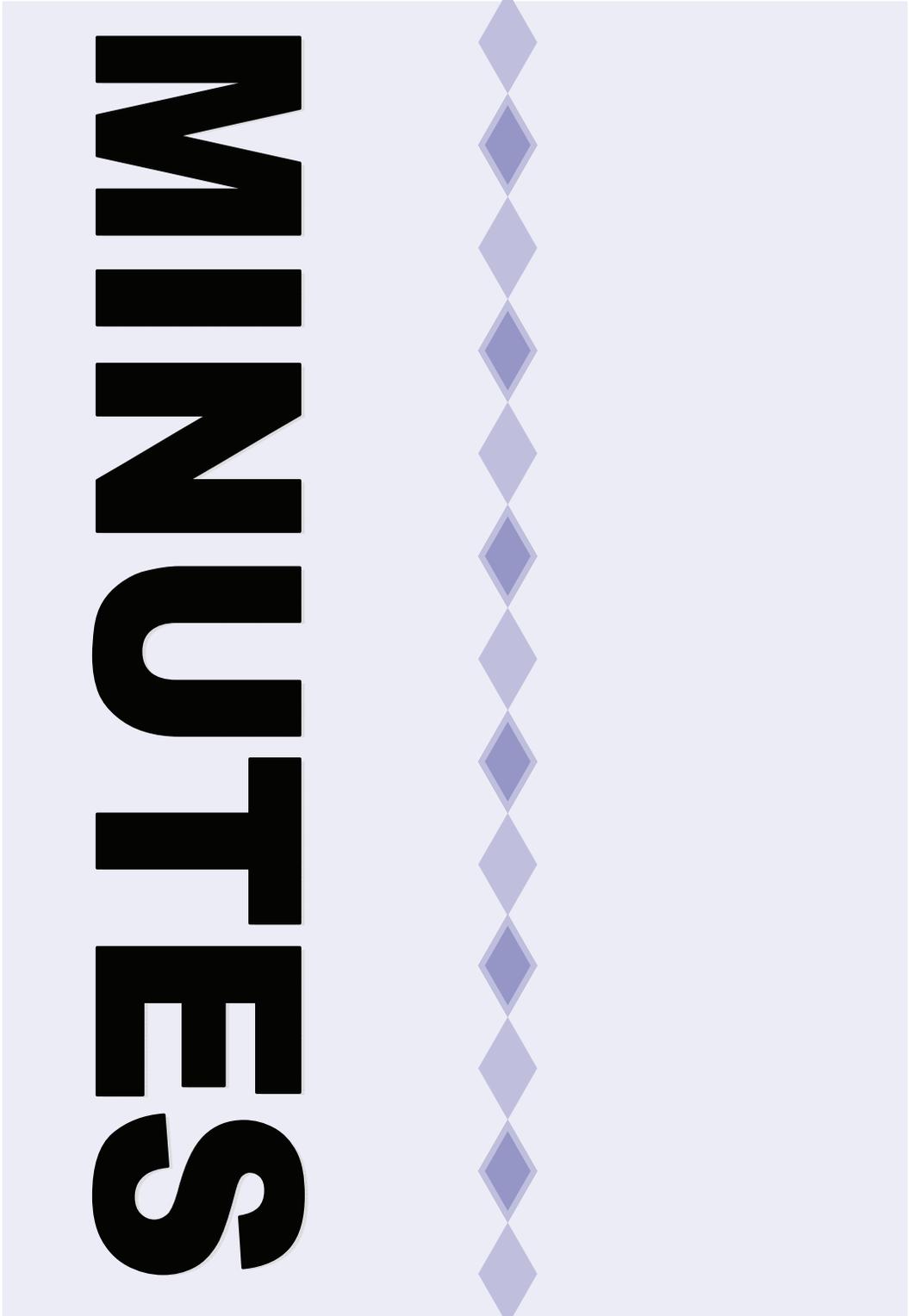
***Coeur d'Alene Tribe Land Acknowledgement***

*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.*

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# MINUTES



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**HISTORIC PRESERVATION COMMISSION  
MINUTES**

**City Hall – Conference Room #6**

**12:00 P.M.**

**FEBRUARY 25, 2026**

**COMMISSIONERS PRESENT:**

Walter Burns, Chair  
Anneliese Miller, Vice Chair  
Doug Harro  
Shannon Sardell  
Stephen Shepperd  
Rick Shaffer (on Teams)  
Dan McCracken

**STAFF MEMBERS PRESENT:**

Hilary Patterson, Community Planning Director (on Teams)  
Traci Clark, Admin. Assistant

**COMMISSIONERS ABSENT:**

Sandy Emerson  
*(note, there is one vacancy on the commission)*

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

The meeting was called to order by Chairman Burns at 12:00 p.m.

**MINUTES:**

Motion by Commissioner McCracken, seconded by Commissioner Miller, to approve the January 28, 2026 Historic Preservation Commission Meeting Minutes. Motion carried.

**PUBLIC COMMENTS:**

Kathryn Kincel stated she had done a title search on her house. She worked with Dorothy at the Museum and is happy to say that she reached out to Commissioner Shepperd. He was very prompt and helpful and offered up time and resources and did helpful research on the history of her house so she could trace back who the actual inaugural occupant was. She learned a lot. There are resources that he has that the library doesn't. He's got a wealth of knowledge. She really appreciated the time and help he has given her.

Commissioner Shepperd stated Ms. Kincel's house belonged to Alma and Jim Elders. Who was a judge. He knew from his parents that it was someone that they knew, but it really didn't resonate. There were several different people involved. George Williams' son, Fred Frederick, was married to the daughter of the Elders and ended up one of the people handling his estate when she passed away. And he ended up being employed in Washington, D.C. who was the architect of the District of Columbia.

**COMMISSION COMMENTS:**

Chairman Burns stated that Duncan Menzies, who is the head of the Home Share Kootenai County and the live-in caretaker at The Roosevelt. Home Share Kootenai County is sponsoring a series of talks about various things at The Roosevelt, starting tonight, and then continuing throughout the year. He's asked if we would be interested in making a presentation to them. Chairman Burns said we would. He told me they're booked up through September or October, so we've got plenty of time to think about it. He said that it could either be a presentation slideshow, PowerPoint, or it could be a panel, which might be kind of

interesting. By then we'll know what kind of attendance they're getting and whether it would justify a panel. Anyway, it's something to think about, and that got me thinking about public outreach this year, if we were to put together a little slideshow that we could take around to various places and present to various people. I presented to Rotary and DAR (Daughters of the American Revolution). He could update that, and then any of us could pick it up and go make the presentation. He thinks it would be a good thing to have in our pockets, and a way to do outreach to interested groups.

### **STAFF COMMENTS:**

Ms. Patterson made the following statements:

- The only item that's not on the Ongoing Projects list is the Downtown Reconnaissance Survey. Diana Painter has been doing her work on that. She's wrapped up some of the work and will be working on the survey report soon. So that is great news. The project is on track.
- We have two applicants for the Historic Preservation Commission. She will coordinate with the Mayor and get the interviews scheduled.

### **ONGOING PROJECTS:**

#### Historic Signage Program Update (CEG Grant)

Commissioner Miller stated that she and Commissioner Sardell determined that the 9x12 size plaque would be a good size and that they could do seven (7) signs for \$5,000, not including the installation. She thought they would need the approval of the full commission to make the decisions.

Ms. Patterson stated at the last month's meeting that the commission made a motion to authorize the subcommittee to make decisions on the signage.

Commissioner Sardell commented that she would like to get in touch with the building owners to see if they would want to do see the mock-up of the plaques and potentially help with the cost. We can start to choose who is going to be on this list. We can start at the top of the list she has compiled from when they were put on the National Register from the oldest to the first. She thinks she will need some help with getting approvals from building owners and knowing who those building owners are. It would be great to have a second set of eyes on the brief descriptions for the plaques.

Commissioner Shepperd offered to help with the sign verbiage.

Ms. Patterson stated she will help with the names of the building owners.

#### CAMP Training with Downtown Tour/Reception

Chairman Burns stated we talked about combining the reception following the CAMP (Commission Assistance and Mentoring Program) Training with our historic preservation month reception. SHPO really liked that idea. The commission needs to decide if that's what we want to do. That way we don't have to have two receptions in May. We would have some local and state dignitaries here to honor the award recipient. If we can make it a bigger deal and get more exposure for that, it would provide a community element that is unique to Coeur d'Alene. Not very many other communities are doing that, with the Heart of History Award and preservation recognition. We could provide an example for other communities to do their own thing. It would be an outdoor event. We would need to pay attention to the weather and if we need to get pop-up tents and chairs. Please make sure you have signed up for the CAMP training that was sent out to you.

Commissioner Sardell commented she is a member of Preservation Idaho. They can contribute some additional dollars towards the tour which would hopefully offset the cost at the museum for providing the tours downtown. She would like to split the tour up after the CAMP meeting since there will be so many

people. She would like to have a downtown tour. They suggested starting at the museum. We had 55 participants at the CAMP training in Payette. We would probably get similar numbers this year between Wallace and Rathdrum, and all the way down to Moscow. That's a little bit too large to do one group tour through all of downtown. There was discussion of splitting it up. It would be nice to add the Roosevelt or even the Sherman Chapel adding information in our signage program and demo permit process. We will have about 45 minutes for the tour. The reception needs to start at the museum around 5:00. This will take place outside with some light snacks and refreshments.

Commissioner Harro suggested having a tour of Tubbs Hill and maybe three (3) groups of 20. People could choose which tour they would like to go on.

Commissioner Sardell commented we could ask SHPO, but they seemed to like having tours tie back to the CAMP training and the Downtown Reconnaissance Survey. So maybe that's another option. And then Preservation Idaho also said they have the ability to create a Story Map in GIS, which could help kind of showcase some of the things if someone was not able to walk on a tour.

#### America 250 in Idaho Celebration – Logistics/City HPC Roles/ Commemorative Items/Fundraising

Chairman Burns stated that Commissioner Shepperd, Ms. Patterson and Jon Mueller met last week to discuss the scope and scale of the event. We've kind of come to the conclusion that maybe we don't block off the street, and we try have the celebration on the grounds of the courthouse. So that's kind of where we're at with that. But that's open to discussion still. As far as the courthouse piece of it, the lectures are ongoing monthly.

Commissioner Harro stated he got a call back from the wife of Jim Cox. He was the Secretary of the Scottish Rite in Hayden (Masons). He passed away two years ago. She is going to put him in touch with George Evian. Apparently, he is the secretary of Blue Lodge, which is the Rathdrum Lodge (Masons).

Chairman Burns stated that's good. We've also talked about involving the DAR, Chamber, Rotary and other groups, and asking them to help promote the event. The DAR might want to do something as part of the event. Maybe have an honor guard.

Chairman Burns commented that Commissioner Sardell has some equipment that we can borrow to see if there is a time capsule in the cornerstone of the courthouse. We would want to do that in advance, and on the podium that we have set up, we will have the box sitting there so that the contents can be revealed at that celebration. There will also be a hole already dug in the lawn near the cornerstone for the new time capsule. We also talked about having an ice cream social following the ceremony. At the very least, we'd maybe get an ice cream truck there so that we can keep people cooled off and kids engaged, and maybe a food truck of some sort. These are just ideas that we have bounced around. We can set up a table on the lawn for our commission to do some community outreach.

#### Government Way Corridor Focus Group Efforts

Ms. Patterson stated she does not have any new updates. Lisa Fehling, one of the residents in the corridor, is interested in taking the lead with Scott Cranston, but she hasn't heard anything from her since our last meeting.

Chairman Burns stated he received a call from Commissioner Emerson this morning who had apparently spoken with Scott Cranston. Mr. Cranston sent emails out to people, and according to Commissioner Emerson, the response was kind of meager. They're trying to see what their next steps will be in terms of getting people involved. They are active and they are moving forward.

#### Preservation Month – School & Community Outreach (NIBCA), Heart of History Awards

Chairman Burns stated the Heart of History Awards should go to The Roosevelt and really recognize the community for their efforts to bring this to the attention of the developers, which is what led to the effort to save The Roosevelt. He has spoken with Steve Widmeyer, who owns the building, and he's supportive.

We spoke about whether we could have some sort of event at The Roosevelt, but their space is very small. However, we were invited to hold one of our HPC meetings there sometime.

Chairman Burns stated we have not started on the community outreach. There is a County HPC member who is a teacher at one of the high schools who he will try to coordinate with. He has a card of a professor at NIC who he will try to contact as well.

Chairman Burns would like to have a subcommittee for the outreach. Commissioner Sardell would be willing to make some phone calls and Commissioner Shepperd will help as well along with Chairman Burns.

#### History Preservation Mitigation Bank Grant Opportunity

Commissioner McCracken stated that Commissioners Miller, Sardell, and he met with city staff and HREI director, Jeannette Laster, twice to discuss the grant opportunity. We recapped some of the building needs and what could potentially be done with a \$50,000 grant. The city got a couple quotes from contractors for doing some tuck pointing on the brick. The discussion really focused on the most reasonable thing that could be accomplished with the \$50,000 will probably be just on the exterior brick tuck pointing. We have an estimate somewhere in the neighborhood of \$60,000 to do the north side of the building. The discussion as of yesterday was that if the rest of the commission was in favor, we would propose requesting technical assistance from Idaho Heritage Trust, which would release Commissioner Sardell in her professional capacity to give us a little bit more help. That could begin right away, and that would help kind of lead some things up to preparing the full grant application for both the \$50,000 from the mitigation bank that would also open up the possibility of an additional \$15,000 grant from North Idaho Heritage Trust. Our goal would be to have those application materials developed enough to bring it to the City Council on March 17th and get their blessing to submit both of those applications in April.

Commissioner McCracken made a motion to request technical assistance from Idaho Heritage Trust for technical assistance grants on brick restoration for the HREI building and an endorsement from the commission to pursue both of those grant opportunities and refer to the City Council. Second, by Commissioner Sheppard. Motion carried.

Ms. Patterson commented she will fill out the grant paperwork in partnership with Commissioner Sardell.

Commissioner Harro made the motion to move the March 25 HPC meeting to Wednesday March 18, seconded by Commissioner Shepherd. Motion carried.

#### Tracking Time:

Chairman Burns reminded the commission to track their time.

#### **ADJOURNMENT:**

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

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

Submitted by Traci Clark, Administrative Assistant