



HISTORIC PRESERVATION COMMISSION MEETING

City Hall – Conference Room #6

DECEMBER 10, 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*

November 12, 2025 – Historic Preservation Commission Meeting Minutes

PUBLIC COMMENTS:

STAFF COMMENTS:

COMMISSIONER COMMENTS:

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

- Signage Program/Local Historic Register – Jack Evans, Awards Etc. will be presenting
- America 250 Grant & Courthouse 100 Anniversary
- Downtown Reconnaissance Survey Update
- Government Way Focus Group 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.

NOVEMBER 12, 2025

COMMISSIONERS PRESENT:

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

STAFF MEMBERS PRESENT:

Hilary Patterson, Community Planning Director
Traci Clark, Admin. Assistant
Sherri Baderstscher, CDBG Specialist

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 Shaffer, seconded by Commissioner Miller, to approve the October 22, 2025 Historic Preservation Commission Meeting Minutes. Motion carried.

PUBLIC COMMENTS:

No comments were made during public comments.
(Kathi Kinsel attended but didn't make comments)

COMMISSION COMMENTS:

No comments were made by the commission.

STAFF COMMENTS:

Ms. Patterson noted that she will be speaking about the Ongoing Projects later in the agenda.

NEW BUSINESS:

Section 106 Programmatic Agreement with HUD and SHPO

Sherrie Badertscher, CDBG Specialist, commented the city has received entitlement funds from HUD (Housing and Urban Development), and part of the requirements is when we utilize those funds to support projects and activities, we must do an environmental review assessment on the projects. SHPO (State Historic Preservation Office) and HUD have a Programmatic Agreement (PA) that excludes a lot of rehabilitation type projects, things that they feel are not likely to cause an adverse effect on historic property. We, the City, would like to sign on to that PA because that will help streamline our processes

when we're doing those environmental reviews. The environmental review will still be required, but the SHPO review process could delay a project for up to 30 days. We've done a review of this agreement. The excluded activities would capture about 90% of the work we do with our CDBG grant funds. Appendix C of the PA outlines the protocol for the City to sign on, including the need for public outreach and reaching out to other agencies, organizations that are involved with historic preservation, such as this commission, and we've also reached out to Kootenai County's Historic Preservation Office, the Coeur d'Alene Tribe's Historic Preservation Officer, and Museum of North Idaho. We have posted on our website for the public if they would like to read the agreement and provide any comments. We have fulfilled the part of our public outreach by presenting this to you guys today. We don't need official action, but if the commission would like to provide comments, then we certainly would be accepting those and using them in our determination on whether to sign on or not to this agreement.

Ms. Patterson clarified that the majority of projects would be our emergency minor home repair which are generally for mobile homes. Some might have a sewer lateral replacement. Where they are located it is unlikely to have any archaeological or other historical things and our sidewalk replacement or repair as well. She thinks that was on their list of exclusions in the PA.

Ms. Badertscher replied yes sidewalks are included in the exclusions. It would also be for projects where you are replacing "like for like." The majority of those with our emergency minor home repair are replacing a furnace or a water heater. Most of those projects are in mobile homes that have no historic value.

Commissioner Sardell asked if those were the 90%?

Ms. Badertscher replied yes, our supported projects are through this emergency minor home repair, and most of those are seniors, and a lot of them live over in Oak Crest or one of the other areas. We do have a project on an older home right now, but it happens to be still excluded. We just kind of reviewed the type of project that would fall under these excluded activities, and it just makes sense for us, we don't generally use the CDBG funds on anything that would be considered a historic property. Signing on to the agreement, we still could go through SHPO for guidance.

Commissioner Shaffer asked about cases where dirt was removed. Chairman Burns mentioned a year ago about the Riverstone projects regarding railroad train axles, and they went to the dump. In relation to, and I keep thinking of the Marriott, which they removed dirt, and there might have been, I don't think there's a review process to see if there's anything in that dirt that might be of value historically, but you said they might not be funded. Is that correct?

Ms. Badertscher replied that removing large portions of dirt is not an excluded activity in this PA, so that wouldn't be something we would skip the environmental review process for. We would still have to go through the normal process.

Ms. Patterson stated the commission had worked on an inadvertent discovery plan, and we need to get that back before this commission and to City Council for final approval. We were waiting to get some final feedback, but she thinks we finally did get it from SHPO. The inadvertent discovery plan would be attached to demolition permits, and that would be something for new projects that contractors would get that tells them what to do if they discover these artifacts or bones and the people to contact.

Commissioner Harro asked about the discovery. Who would bring it up? Who would announce that they have a discovery?

Ms. Patterson replied that it would be kind of the responsibility of whoever's doing the work on the site. We could discuss that at a separate meeting. She can send the document to the commission and make sure we like the language. But we used the template that SHPO had created, and then we tried to customize it for Coeur d'Alene. We just got hung up waiting for input from SHPO, and we tabled it.

Chairman Burns stated he thinks it was based on what the county had done.

Ms. Patterson stated it would be the goal that the contractor who is doing the demolition would be on site, and that would be their plan to inform them what to do if they discover something and what the things look like, and what is considered an artifact or not. I think that's where we had a little hang-up with our building official and city engineer on, what is garbage versus an artifact.

Commissioner Harro stated If a construction worker digs up a skull, they'll generally supposed to call the police. But if they find artifacts, they won't report it. They tell their boss, and their boss will say, shut up, because they don't want the project to get halted or whatever. The boss will tell them to take it home or get rid of it. He has personally been part of projects, a lot of projects that have been part of sewer lines, water lines, that kind of thing. He thinks the footprint of these really needs to be reviewed. If you're going to stay inside the same footprint of that pipe that's going in the ground or whatever, that'd be fine. But if you're starting to dig up new ground, then that might be something that we'd want to take a closer look at.

Ms. Badertscher commented the PA states those kinds of criteria as well. It's extensive and breaking down that if you're staying within six inches or something of the original trenching, then that's excluded. But if not, then you go through the normal process.

Commissioner McCracken replied yes, it seems like the nature of a HUD project, it's going to be within the footprint of something where there's an existing structure.

Chairman Burns asked what Ms. Badertscher needs from the commission.

Ms. Badertscher replied it's just an opportunity to provide input or make comments.

Ms. Patterson replied to you could make a motion, but we do not need one. If you felt strongly, just say we support it, and we can put that in the notes.

Commissioner Sardell stated this would be a thumbs up. The rest of the commission agreed.

ONGOING PROJECTS:

America 250 Grant & Courthouse 100 Anniversary

Chairman Burns spoke with Jon Mueller, and the County Historic Preservation Commission has gotten approval to purchase a time capsule to be buried at the courthouse on July 3 for the 100-year celebration. The county will be giving funds for this time capsule.

Commissioner Sardell commented she read through the grant and it states the funds that are ineligible activities are staff time, non-America 250, mission-related operating costs, equipment costs, cameras, computers, hard drives, and alcohol. Eligible activities include community exhibitions and signage, public art or mural with a clear America 250 connection, local exhibit inside a public space open to the public, and displays must be exhibited through 2026 at minimum. The most eligible activity would be an America 250 event.

Ms. Patterson stated we can possibly use some of the funds for publication and promotion. If we did, we could do something in the newspaper and postcards or flyers. The tricky thing is if we rent pop-up tents and tables and chairs, are we also getting food? I just want to figure out what our role is.

Chairman Burns would like to meet with Commissioner Sardell, Jon Mueller, and Ms. Patterson to discuss further.

Ms. Patterson stated we want to get some approval today, she needs some directions to take to the City Council to get approval to apply for the grant.

Commissioner Shaffer made the motion to apply for the \$2500.00 grant from SHPO for the celebration on July 3, on the county courthouse for the America 250 celebration along with County Historic Preservation Commission, seconded by Commissioner Sardell. Motion carried.

CAMP Training Topics

The Commission was asked to review the training topics and to choose eight. The goal is to have six training topics at the actual CAMP training and they have asked us to select eight in case they cannot get instructors. After much discussion with the commission they have chosen #1, 2, 5, 6, 7, 10, 11 12 for topics to discuss at the training in May. Ms. Patterson said she will email Alexis Matrone with the Idaho State Historic Preservation Office with their preferences.

Chairman Burns stated that Ms. Matrone would like to have a tour of Downtown as part of the training and then they asked to do a reception that evening. Ms. Patterson said that the Museum was suggested as a possible reception location since it is across the parking lot from the Library. We need to check with the museum to have that date set, hopefully on a Friday in May. Chairman Burns said there could be funds available for the tour if Preservation Idaho assists.

Government Way Focus Group Update

Chairman Burns commented that commissioner Emerson has been in touch with a couple of folks from the group meeting we had at the Hamilton House, and nobody has picked up the ball and run with it yet.

Ms. Patterson stated that Lisa Fehling contacted her and asked if she can contact the neighbors and get the processes started. Chairman Burns said he was pleased Ms. Fehling was interested and that he would follow up with her.

Downtown Reconnaissance Survey

Ms. Patterson stated that SHPO and Chairman Burns have discussed with Ms. Painter how to keep things on track and moving forward with the Downtown survey. Ms. Patterson and Ms. Painter received further guidance from SHPO on what level of detail is needed for the survey and ICRIS. Ms. Patterson asked Commissioner Shepperd if he could share his Historik App research with Ms. Painter.

Commissioner Shepperd replied that he recently shared that information with Ms. Painter. He thinks there are total of about 30 properties. He will share the same information with Ms. Patterson as well.

Ms. Patterson stated they have added some check-in-dates just to make sure everything is on track.

Signage Program/Local Historic Register

Chairman Burns stated not much progress has been made. The content still needs to be discussed, and more funding needs to be discussed if they would like to expand the signage program.

Commissioner Sardell stated the grant for the first 9 signs needs to be wrapped up in May 2026. She suggested at the next meeting the commission needs to be making some decisions to get them processed and made.

Ms. Patterson commented that Traci Clark spoke with Jack Evans from Awards Etc., a local sign company owner, to come in and speak to the commissioners about the signs so he can give us his pricing and examples.

Chairman Burns commented he would like to have plaque made for the Depot since John Swallow provided funding and has been so supportive of historic preservation.

Commissioner Sardell mentioned that Preservation Idaho can help us with small amounts of money to round up our signage program if we are not quite there with money. Other possible ideas with those funds would be to make some sort of pamphlet. The funds consist of about \$200-300 dollars. Also, there are going to be a whole round of grants coming out that are region-specific for Preservation Idaho. She will know when they are releasing it, but they're going to start marketing it in January. These grants will be upwards of \$50,000 with priority given to specific locations where adverse effects have been happening on bridges, in particular. This is something for all of us county and city to be very aware of because, you know, regionally they will be given preference to the location where those adverse effects are happening. This whole new bridge replacement program, which is a statewide program. A big overhaul of that is that this is state government money coming in to replace bridges that are aging. Some of these are historic bridges, unfortunately. The LILB is the name of the bill, and the money is basically coming in because they're saying we have to replace these bridges, which is an adverse effect on historic property. Because there are so many of them across the state, there is a state agency, which is Preservation Idaho, that that

money is basically going to be put into a place through a mitigation bank. The money can come out to support local community efforts, particularly for historic preservation. This total across the entire state is going to be upwards of a million dollars of funding in mitigation funds. This is a reconstruction cost. This is mitigating the adverse effects from the loss of these resources. Quite frankly she doesn't like seeing resources go away simply because we don't think we can use them anymore. But she knows that this is going to happen, and she has watched this happen in many communities. It's going to happen whether we like it or not. The only tool that we have right now is that Section 106 process, which declares when there's adverse effects, and then the State Historic Preservation Office comes in. If there are adverse effects, part of the budget for new construction requires the mitigation of those adverse effects. It's going to happen no matter what we think or do about it. We should think and talk to other partners, the county, Wallace, whoever, and realize that if we don't have an entire region apply for this funding. That funding technically at some point is not going to sit there forever and it could go to a different part of the state. She almost walked away from it at one point, but her charge now is to make sure that everybody in this region understands and knows about this funding and these potential benefits that and hoping that people will apply for these grants and get funding. It can be a preservation plan for your community. It could be National Register nominations or districts. It could be survey and inventory. It could also be bricks and mortar projects. Commissioner Sardell said Commissioner Shaffer I'm looking at you because the Shoshone County Courthouse needs this. There's a whole host of different uses for that sort of funding. She thinks there are also archaeological studies and register nominations for archaeological sites that are in that sort of umbrella as well. Because if you take that grant from Preservation Idaho and the mitigation bank, and you pair it potentially with Idaho Heritage Trust Grant, which is a matching grant. That right now it's only \$20,000, but I'm hoping to get them to kind of increase theirs too right now, you could get a \$70,000 to \$100,000 project, which honestly goes a long way and a lot further than anything we've done in a long time.

TRACKING TIME:

Chairman Burns reminded the commission to track their time.

ADJOURNMENT:

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

The meeting was adjourned at 1:04 p.m.

Submitted by Traci Clark, Administrative Assistant