



HISTORIC PRESERVATION COMMISSION MEETING

City Hall – Conference Room #6

SEPTEMBER 24, 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*

August 27, 2025 – Historic Preservation Commission Meeting Minutes

PUBLIC COMMENTS:

STAFF COMMENTS:

COMMISSIONER COMMENTS:

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

- Government Way Focus Group Meeting
- Downtown Reconnaissance Survey
- Signage Program/Local Historic District
- America 250 Grant
- Courthouse 100 Anniversary

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.

AUGUST 27, 2025

COMMISSIONERS PRESENT:

Walter Burns, Chair
Anneliese Miller, Vice Chair
Doug Harro
Rick Shaffer
Sandy Emerson
Shannon Sardell (On Teams)
Anne Anderson, Secretary
Stephen Shepperd

STAFF MEMBERS PRESENT:

Hilary Patterson, Community Planning Director
Traci Clark, Admin. Assistant
Bill Greenwood, Parks and Recreation Director

COMMISSIONERS ABSENT:

Dan McCracken

12:00 P.M CALL TO ORDER:

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

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

Motion by Commissioner Shaffer, seconded by Commissioner Shepperd, to approve the minutes for July 23, 2025 Historic Preservation Commission Meeting Minutes. Motion Carried.

PUBLIC COMMENTS:

Roger Smith introduced himself and said he is from Coeur d'Alene. He is interested in Historic Preservation and Design Review. He is glad to see that the Downtown Core group has been established. He feels that the Design Review Commission does not have a solid mission or set of rules of what they are supposed to be looking for. He feels they are a rubber-stamping group. He hopes that the city is going to be charging the Design Review Commission with more authority to look at the aesthetics and historic preservation.

Chairman Burns stated there are 3 members of the Historic Preservation that are part of the Downtown Core group and they are working in harmony with the rest of the committee members to accomplish many things.

COMMISSION COMMENTS:

Chairman Burns introduced Bill Greenwood, City Parks and Recreation Director and said he is joining the meeting today to discuss signage.

STAFF COMMENTS:

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

- The Historic Preservation name tags are ready for each member for outreach functions.
- We received a letter awarding us \$2,500 for the community enhancement grant that will be used for the historic signage program.
- The Downtown Core Working Group is still meeting monthly. The online survey is still open regarding the Downtown. There have been over 250 responses from community members. The stakeholder meeting will take place in late September. There will be about 65 stakeholders invited not including the working group members. This will involve small-focused group questions and discussions. It is by invitation-only.

ONGOING PROJECTS:

Garden District Nomination Update

Ms. Patterson and Commissioner Sardell stated they attended the meeting with SHPO and the consultant Kirk Huffaker who had worked on the Garden District nomination to work on a game plan moving forward regarding the properties that were missed when the survey work was done and inserted into ICRIS, the online program that Idaho SHPO uses for their database. Mr. Huffaker will be working on that this fall. Some new photos will need to be taken of the properties. Mr. Huffaker will provide guidance to a commissioner if they would like to take on the task. May 2026 will be the date that they will have the final report finished.

Commissioner Sardell stated the report would just have an addendum or an addition to the report of the district.

Commissioner Harro asked if any of the homes were contributing.

Commissioner Sardell stated there are 4 homes out of the 7 that are considered contributing.

Government Way – Next Steps

Chairman Burns stated he would like to have a follow-up meeting with an expanded number of neighbors in September.

Commissioner Emerson stated he has put a list of about 10 names together.

Chairman Burns spoke with the Hamilton House owners, and they would be happy to host an evening event for the neighborhood. He would like to only have four (4) commissioners attend the meeting when they decide on a date. The subcommittee meeting last month's discussion was what kind of a format they would like to have and what they would like to see regarding the outcome of the meeting. The topics he would like to discuss include - rooftops, massing, height, roof geometry, entry orientation, garage setback, garages on the front, and height limits on ADU's. These would be up to the homeowners and what they would like to see moving forward and what they want in the neighborhood.

Commissioner Emerson asked if these changes happen in the neighborhood, the neighbors will ask, "What will the restrictions be?" "What can I do with my property?", and "Will there be teeth in this?" He would like to point out this is an evolution that other cities around the state have adopted.

Chairman Burns commented this is the opportunity for them to make these changes or not do anything at all. If we get enough feedback and support, for example if they want setbacks to reflect what exists in the neighborhood now as opposed to what the zoning code is, they can put that in the Overlay and those would be in the restrictions. This could have some teeth in it. This would be like what happened in the Fort Grounds, such as they can only have single family homes.

Commissioner Harro commented, "what's the point of doing an Overlay if there are no teeth"?

Chairman Burns stated that is the whole point. The overlay would provide the teeth. He would like to get the survey going with the neighbors and hear their ideas. It's getting late in the year. This is going to be an effort by the initial core neighbors talking to the other neighbors. This will be a grassroots effort. We can give guidance and show how it works. Zoe Ann Thruman (Government Way corridor resident) is more than happy to help with going door-to-door to do outreach, like she did with the Hamilton House. He would like to pick a date for the focus group meeting at the Hamilton House. The goal is the evening of September 24. Chairman Burns will check with the Hamilton House availability. There can only be 4 commissioners that can attend. There was a suggestion for a slide show of homes that are being built around town that are not really compatible, as well as shop buildings, barndominium, etc.

Signage Program/Local Historic District

Chairman Burns stated we have received a grant for \$2,500 and the donation from John Swallow for \$2,500 gives us \$5,000 to purchase nine signs as part of the historic signage program. We would like to start putting these on the registered historic buildings. Longterm he would like to come up with some kind of city-wide signage for the historic buildings as well as historic sites. He is hopeful this would lead to a walking tour down the road and tying this into the Historik app that Kris Whalen started. The app is now owned by the museum. Chairman Burns also met with Brit Thurman from the museum because we wanted to coordinate with them because they wanted to do a signage program as well. They have not gone anywhere with it yet. The commission has thought about putting a QR code on the plaques. When the subcommittee came together there were concerns about the QR codes. As of right now the app only works with iPhones and not Android phones. There was a suggestion to reach out to Eastern Washington University's IT program to see if they could help get the Android phones to work with the app. The other issue is having the QR code stamped into the plaques. There was a question about what happens if the webpages were removed or changed down the road. Using a QR code would allow the signs to be smaller and allow more details about the buildings or historic sites on a webpage. If we want to incorporate the QR codes, this might change the size of the sign. He knows there are a few different types of signs to choose from when it comes to mounting on the building, using stones or maybe even stands. This is why we have invited Mr. Greenwood to join us today since he has a lot of experience with different types of signs.

Mr. Bill Greenwood stated that each application would be different. If the building has good material and has good placement and someone can't pry it off, the sign can be pinned and glued. If it is a much older wooden home, you can't really do that. He uses QR codes right now and they live on the city's website. He would use the QR code because of the information you can provide. The bigger the plaque the more expense. The pedal mounts are another good option that can provide a lot of information. He suggested if the commission wanted to use QR codes that it would be best to do those on a separate stand and not incorporate them into the historic signs. He also suggested walking around McEuen Park to see various examples of signage – some with photos, some that are smaller, some on stands made of different materials, some mounted on stones, and the QR codes on stands.

Commissioner Anderson asked about a QR code that could be removable from a sign because of all the AI.

Chairman Burns stated he has seen the QR codes that have just been glued on a sign and thinks that would be a good idea.

Mr. Greenwood suggested using Awards Etc. out of Post Falls for the Bronze signs. The owner is very responsive and does a good job. He also suggested having folks donate funds to the signage that want a tax write off. There is a Parks foundation called Panhandle Parks that might be able to hold the money aside for the HPC signage.

Chairman Burns suggested having some of the shop owners pay for the signs, in some cases the public would stop in front of the stores to read the signs and maybe want to go in and shop around. He would

like to come up with some kind of financial plan.

Ms. Patterson suggested looking at some of the photos that have been uploaded by the commission of some of the historic district signage around the country.

America 250 Grant

Chairman Burns stated Idaho funds are available. The funds are available to use. We would just need to turn in grant documentation for these funds for a total of \$2,500.

TRACKING TIME:

Chairman Burns reminded the commission to track their time.

ADJOURNMENT:

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

The meeting was adjourned at 1:18 p.m.

Submitted by Traci Clark, Administrative Assistant