



HISTORIC PRESERVATION COMMISSION MEETING

City Hall – Conference Room #6

AUGUST 27, 2025

12:00 P.M. CALL TO ORDER:

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

MINUTES: ** ITEMS BELOW ARE CONSIDERED ACTION ITEMS*

July 23, 2025 – Historic Preservation Commission Meeting Minutes

PUBLIC COMMENTS:

STAFF COMMENTS:

COMMISSIONER COMMENTS:

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

- Garden District Nomination Update
- Government Way – Next Steps
- Signage Program/Local Historic District
- America 250 Grant

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
July 23, 2025**

COMMISSIONERS PRESENT:

Walter Burns, Chair
Anneliese Miller, Vice Chair
Dan McCracken
Rick Shaffer
Sandy Emerson
Shannon Sardell (On Teams)

STAFF MEMBERS PRESENT:

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

COMMISSIONERS ABSENT:

Anne Anderson, Secretary
Stephen Shepperd
Doug Harro

12:05 P.M CALL TO ORDER:

The meeting was called to order by Chairman Burns at 12:05 p.m.

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

Motion by Commissioner Shaffer, seconded by Commissioner Miller, to approve the minutes for June 25, 2025 Historic Preservation Commission Meeting Minutes. Motion Carried.

PUBLIC COMMENTS:

Dave Kuns introduced himself and he states he moved into the area in 2021. He has been in the restoration business for over 45 years. He has done custom woodworking and historic work. He can restore window sash, build new, along with window puddy, glaze, etc.

Chairman Burns stated that Coeur d'Alene is lacking with his kind of skill set and experience with wood windows and said that Mr. Kuns will be a great resource for the community.

Commissioner Miller asked how many staff he has.

Mr. Kuns replied he only has two staff members. When he moved here, he downsized some of his equipment. He wanted to know if there was a grant writer on the HPC.

Chairman Burns stated that Commissioner Sardell will do the grant writing when needed.

Commissioner Sardell stated she had heard about Mr. Kuns and his work. It's great to finally talk with him and know he lives here locally.

Commissioner Miller asked about adding his contact information to the city website.

Ms. Patterson replied yes, we can add his name and contact information and his documentation since he no longer has a website for the public to contact him.

Mr. Kuns offered to have a workshop for the HPC regarding restoring old windows for the public and the HPC members.

Chairman Burns commented that he liked the idea and would like to have it some time next year.

Ms. Patterson suggested having the workshop in the month of May next year as part of the preservation month and maybe inviting the County HPC, Hayden along with Wallace as well. She suggested having an article in the paper and social media to have some public outreach.

COMMISSION COMMENTS:

Chairman Burns stated the Kootenai County Historic Preservation Commission's is going to be putting out a brochure that talks about all the museums around Kootenai County. He would like this commission to have some kind of promotional material at some point. Also, the State has the funds for the America 250-year celebration next year. The treasurer's office has reached out to the County HPC to spend those funds. No one really knows about this, and it has been a little confusing because everyone thought the funds had been given back. He will touch base with the County HPC and see what activities will still take place next year.

Commissioner Sardell stated the grant request did get submitted on July 1 for the Community Enhancement Grant regarding the plaques for historic buildings. We should hear from someone soon regarding that grant. She spoke with Preservation Idaho which is our Statewide advocacy organization, and they have small amounts of money to help projects go a little further. She suggested that maybe we do a brochure or piggyback on a grant. The only requirement would be to put their logo on the back cover.

Commissioner Emerson commented that it is National Carousel Day tomorrow. There will be a blue grass festival at 5:30 on the roof top of Parkside tomorrow night. The Paul Anderson bench has been finished and installed at the base of Tubbs Hill. Please stop and take a seat.

STAFF COMMENTS:

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

- Update on the code amendments. There will be a Planning & Zoning Commission meeting in August. We could not schedule a meeting in July with everyone's busy schedule.
- There is a survey and link available on Facebook regarding the Downtown Core Working Group efforts asking for input and it has an option for people to indicate if they are interested in being considered for stakeholder meetings or public forums. This is an opportunity to get some early input on if we should re-evaluate the height limits and tower spacing in Downtown Coeur d'Alene.

ONGOING PROJECTS:

Government Way – Next Steps

Chairman Burns states he has spoken with the folks with the Hamilton House they are happy to host the next event in the evening sometime in September.

Commissioner Emerson stated he will get the names from the neighbors for the expanded stakeholder group.

Chairman Burns commented he will want to set the date in a subcommittee meeting; he then asked would we want to have the same format as we did before or have some kind of presentation?

Garden District Nomination Update

Ms. Patterson stated that when the letters were sent out letting everyone know they were included in the Garden District we discovered there were seven (7) properties that did not get included in the National Register survey done by the consultant. She is working with SHPO and the consultant. They will go back and make sure that those get surveyed and added properly. SHPO did note a few other things in the report that will also get addressed.

Commissioner Sardell stated it was simple mistake made by Kirk Huffaker, but it does not change the nomination.

Commissioner McCracken asked if those homes were in the National Register of Historic Places but did not make it in the database. Is that correct?

Ms. Patterson replied yes.

Signage Program/Local Historic District

Chairman Burns stated we have applied for the grant that Commissioner Sardell has turned in. This will provide us with funding for nine (9) signs if awarded. These will be mounted on the buildings. He would like every plaque to have a QR code.

Commissioner McCracken suggested developing some kind of design template so that owners of historic buildings could purchase a plaque that matches the design. That way the purchase could be on the owner.

Chairman Burns stated he would like to sit down with Britt Thurman (Museum of North Idaho) who is very enthusiastic about having some kind of signage program and we need to come up with a design as well. Maybe we can tie it into the museum's signage design as well. He suggested having Bill Greenwood, City Parks Director, come to a meeting because he has a lot of knowledge of landscaping rocks and signage as well.

Commissioner Emerson suggested having a joint meeting with the museum and the subcommittee to discuss the signage together.

Commissioner Sardell suggested inviting the Kootenai County Historic Preservation Commission and getting their feedback and suggestions.

Subcommittee Schedule Changes

Chairman Burns commented there has been a subcommittee every month for the past 6 years. Some of those meetings have been thin on topics. Going forward some months he feels there might not be a need to have a subcommittee meeting every second Wednesday of the month. Are there any thoughts on that?

Commissioner Sardell stated she agrees. At every regular commission meeting they should decide if there is a need for next subcommittee monthly meeting.

Commissioner Miller asked how Diane Painter, the consultant, is doing and where she is at with the Downtown survey.

Ms. Patterson stated she has not heard from her, and she will reach out and see how things are going.

Chairman Burns stated he will speak with The Daughters of the Revolution and maybe have them donate some funds for the signage.

Commissioner Emerson suggested having a fundraiser next year for HPC. He knows a few people who would like to donate some art pieces for some auction items.

TRACKING TIME:

Chairman Burns reminded the commission to track their time.

ADJOURNMENT:

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

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

Submitted by Traci Clark, Administrative Assistant

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