

# **HISTORIC PRESERVATION COMMISSION MINUTES**

**June 25, 2025**

**City Hall – Conference Room #6**

## **COMMISSIONERS PRESENT:**

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

## **STAFF MEMBERS PRESENT:**

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

## **CITY COUNCIL LIAISON:**

Kiki Miller, Council Liaison

## **COMMISSIONERS ABSENT:**

Dan McCracken  
Doug Harro  
Walter Burns, Chair

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

The meeting was called to order by Vice Chair Miller at 12:00 p.m.

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

Motion by Commissioner Shaffer, seconded by Commissioner Anderson, to approve the minutes for May 28, 2025 Historic Preservation Commission Meeting Minutes. Motion Carried.

## **PUBLIC COMMENTS:**

None.

## **COMMISSION COMMENTS:**

None.

## **STAFF COMMENTS:**

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

- There is a letter being routed around for the commissioners' signatures. There is a risk of funding for the State Historic Preservation Offices (nationwide) that might have deep cuts or elimination of the Idaho SHPO if the funding is not preserved. We have been asked to help write some letters in support of preserving the funding of these organizations. SHPO has been amazing for us with their assistance and support. The mayor has submitted a letter along with the former mayor and Council Liaison Kiki Miller.
- John Pulsipher and Jonathan Burns from the Fort Grounds neighborhood association reached out and said they were interested in what the Garden District has done with a neighborhood plaque and plaques for historic homes. She sent them information to share with Fort Grounds homeowners on purchasing plaques for their properties. Chairman Burns provided them with the contact information for Healy Plaques.

## **ONGOING PROJECTS:**

### **Historic Preservation Month and Garden District videos**

Ms. Patterson stated the CDA TV production coordinator Mike Dziak has produced two videos for our YouTube channel, one is the Garden District Celebration and the second is the Historic Preservation Month 2025 Highlights. She shared the videos with the commission.

### **Signage Program and Community Enhancement Grant Opportunity**

Ms. Patterson stated that Commissioner Sardell informed the group at the last subcommittee meeting that there is a Community Enhancement Grant available through the Idaho State Historical Society. We have been talking about a signage program for the historic buildings in downtown that are listed in the National Register of Historic Places. She went forward to City Council to request the authority to pursue the grant funds and to use the donation from John Swallow to have that as a required 1 to 1 match for the grant. City Council supported this as well as using any other donated funds towards a future signage program. Commissioner Sardell has offered to assist in writing the grant and it is due July 1.

Commissioner Sardell commented that she will send the commission the PDF file of the grant application and asked for their input and any corrections. We are asking for a matching grant of \$2,500.00, which would provide a total of \$5,000.00 for the signage program. The goal is to pay for nine (9) plaques for significant historic buildings in the downtown area and North Idaho College campus, such as the Kootenai County Courthouse, Masonic Lodge, old City Hall, Federal Building, Inland Empire Electric Substation (HREI), a couple buildings from NIC from the Sherman campus, and the Roosevelt School. These plaques will look similar to the Garden District plaque at Phippeny Park. The plaques are \$552.00 each from Healy Plaques, which is the company Walter used to purchase the plaque for the Garden District. She would like to have some kind of trifold handout on these buildings and heart of history winners to provide a self-guided tour. She thinks if we keep generating information for the public this will gain more interest for the Historic Preservation Commission.

Commissioner Sardell also noted the plaques are bronze. She would love to put our logo, building history and a QR code on them, but she knows it will not fit.

Council Liaison Miller said it would be nice to have everyone standardize their plaques. Maybe we can encourage property owners to coordinate their plaque design and content so that they match the ones that were done for the Garden District.

Commissioner Sardell said, as for buildings that already have a plaque indicating it is historic such as St. Thomas Church and the Greenbriar Inn, maybe at some point down the road there would be an opportunity to put up another sign with that information to make it more consistent.

Ms. Patterson clarified that there are two different types of plaques – the ones for homes and neighborhoods, and the ones that are being discussed for a historic signage program on commercial and civic structures listed in the National Register. She doesn't anticipate that the plaques for homes and historic districts would have the commission's logo or a QR code, whereas the ones that are part of the historic signage program could have the logo and QR code along with building name, date of construction, etc.

### **Possible Code Amendments Update**

Ms. Patterson stated there was a joint workshop with the Planning and Zoning Commission on possible changes to the Accessory Dwelling Unit (ADU) code looking at different setbacks and trying to eliminate the second story step back by having increased side yard setbacks. There was some good discussion and the Planning and Zoning Commissioners feel this will achieve some of the goals of this commission related to neighborhood compatibility. Such as, if an ADU or a detached shop is within the principal

building envelope, which is where the house would be, that it would have to be lower than the main height of the house. If this was the case, the maximum height of a detached ADU anywhere on a lot would be 18 feet maximum. The code allows them to be 32 feet right now (if built within the building envelope for the principal residence). We also discussed pervious surfaces. There was an impervious surface code years ago that was repealed. Staff and the Planning and Zoning Commission think it needs to come back in some form or fashion to address stormwater runoff and snow. The only time we look at pervious surfaces is when an applicant is submitting for a new ADU. Then at least 30% of the site must be pervious which allows 70% of it to be impervious. We are proposing to change that so at least 40% must be pervious so the storm water and snow can melt and applying it to all construction on residential lots. Another subject we would like to discuss with the Planning and Zoning Commissions in July is twin homes.

#### Government Way Next Steps

Ms. Patterson stated that the goal is to bring together the expanded focus group in September and have another meeting. She would like to have more discussion with the subcommittee members regarding this.

#### **TRACKING TIME:**

Vice Chair Miller reminded the commission to track their time.

#### **ADJOURNMENT:**

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

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

Submitted by Traci Clark, Administrative Assistant