

**HISTORIC PRESERVATION COMMISSION
MINUTES
City Hall – Conference Room #6
12:00 P.M.
APRIL 22, 2026**

COMMISSIONERS PRESENT:

Walter Burns, Chair
Anneliese Miller, Vice Chair
Doug Harro
Shannon Sardell
Stephen Shepperd
Rick Shaffer
Dan McCracken
Brian Smith
Sandy Emerson (Emeritus)

STAFF MEMBERS PRESENT:

Hilary Patterson, Community Planning Director
Traci Clark, Administrative Assistant

COMMISSIONERS ABSENT:

Danielle Rhodes

12:00 P.M CALL TO ORDER:

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

MINUTES:

Commissioner Sardell motioned to approve the March 18, 2026 minutes with an edit clarifying the exploration for the time capsule would go through the mortar, seconded by Commissioner Shaffer. Motion carried.

PUBLIC COMMENTS:

None.

STAFF COMMENTS:

Ms. Patterson made the following statements:

- The Downtown Reconnaissance Survey is getting close to being done. We have the draft report and SHPO has provided edits to our consultant, Diana Painter. We have an Excel sheet that has all the buildings that have been surveyed with determination whether they are eligible individually or not and if they're contributing or not for a possible future historic district. Our GIS gentleman is working on a map, and we will have our meeting next week, the 30th, at noon. It's hybrid. If we have one of you in person, it is fine for a public meeting. It will take place in this room. She would like to get as many of you there as possible. Ms. Painter will probably do her presentation virtually as well as the representatives from the State Historic Preservation Office. We only have a couple of people indicated yes on the Facebook event, but there's 19 interested. We had some other RSVPs from the correspondents that went out through the Downtown Association and the letters we sent.
- We were able to get the Historic Properties Mitigation Bank Grant application submitted by the deadline. And the letter of intent for the Idaho Heritage Trust grant was submitted. The deadline for that grant application is April 30th.

Commissioner Shaffer asked how many buildings Ms. Painter surveyed.

Ms. Patterson replied there were 113 properties surveyed. 73 properties were considered contributing or historic, and 40 were considered non-contributing or non-historic. Three properties within the survey boundaries were already individually listed in the National Register. There were nine considered eligible for individual listing.

COMMISSION COMMENTS:

Chairman Burns introduced the new HPC member, Brian Smith. He will be filling the rest of Commissioner Sandy Emerson's term. The commission would like to continue to have Mr. Emerson join the Historic Preservation Commission meetings as a non-voting Emeritus member as he is a valuable member of the commission.

OTHER BUSINESS:

Legislation Updates and Discussion

Ms. Patterson stated we will be discussing House Bill 898, Senate Bill 1352, and Senate Bill 1354 as they relate to historic preservation. You had received information on House Bill 898 previously. That is the one that changes the location of the State Historic Preservation Office. It moves it out of the Idaho State Historic Society and into a new office of species, minerals, and energy coordination. That one was signed into law, and that goes into effect this July. We don't entirely know what that looks like, other than it could affect funding and it could affect personnel and staff.

Commissioner Sardell stated the office will be moving officially into this new organization on the 1st of July. It sounds like there will be a few state agencies. Janet Gallimore has been the State Historic Preservation Officer. She runs the Idaho State Historical Society. She will no longer be that, and there will be a new person who is the State Historic Preservation Officer. The Historic Preservation Office will also move into this office, and we are unsure about all staffing levels on the surface, but it sounds like they will remain the same, but the personnel might change. We're not 100% sure how everything is going to translate. It should not affect our grant for the downtown CDA survey. We should complete the project before that time. What might be affected are any sort of CLG grants in the coming years. And that could just be in terms of what the emphasis will be or preferred to be, if the amounts of funding are available, and if they're going to split it up differently regionally. We just don't know how that might change. There's a lot of conjecture on that, but we're left with just not knowing much officially at this time. It will change how research is done. ICRIS will remain the same, which is our Idaho Cultural Resource Inventory System.

Ms. Patterson stated the goal is to wrap up our downtown survey so that we can be within that timeframe. Otherwise, we have until October. This would be the normal timeframe for grant closeout. Same with the CAMP training that's also funded by a CLG grant. This will be taking place in May. We'll be able to complete both of those, but we will need your tracking of time. That's an extra emphasis today, a reminder to do that because that'll all have to be submitted. That ties to our matching funds. To our newest commissioners, any of the time you spend, even on our America250 or anything, regarding historic preservation, including commute time here and back, anything related to historic preservation counts for the match.

That's the first bill. The second one is Senate Bill 1352. I don't think it's going to affect us too much as a city or for the commission. The deadline for compliance is February 1, 2027, and it creates a provision in our zoning code and subdivision code that allows starter home subdivisions, but it's for properties that are four acres or larger. We don't have a lot of those. So, you would think it'd be more like a greenfield vacant property. The starter home subdivision lot sizes that are generally 1,500 square feet or smaller, so there would be very small homes. There are exemptions in the bill for historic districts and historic properties that meet the definition in Idaho code of a historic district and historic property. That would be something that we would want to be looking at for this bill and the next one, is that if there is a desire to do historic

districts versus a historic overlay, essentially, because that is a built-in exemption. I don't think this bill would have much affect on any of our areas that would be considered historic because there wouldn't be vacant lots that are four acres or larger. I don't see that being much of an issue. But the next bill could be. That is Senate Bill 1354, and that's the one for accessory dwelling units (ADUs). It also applies to Coeur d'Alene. We must change our ADU code by February 1st, 2027. We already allow accessory dwelling units, but this would change what we already allow by right. In any of the residential zoning districts that already allow ADUs, it would have to allow ADUs up to 1,000 square feet. We only allow 800 square feet at the maximum right now. It also allows the building heights to be the same as the principal dwelling unit. In some cases that might be okay because right now you might have a single-story house or a one-and-a-half story home, and then we allow up to 24 feet in the rear yard with an ADU. This could allow maybe a little more compatibility there, but it also says if the house is 32 feet, which is allowed by code, the ADU can also be 32 feet. That changes things significantly. And we can't have different performance standards for lot frontage, lot size, lot coverage, or setbacks. ADUs can be allowed in the rear yard, but again, this, as I read it, we need to work through this with city legal, is that'll also be 32 feet in the rear yard. As we have discussed we have existing historic districts and neighborhoods that are interested in the historic overlay tool. There are some provisions in both bills related to adequate water, wastewater, storm drainage, road access, and things like that. The other thing this does is the first version of the bill said we can't require any off-street parking for ADUs, and our current code is you must provide one parking space for the ADU, and your main home must have two off-street parking spaces. As this was amended and signed into law, We can only require off-street parking or guest parking if the principal dwelling does not have off-street parking, or if the street is not paved and designed or constructed for on-street parking, or if the principal dwelling unit is not within a quarter mile of transit, employment area, or commercial services. Some of those things could create some changes that may be a concern to some of the neighborhoods that are more historic in nature. Again, this one has the exemption for a historic property or historic district. Per State Statutes we could have our own customized version if we wanted for historic districts and historic properties, but we only have two historic districts in the city, the Fort Grounds and Garden District.

Chairman Burns asked when we say that the historic districts are exempt, does that mean the city can set whatever rules we want?

Ms. Patterson stated that's how I read it. Again, we need to work through some of this with City Attorney Randy Adams because it's all so new and we haven't taken analysis of our current code against these codes. But, yes, it clearly says in the law that it can be exempt from the statute as written. We could probably have some customized report standards.

Chairman Burns stated we had a meeting last year with planning and zoning to talk about this very topic and whether we could make some adjustments within historic districts so that discussion still potentially could be available.

Ms. Patterson stated it would be allowed in historic districts. The conversation with the other commission last year was broader than historic districts.

Chairman Burns asked how are they defining historic districts?

Ms. Patterson replied it's based on the state statute, and I did not pull that up today, but it's specific. I think it must be either created as a local historic district which has to go through that process or must be listed in the National Register of Historic Places. I think it's either federally listed or a local historic district. The local district is very similar to what we've talked about for historic overlay. We would just need to analyze it through that process.

Chairman Burns asked Commissioner Sardell do you know what the requirements are for a local historic district?

Commissioner Sardell stated I don't know what the actual acceptance for a local district. I still believe you must have the 51% approval from the district residents or the district owners in that. I don't think that changes. Local register usually is based on things that would maybe not come to the same level as a state or a national registered nomination but would still be important for the city. I do think if we look at it, we could potentially create a local district for the Government Way neighborhood. But yes, we should look at state statutes directly and read that and make sure we understand what the interpretation is. I think it

will involve some requirement of surveying inventory of the area and all the resources within the boundary. And then getting that information into ICRIS will most likely be a step in doing local as well. It wouldn't take the same nomination process that we went through with the Garden District.

Chairman Burns commented it'll still be slow, but not as slow, hopefully.

Ms. Patterson stated the code references are, Idaho Code 67-4607 is an area defined as a historic district and the historic property is Idaho Code 67-4614. Those are the three bills I wanted to bring up today for discussion.

Chairman Burns stated as Commissioner Sardell and Ms. Patterson mentioned, this may impact how we want to look at overlays versus districts and how all that might come together. We might be able to combine it with one thing, but our districts have their own zoning laws. They must investigate that. I think we're on target. I think it's timely that we're doing the Government Way although we must get it moving again. But this particularly brings it into focus.

Commissioner Sardell commented regarding the 67-4607, which is the historic district. It looks like a local district can be appointed by a governing body, and it can include all the things like archaeological, structural buildings, features, and sites. The commission must do the survey or there must be a survey done and it must be reported to the local commission for consideration. Then after 60 days of that consideration, there's a public hearing that needs to be held. There's a process for doing that. And then a final report with recommendations in a draft of a proposed ordinance. I don't know what the processes are. There still is a survey inventory component. There's a public presentation and comment period, but it doesn't sound like it needs to have the same sort of paperwork that would go to the National Register of a certain place. It's a review.

Chairman Burns commented as far as, deciding who was approving it and putting it on our "register" or determining it, it's a historic district. We're not going to have to go through the National Park Service, so who's going to determine that? Us?

Commissioner Sardell stated that's what this says. That's what it says directly in the text of it. The Local Historic Preservation Commission of the governing body of the county or city shall make the investigation.

Ms. Patterson stated that she thought there was a 51% threshold that we had talked to Dan Everhart with SHPO before, so we'll investigate that. There might be some other language somewhere in that section of Idaho Code.

Chairman Burns stated that's great. I mean there's some advantages to this for us with that.

ONGOING PROJECTS:

Historic Signage Program Update (CEG Grant)

Commissioner Miller states she has approval from the building owners, other than the County for the county-owned properties. Chairman Burns was going to get permission for those. Ms. Patterson had to help get in touch with one owner. It is great to get everybody's approval. Everything has been submitted to Jack at Awards Etc. He's going to get her production approved for six plaques. We need to start assembling that final report to comply with the grant requirements. Any time that anybody has been working on this project needs to be shared so that we can include that in our grant closeout reports. Other than that, I know that the last kind of outstanding item is just installation, and it sounds like the City Street Department is willing to help us with the installation. The type of installation on each building has been kind of an issue, and I think the building owners will probably want to be part of that discussion. The post-mount scenario is going to be more money than we have. I know that it was suggested either building mount or maybe possibly sidewalk installation would be a good option. I think they need to know what we prefer with that option before they produce the plaques. There are different attachments and things on the back or how we want them out. We do need to decide on the standard way of mounting them so that we are consistent and get them all ordered the same way.

Commissioner Sardell stated she thinks we should probably have a sort of dialogue with these building owners in terms of what their preference is for the sign mounting. If they have specific locations in mind,

we can discuss that with them and see if we can determine if and how it affects the building at all, just so that we can do it the right way. I don't know if putting them in the sidewalk is the right choice either, just for durability. I think we really need to look at how do we put them on the buildings, on the face or somewhere.

CAMP Training with Downtown Tour/Reception

Chairman Burns stated the CAMP (Commissioner Assistance & Mentoring Program) training will take place in the library on May 22, followed by a tour of downtown for those who are involved. There will be reception at the museum, which will also double as reception for our preservation month.

Ms. Patterson stated that lunch will be provided as part of the training and it sounds like the Coeur d'Alene Tribe will be attending and talking during lunch. For the tours, there'll be three tour options. One tour will be Downtown, another of the Fort Grounds Chapel, and then the third option will be Tubb's Hill that commissioner Harro recommended. Alexis Matrone with SHPO is working on details for those. We still do need to provide some information.

Ms. Patterson stated I had reached out to Quanah Matheson with the Tribe to see if he's available. If not, I'll reach out to other contacts for the Tribe. For our reception, I will reach out to our City Parks Department about them being able to bring chairs and tables from the library to the museum, and it's possible that the CAMP training might have extra funds so that we could apply that to our food and beverages expenses for the reception. Ms. Clark and I can work with Alexis Matrone on a lot of the reception things, but we will need to figure out the language for the award plaque. Do we want to put any of the award recipients into any of the press release, proclamation, newsletter, anything like that?

America250 in Idaho Celebration – Logistics/City HPC Roles/ Commemorative Items/Fundraising

Chairman Burns stated we have been meeting every other week regarding the America250 event. The subcommittee is Commissioners Shepperd, Smith, Rhodes, me, John Mueller and Ms. Patterson. We've been meeting regularly and making progress. There's lots of ideas. We're still working on details. We have approved a mason coming in and doing the removal of the time capsule. We haven't determined whether that will be by removing the cornerstone or going in from above or the side, but that's something that we'll continue to work on. We'll probably want to pull it sooner rather than later, and we will not pull it during the July 3rd event because it will be too complicated, but we will have it available to open on there to find out what's in it during the July 3rd event. As far as the July 3rd event itself, we've got an outline of an agenda. We're still looking for a vendor for ice cream the ice cream social afterwards. We've got musicians lined up and we're working with the Arts Commission on kids activities that relate to art. There's been one good suggestion that would use easels for the kids to paint on with the advisement of Arts Commissions members, which might be kind of cool, but I don't know how many kids that would accommodate. So those are some of the things that are going on. We're still brainstorming. So, if you have any ideas, please shoot them my way. We've gone to several companies and individuals in the city. We've raised an additional \$2,250 in addition to the \$5,000. We have \$7,250 to work with. Given the current budgets, the current numbers that we're looking at look like they're going to be sufficient. We may need to go knock on some more doors to get some more donations, if possible, some sponsorships, but we'll see how that goes.

Chairman Burns stated that he and Jon Mueller met with Bill Buley from the Press on Monday. We will be doing advertising for the America250. We do have some advertising budget from the County that we can use. Mr. Buley is very excited about the whole thing, and he's agreed to publish a number of articles in the paper about it. We talked about various aspects of it, such as the contest we're doing with the school kids, and the presentation of the time capsule, what Coeur d'Alene looked like in 1926, which would be kind of an interesting story. We are eight or nine weeks away from this event now.

Government Way Corridor Focus Group Efforts

Mr. Emerson stated he spoke with Mr. Cranston and Ms. Fehling who have been designated as the neighborhood spokespeople. They said they've made efforts to contact neighbors. They have received a

couple of responses and they're still interested. They've got a little bit of a start that they would like to talk about. They asked for guidance from the commission on whether they should have another meeting with the group they have formed or should they try to get a bigger group. He said he recommended from his chamber background that they probably should just go with what they have and try to talk about what they can do with that group and then let the others know what they've done and where they're headed. I think Kiki Miller has talked about that same thing with them and said it kind of works that way for the city committees too. That's the current report that they would give. They haven't done a lot, but they are still interested.

Chairman Burns stated I know that it's not the same, but what we did with the Garden District in terms of getting that project going was we started with a very small group of people. I think the group that is established now probably can be the ones that can get it going. The next steps will be kind of refining what they want to propose, etcetera. And then we can work together to help get the word out to other people and to the neighborhood who will be ultimately making decisions. Let's see what Ms. Patterson or anybody on this commission would like to participate in at that level and take it forward. Once we push through a couple of the big projects that we've got going on right now, which is CAMP, Preservation Month and America250, I think that could become our primary focus where we want to move forward. We'll need more time, and the city will figure out the legislation. I think we need to know that before we meet with them, and we don't want to have to change direction. I think we need several months to get through all this. Now that's becoming the second half of the year kind of project, but I think it should become our focus going forward.

Mr. Emerson stated Ms. Fehling mentioned their biggest stumbling block is figuring out the proper boundaries. That would be something that any of these commissions might weigh in on.

Commissioner Sardell commented, "I think that's right, Ms. Patterson and city staff need to figure out the impact of the new legislation and probably should let them know that this may need to change a little bit". That's why we need this to be based on this legislation. We're trying to figure out how we can help them because we talked to them as if it was an overlay, a historic overlay. And that tool doesn't sound like that at our disposal anymore. We may need to explore the local historic district option. So, you know, with that in mind, and if we do get the opportunity to apply for CLG money towards the end of the year, I think the best way to think about would be part of the boundaries and to help determine the boundary in some way professionally that could help us help them with a local designation if that's a way that we have a route forward to help them with the same sort of overlay idea.

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

Chairman Burns stated the historic preservation reception will be done in conjunction with the CAMP training on May 22 after the training. The award recipients are going to be announced. We need to decide what kind of poster we need to create or a promotion that we want to do, and whether we want to tie it in with the museum.

Commissioner McCracken stated the Museum of North Idaho will have five walking tours scheduled in May: May 2nd will be a tour of Fort Sherman, the 9th will be Lakeshore Drive, 16th will be Sanders Beach, May 23rd will be another one on Lakeshore, and then downtown on May 30th. We could piggyback on that, promote those walking tours as part of Preservation Month.

Ms. Patterson stated we will have a Proclamation that needs to be finalized, and that'll go forward at the first Council meeting in May. Then there will be a newsletter item on Preservation Month, and a save the date for the America250 in the city's newsletter that will be going out in early May. I have reached out to Linda Coppess with the chamber to see if we can have a table and some materials. I just did that today, so I haven't heard back. We will set up a table at City Hall as well.

Chairman Burns stated that Mr. Emerson has brought up giving Don Pischner a historic preservation award for his dedication since this his is last year serving on the Idaho State Historical Society Board of Trustees, representing District 1. There was some discussion about doing an Esto Perpetua award nomination for Mr. Pischner, but his understanding is that this year they're doing it differently. They are not doing it for individuals. They are doing it for organizations and festivals and things of that nature, so that's probably not going to fit in with a nomination for Mr. Pischner, but we could do on our own as a

heart of history award. We could have a formal nomination for Don Pischner to receive an award.

Commissioner Shepperd made the motion to nominate Don Pischner for the individual award for his work as the four-term Idaho Legislator and his service on the Idaho State Historical Society, seconded by Commissioner McCracken. Motion carried.

Mr. Emerson stated I think we have a little unfinished business and we still need to help John Swallow get the Depot on the National Historic Register. He's eager to do that. I think we just need to continue to encourage and help where we can.

Chairman Burns stated I can speak to that because I've talked to Mr. Swallow recently about that. He has expressed in the past that he would pay for that himself. But we want to make sure that there is a relatively good chance that if he does that, it is going to reach listing status. He has pointed out that once we get our survey back downtown, if that mentions that building is something to be candidate for individual listing, that will certainly help our cause. That's something we can move forward with. We don't necessarily have to get a grant to do it because he really wants to get it done and he's willing to spend the money. We just must find a way to hire our own consultant. The SHPO people said typically it's about \$10,000 and it's done by a consultant.

Ms. Patterson stated Diana Painter, our consultant, who is doing the survey, now that property is eligible and contributing, which means that there is nothing else that's needed other than to do the National Register nomination process.

Tracking Time:

Chairman Burns reminded the commission to track their time.

ADJOURNMENT:

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

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

Submitted by Traci Clark, Administrative Assistant