

HISTORIC PRESERVATION COMMISSION AGENDA

City Hall – Conference Room #6

February 28, 2024

12:00 P.M.

12:00 P.M. CALL TO ORDER:

ROLL CALL: Burns, Emerson, Lowe, Miller, Anderson, Sardell, Shaffer

AMENDMENTS TO THE AGENDA: **ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM**

Agenda Amendment to include Recommendation on Two Appointments to the HPC

MINUTES: **ITEMS BELOW ARE CONSIDERED TO BE ACTION ITEMS**

January 24, 2024 – Historic Preservation Commission Meeting

STAFF COMMENTS:

- CLG Grant Updates – Garden District Nomination Update and Downtown Survey

APPOINTMENTS TO THE HPC: **ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM**

- Recommend two HPC commissioner appointments to the Mayor and City Council (Applicants include Ken Husby, Doug Harro and Dan McCracken)

ONGOING PROJECTS/PLANNING/AWARDS: ** ITEMS BELOW ARE CONSIDERED ACTION ITEMS*

Previously Identified Priorities

- City Council Presentation (*Burns*)
- CLG Grant – Garden District – Public Meeting April 8th, IHSRB Meeting May 18th
- May: Historic Preservation Month Celebrations (*Sardell, Miller, Emerson, Shaffer*)
 - Reception with Mayor and Council, community members and other stakeholders (Museum, County HPC, SHPO, historic building owners, neighborhood groups)
 - Awards Ceremony – Heart of History Awards
 - Tours & Possible Partnership with Museum of North Idaho
- Government Way Corridor Outreach, Questionnaire, Survey of Properties (*Anderson, Burns, Emerson*)
- Design Guideline Review – Downtown Core and Infill Overlay Guidelines (*Miller*)
- Historic Building Materials Guide, including Wood Window Research (*Sardell*)
- HREI building discussion
- Other historic preservation priorities/concerns

Calendar

- Identify public meetings, stakeholder outreach, deadlines and target dates

Assignments/Subcommittees

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.

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MINUTES



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**HISTORIC PRESERVATION COMMISSION
WORKSHOP: 2024 GOALS
MINUTES
January 24, 2024
City Hall – Conference Room #6
11:00 A.M. – 1:00 P.M.**

COMMISSIONERS PRESENT:

Walter Burns, Chairman
Shannon Sardell
Richard Shaffer
Anneliese Miller, Vice Chair
Anne Anderson

STAFF MEMBERS PRESENT:

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

COMMISSIONERS ABSENT:

Tyler Douglas Lowe
Sandy Emerson

11:00 a.m. CALL TO ORDER:

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

Commissioner Shaffer had a correction on the November 15th meeting minutes on the motion. He asked that the written minutes to be corrected to read the he was not on the Idaho Tribal Council, he was on the Idaho Travel Council. He also does not own a cabin in the mountains any more. Motion by Commissioner Sardell, seconded by Commissioner Miller, to approve the minutes of the Historic Preservation minutes on November 15, 2023 with the correction and approve the minutes on January 8, 2024. Motion carried.

PUBLIC COMMENTS:

None.

STAFF COMMENTS:

Ms. Patterson stated the CLG grant application for the Downtown Reconnaissance Survey has been sent to Chairman Burns and Commissioner Sardell for their review and it is due Wednesday January 31, 2024 to SHPO. The City Council did approve the HPC requesting the grant funds with a range of \$9,000 to \$15,000. She also requested a copy of the County's CLG grant application for the Garden District Reconnaissance Survey as an example for what we should be requesting with our grant application.

COMMISSIONER UPDATES:

Chairman Burns stated that SHPO is going to have a workshop in Coeur d'Alene on March 15, 2024. This will be for all of the CLG in the region and they are inviting all of the historical societies and Museum, etc. Attendance is not required, if you would all like to learn about SHPO, feel free to attend.

ELECTIONS:

Chairman Burns would like to discuss the election of officers. This is done every January. Mr. Burns stated he would stay on as the Chairman but if anyone would like to take the position please do so. Commissioner Miller and Anderson stated they will both stay on in their positions.

Motion by Commissioner Schaffer, seconded by Commissioner Sardell to retain Chairman Burns, Vice-Chair Miller and Commissioner Anderson as secretary for the 2024 year. Motion carried.

Chairman Burns stated that the commission no longer has Commissioner Marienau. the vacated position needs to be filled; there are now two (2) vacancies. We do have three (3) applicants.

Ms. Patterson stated the applicants are Dan McCracken, and Doug Harro and Ken Husby. The applications will be sent to the Mayor who will review and ask the commission for their input.

PRIORITIZING HPC EFFORTS IN 2024:

Chairman Burns would like the commission to volunteer for specific assignments and help spearhead the ideas that are listed as priorities and projects.

Previously Identified Priorities

- City Council Presentation:

The City Council presentation will be sometime in March.

Ms. Patterson replied it will be when the Commission is ready to present the material and depending on when we can get on the agenda with upcoming public hearings. The City Council meets the 1st and 3rd Tuesdays. We would discuss the Commissions efforts and priorities as part of the presentation.

Chairman Burns stated he will work on putting together an outline for the Council presentation.

- CLG Grant – Garden District – Public Meeting in April, IHSRB Meeting in May:

The CLG grant from the Garden District, Commissioner Sardell and Ms. Patterson met with SHPO and gave us a rundown of what the goals would be and the calendar dates. Mr. Huffaker will send in the application on February 15th to SHPO and their comments will be due on March 15th. There will be a second draft before it goes to SHPO.

Commissioner Sardell stated this was a short time, given that there was a huge Section 7, which in a national historic nomination. Section 7 is the big developmental history that applies and the actual housing in it. The comment that there was a big chunk of that missing means there is still a lot of work to be reviewed.

Chairman Burns stated an issue that came up during the meeting was the outbuildings, and getting them all surveyed. SHPO stated this was not a priority for the outbuildings since there are over 300. There are 500 houses, and over 800 structures including the outbuildings.

Ms. Patterson stated that SHPO did provided guidance, they suggested going toward the architecture rather than the history of the neighborhood. This would be an easier one within the timeframe rather than get all the stories of the famous people and history.

Commission Sardel replied the basic background history that is necessary in Section 7 even if it's an architectural nomination. The idea was to nominate the Garden District for its architectural stye and merit as a good example of a cohesive downtown neighborhood with its history ranges from its inception through 1940 to 1950 the style that encompass that would be from mid-century cottage that was built for

returning veterans from WWII. This is the target for the nomination. The Section 7 of a national historic nomination is the meat and potatoes of the document. How the buildings related to the history of Coeur d'Alene will be important.

Chairman Burns replied that Mr. Huffaker is familiar with the application process. On April 8th there will be a public meeting, in the Community Library room, like we had in June. The city will send out postcard invitations and SHPO will provide the language for people that wish to object. On May 18th there is a meeting with the Idaho Historic Sites Review Board (IHSRB) in Idaho Falls. There will be virtual options if anyone wants to attend on the computer. They will want some participation from us. Commissioner Sardell stated she will attend, as she maybe down in Southern Idaho at that time. Chairman Burns may also be down there at that time and could attend the meeting.

Ms. Patterson stated an item that was not put on the agenda and was not added it to the draft calendar for this workshop is that at the March meeting the Commission needs to decide the draft nomination and determine whether or not it meets the standards. This would be at the March 27th meeting. SHPO would notify the Major and the commission March 18th. The Commission would vote on it and the Mayor would designate this to the commission or he would send a letter of support back to SHPO. In the month of March, the committee could combine the Sub-committee and move the HCP meeting to March 20th. It would nice to have Mr. Huffaker attend this meeting as well. Ms. Patterson asked Commissioner Sardell if she should contact Mr. Huffaker regarding Section 7 and Criteria A.

Commissioner Sardell replied that the Criteria A looks like it is the criteria that is the association of events that have made a significant contribution to the broad patterns of our history. It's important to linking the stylistic nature of the neighborhood to the continuum of history. She does not know in the survey how much was done because she has not reviewed this in a while. It would be helpful between the 12th and the 15th of February we can see that. She can than put it on the schedule to review.

Chairman Burns would like to know if there is any more Garden District information. He wanted to let the commission know they all need to get their hours in as soon as possible by the next meeting. We need to match the grant with the in-kind hours. We need to make sure we get Ms. Marienau's hours as well.

Commissioner Anderson stated she will send out a reminder to everyone regarding their hours.

Ms. Patterson stated to have the commission log their hours and not to worry about the billing rate or mileage rate. Staff can update the dollar amounts. This does change with the grant year. It is important to collect timecards from January to December.

Commissioner Sardell asked Ms. Patterson if the commission can use her consultant rate. If so, she can provide an invoice with the hours and rate.

Ms. Patterson replied she will ask SHPO about using her consultant rate.

Chairman Burns asked the commission to look at the April 8th meeting to confirm if they can attend and that Mr. Huffaker will be presenting an update to the neighborhood.

- Government Way Corridor Outreach, Questionnaire, Survey of Properties:

Chairman Burns said he thinks the Government Way Corridor Outreach questionnaire and survey of properties will be one of the largest projects for the coming year. There is a lot to be done. We do have some outside help that is willing to work with us. We need to meet with the neighborhood, finalize a questionnaire that will be distribute along the Government Way corridor and the extended neighborhoods that we have talked about on either side. He asked who would like to spearhead this project.

Commissioner Anderson replied she will try.

Chairman Burns stated he will get Commissioner Anderson the contact information for Ms. Zoe Ann Thrumman. She has gone door-to-door regarding the Hamilton House. She has a great deal of knowledge about the neighborhood. Commissioner Emerson also know some folks and can help.

Commissioner Anderson wanted to make sure she understood that she will be coming up with dates and when to get the questionnaires out in a timely matter.

Ms. Patterson replied that she can help with formatting some questions and getting it into a printed format and helping to schedule a public meeting. The Hamilton House would be ideal for that meeting.

Commissioner Sardell stated it would be ideal to have the survey out before Spring and have the questionnaire and have it go live for two (2) weeks and have the people respond in a timely matter. She suggested that maybe we have an incentive for people to fill out the questionnaire, such as putting names into a drawing for a gift card from a Downtown business.

Ms. Patterson suggested contacting the Downtown Association for possible gift cards. Ms. Patterson also said that staff can use Survey Monkey to generate a survey. When the public meeting takes place, we could ask people to use the QR code and take the postcards with them. She suggested running an article in the paper regarding the neighborhood meeting.

Chairman Burns states this is different from other work, because it is grassroots, but follows the same concepts as the work that was done in the Garden District. He stated for the Garden District they followed more specific steps outlined by SHPO and the consultant. At the first meeting we will need to identify a core of people to help with the grassroots effort who can have a wider reach to other neighbors. He will ask Commissioner Emerson to help with this.

Commissioner Sardell suggest having feedback after the initial meeting and then have a benchmark of dates. She would be happy to walk around to some houses and talk with the neighborhood.

In response to Chairman Burns about using the existing code for historic overlays, Ms. Patterson clarified there is currently no code for the historic overlay. We will be creating that and proposing a historic overlay to the City Council through this process, if that is the direction they want to go.

Chairman Burns stated he has spoken with Councilmember Dan Gookin who is deeply involved in the Fort Grounds. He said this would be a huge challenge in regards to all of the Airbnb short term rentals and the out-of-town folks if we had to get 66% support for a historic overlay district.

Ms. Patterson replied that the State Statute for the local historic district is 51%. We could justify this lower percentage to council.

- May: Historic Preservation Month Celebrations:

Chairman Burns commented on the historic celebration reception with the Mayor, Council and community member and other stakeholders.

Commissioner Sardell suggested that it would be nice to have something during that month to have information from the Government Way survey to present at that time, to show work that the committee has done at the time and show community support. If we are going to try to do some amount of activity during preservation month in May, it would make sense to present the findings of the Government Way Survey for the dignitaries at that event. It would be great to also do a press release about the May 18th IHSRB meeting in Idaho Falls and the Garden District Nomination a month before.

Chairman Burns asked the commission if they want to do this reception with the awards in May or try to do it before, so folks know what is upcoming in May.

Ms. Patterson suggested to have a reception with the awards at the Jewett House in May and have other things happening throughout the month of May depending on if the commission is not overcommitted.

Chairman Burns suggested Commissioner Emerson be in charge of the awards since he has been involved with that in the past. He asked the commission who would like to put the reception together.

Commissioner Miller answered she can help but cannot get overcommitted.

Chairman Burns suggested to have the PJ Johnson house receive an award and this might open up the opportunity to combine this with a reception and they could possibly host it at the house. He will talk to the owners regarding an open house.

Ms. Patterson suggested that if that does not work, the commission could possibly do the tour like the Garden Tours. We could identify three buildings and we have the commission members spread out at those locations. We could have a four hour window on a Saturday and people can gather at those locations with the owners and commission members.

Commissioner Sardell asked if there was any Downtown festival that we could piggy back on.

Chairman Burns suggested the Farmers Market but would that would not be until May 15th. We could still be involved in the summer months regarding the market. We could possibly organize a tour with the Downtown Association, maybe asking former HPC Chairman Dave Walker to assist.

Commissioner Miller stated there is usually an Art Walk on Fridays.

Chairman Burns stated he had done a tour for the Idaho Historic Sites Review Board in September for the Garden District and he could do this again. We would need the sub-committee members there.

Commissioner Sardell offered to do the planning and target a specific date for the tour right now. She suggested setting up a table at the Farmer Markets with some type of material for kids, such as coloring books with specific notable historic buildings in Coeur d'Alene. We could turn photos of the buildings in to drawings. We can pick out three (3) buildings. Some of the buildings could represent buildings that will receive awards or have tours during May.

Chairman Burns suggested an information sheet to pass out that explains what properties are on the Historic Register in Coeur d'Alene so people can get some awareness of our historic resources.

Ms. Patterson suggested that the library has a booth at the Farmers Market and the commission could possibly partner with them and have the children's activity such as coloring.

Chairman Burns replied he would participate in that sub-committee and Commissioner Shaffer stated he would be involved in that as well. This will be the May sub-committee.

- CLG Grant Request – Downtown Survey

The next topic is the CLG Grant Request for the Downtown Reconnaissance Survey.

Commissioner Anderson suggested doing a community kick off meeting for the Downtown Reconnaissance Survey in the Fall, such as in October.

Chairman Burns agreed to work on the CLG Grant in the second half of the year. This will require some foot work and commissioner time for the required in-kind match. We will have to take photographs in a specific format that SHPO would require. The consultant will drive all of this.

Commissioner Anderson asked if it would be similar to Government Way in terms of questionnaire information.

Chairman Burns stated no, for Government Way we are hoping to put together some sort of definition on new construction and putting some restrictions. This does not apply to the downtown. The reconnaissance survey of the downtown could, in the future, be used for a local historic district or historic overlay, or it could be a historic district on the National Register of Historic Places. This will give us the information of what we need to do and can plan ahead. This will be down the road because of obtaining the survey and this takes a couple of years for the Downtown District.

Ms. Patterson stated she has the dates of the application. It is due on February 15th and the announcing the awards would be mid-March. The CLG's would be notified in April and the project start date would be on September 1, with the first check-in being in October and then wrapping up by September 2026. This is a two-year effort.

Commissioner Sardell commented it would be nice to have a press release in May to show what the commission would be doing so that the public is aware of the Downtown Survey. It could help bring more awareness.

Chairman Burns asked if anyone has a relationship with the Press.

Ms. Patterson stated she works with them all of the time.

Open Discussion:

Chairman Burns asked what the Commission would like to pursue and look at what has been done the past year and what we could do better and receive feedback from individual members on how involved they feel that they are in this committee.

- Other Possible Preservation Efforts in 2024

HREI Building Discussion

Chairman Burns would like to have the HREI building be part of the discussion.

Ms. Patterson replied that Bill Greenwood, Director of Park and Rec had sent the email a few months ago regarding the discussion about the HREI building and what would work and what would have to be done with and the cost estimates. This was done to see if it could be repurposed as a Police Sub Station. He did not get a real specific report it was just some generic information. He should be getting some more information.

Chairman Burns suggested have Mr. Greenwood join one the meeting so he can give his impute and how we might be able to participate and help any way, the building is pretty close to coming down.

Commissioner Sardell replied that the building is shedding brick, the joints are coming destabilized and some of the bricks are deteriorating, mostly because Parks is watering the grass and the water is hitting the bricks. The mortar should be repointed and it is very expensive. It needs to be stabilized which is very expensive. It has a lot of systemic issues as well.

Ms. Patterson stated that the City does own the building and it is on the National Historic Register.

Chairman Burns stated it is a key piece that ties together the Memorial Field and the City Park. It is important to do what we can but he does not know what that would intel.

Ms. Patterson inquired about the timeline for the Idaho Heritage Trust where Commissioner Sardell offered her service for the Jewett House is this still an option, and she believes it would be a two-year commitment.

Commissioner Sardell replied the grant is being all reorganized and she has no control of the process. They want letters of intent on what a community would like. If the city would like to write a letter of intent

that they would like to apply for a grant but they are not sure on what to apply for, this would trigger Idaho Heritage Trust to send her to look at. She would provide technical information about what kind of order or project would be appropriate for that type of grant. The committee could take the document to City Council and see if they want to apply for a grant. These grants are 50/50 matching grants. It is not in-kind not cash. The money comes from Idaho State Licensing Board. The grant dollar amount is \$15,000.00 to \$20,000.00; with this kind of money being required, many applicants find this cost prohibitive. One way to leverage the funding further is to have a Boy Scout group, Lions Group etc., as a volunteer effort you have a craft person who teaches how it goes together such as mixing the mortar and then monitoring and helping people make sure that the work, they are doing is sound. We could find similar materials such as bricks and work with those, we need a community effort to receive the matching funds.

Chairman Burns stated we would have to have the public have the will to put forward money and support within the city. Grants are due on September 30th.

Commissioner Sardell stated this could be a goal of the committee to potential look at the Jewett House or the HREI and help encourage the city to look at those sort of grant options for one of the two.

Chairman Burns stated he knows there will be a grant request for the Hamilton House. They were strongly encouraged to have the music conservatory apply for the grant. They will have a source of matching funds this year.

Ms. Patterson asked if the Commission would consider having this item be presented to the City Council as a request.

Commissioner Sardell stated maybe Mr. Greenwood would fill out the applicant for the HREI building or maybe the Mayor to get the letter of support for the actual grant application. There is not a requirement to be very specific about the needs. But, if the City submits a letter of intent, they really need to be committing to go through with the grant process and come up with a cash match.

Chairman Burns asked if this is something that the commission wants to pursue this year for the HREI building and the Jewett House.

Historic Building Style & Materials Guide, including Wood Window Research

He also wants to ask about the historical materials guide. He thinks this would be a great thing for the committee to have and to have it be ready for May during the Historic Preservation Month and for the Farmers Market.

Commissioner Sardell replied that she will explore what needs to be done but not commit to making it happen by May.

Commissioner Sardell stated that Sandpoint had done the same type of project with a coloring book. The Press had done an article regarding this sort of project. She always has the book with her. She states this book could be helpful to use as a guide to make ours. This would just reflect our local style. We could mock up a few pages and have groups to put advertising on the back cover. They could contribute a little bit of money to offset the printing of the book.

Chairman Burns stated that assuming we receive the grant for the Downtown Reconnaissance Survey. We are going to be talking to the Downtown Association. We could plug something like this. He will follow up with Chris Whalen who is the gentleman creating the Historic App.

Commissioner Anderson asked if there was a local brick builder back in the day, or maybe local wood workers. Maybe they would have old material books. Maybe the library or NIC, or one of the museums.

The commission did not know of anyone.

- 2024 Goals (Preservation, Outreach, Education, etc.)

Chairman Burns asked what are the goals and what would we like to accomplish this year.

Ms. Patterson stated reviewing the existing Overlay and Infill Design guidelines of the city and see if those can be enhanced to have better specificity, it is very vague regarding historic significance. We have a lot of projects being build Downtown and it would be good if the HPC would have some guidance.

Commissioner Miller replied that she would be on this committee and offer feedback.

Ms. Patterson stated this would involve the Downtown Core and all of the Infill areas. This would consist of reviewing the existing guidelines that the City has.

Chairman Burns stated he remembered talking about the historic areas such as Infill Standards. He thinks this is something he could pursue. He questioned the infill housing efforts (Coeur Housing) and discussions about building additional density in the core area. He was concerned about the implications of additional density and how that might negatively affect historic neighborhoods.

Commissioner Sardell stated its good to have ways to mitigate damages now then rather saving resources and here we don't have that issue yet. We need to balance the historic resource with those development pressures. The Historic Overlay is important to this. We do need to approach this as a commission to help preserve the historical character of the neighborhoods.

Chairman Burns stated there is going to be change but there could be respectful and thoughtful of what does exist. There needs to be a balance of the preservation and progress.

Ms. Patterson stated the Coeur Housing ordinance work was tabled and staff will be looking at coming up with a proposal for what we call a Twin Home to allow Twin Homes on lots that would otherwise allow a duplex in the different zoning districts. It would allow zero lot lines so two different people could own it. It would look like a duplex, but would have one shared wall. Internally we have discussed these projects for an historic neighborhood if there is an alley to require the access off of the back and not off the front. The commission could weigh in those items. Staff would be working with the Planning Commission. She will keep the commission posted.

Chairman Burns stated the commission in the past has tried to gather information about former Farragut buildings that have ended up in the city.

Chairman Burns feels like the commission needs better outreach in the community. The City Council presentation and the May efforts will be important. We can talk to the newspaper and see if we can get more exposure. He asked if this is enough of outreach this year.

Commissioner Anderson suggested Art on the Green for the coloring books, etc.

Chairman Burns agreed and wants to see what other city events are doing and piggy back on those certain events and have a booth set up.

Ms. Patterson suggested to have materials about the Downtown Survey for upcoming community meetings (once the City receives notice that it is awarded the CLG grant funds) She also suggested getting the Downtown Association involved. Maybe we could have a booth set up in front of the one of the businesses in the Summer during Art Walk/Art on the Green and have water bottles that have a label with a QR code like was done for the Historic Preservation Plan.

Commissioner Miller stated the commission has not come up with a logo. It would be nice to have one. She will try to get some creative brainstorming in her office to throw in some ideas.

Chairman Burns stated he knows that Pepper Smock would let the Commission set up in front of his house, which is between 5th and 6th Street on Sherman Avenue during any event. He is very supportive of preserving the City's history. This is the only house still standing in the Downtown Core. He also would like to engage with the public more.

Commissioner Sardell stated she likes the idea of Art on the Green and having a booklet made, and a sketch of Memorial Park or the Grand Stand. We could start with these ideas and people that are her age with children have missed the history component, which means a lot of the organizations are lacking with volunteers or involvement with historical societies. The tours that Dave Walker does, for example, we need to get kids involved so the parents become more aware. What if we had a QR code at the bottom corner of each of the line drawings that show a website that has information on each of the buildings. It would be easy to have a paragraph and actual picture of the building in a digital format that anyone can access. We can engage with a couple of different age groups which can link into the historical materials and styles, etc.

Chairman Burns stated he will talk to Chris Whalen regarding the links and see if he has information on any buildings they would be represented. He might have developed some description regarding some of the building that are chosen. The commission could choose not only residential buildings but commercial buildings, such as the Masonic Temple and the old railroad station. This is an ongoing idea, that we can change up next year by picking other buildings. Chairman Burns stated he will talk to Deb Mitchell at the Museum and see if there are any photos we can use.

Ms. Patterson stated she does not want the commission to be over committed. So, the commission should consider partnering with other organizations that can help with advertising like the museum or the library, and helping to write articles about Coeur d'Alene's history.

Chairman Burns stated that Dave Walker does walking tours and he was on the commission for a few years. We could maybe have him as a guest so he could provide input.

Commissioner Shaffer asked if there were any other buildings that could be lost due to deterioration or development. If people have an affinity to their neighborhood and they don't know about a certain building that might be torn down, they might become more involved.

Commissioner Sardell stated it would be nice to know what properties are at risk and what can the commission do to document and photograph before they go.

Ms. Patterson stated there was a list created before that was some properties that the commission wanted to have flagged for a demolition permit. The building official said he would add it to a list. Ms. Patterson will look back and see what is on the list. Also, anything that is on the National Register is not protected but we have those properties.

Individual Thoughts and Ideas and What can we do better?

Chairman Burns asked how everyone has perceived the commission if they would like to more involved and are there any suggested changes on how the commission handles their business and how they can do better. City Council Liaison Kiki Miller sent out a survey and it came back those members wanted to be more involved. Specifically with assignments.

Commissioner Anderson stated that the members have taken on some sort of responsibilities with the assignments, but life happens. There are membership changes and a lot going on with life in general.

Chairman Burns stated he has been very impressed on how well the group had been able to participate. The Teams option has been strong.

Commissioner Miller states there will be great momentum and commission members are all excited, but then something happens and it kind of stalls.

Chairman Burns replied he does not like kicking things down the road on the agendas. If it's not something the commission wants to focus on, it should not be on the agenda.

Ms. Patterson stated looking back on the list it is important for the commission to continue to ask if this is really realistic. This is a very big list and a lot can be front loaded but, maybe this year the commission should focus more on the big stuff and continue with the other items for next year.

Commissioner Sardell suggested having the sub-committee take on some of the items and use it as a review process to keep some of the tasks moving forward. There needs to be a date and timeline on some items so the commission has a deadline. She could work on photos of the line drawings and have the sub-committee approve those drawings by the next regular meeting. These seems more feasible to collect a few things at time to keep working on.

Chairman Burns stated over the course of the past year the sub-committee meetings are where the work gets done and we bring it forward in a more formal process in the general meetings. This is where the brain storming takes place during the sub-committee meetings.

Commissioner Sardell would like to propose at next month's meeting to try to invite people who can help with the May Historic Preservation month. She suggested inviting Brit, Doug and Dave Walker to come in and suggest a few things and publish articles during May as a partnership. Commissioner Sardell will reach out to Brit and invite her; she can also ask her about the historical photos. Maybe she could also reach out to Deb Mitchell.

Commissioner Miller replied she will reach out Mr. Walker about doing historic walking tours in May.

Commissioner Shaffer stated the commission needs to put a timeframe if we have guests attend our meetings to help stay focused.

Ms. Patterson stated during that meeting to have specific requests on what the commission needs to have done from them. Ms. Patterson asked Chairman Burns if he wants the February 28th meeting to have the discussion of the City Council presentation regarding who is presenting to get it on the March City Council meeting.

Commissioner Sardell suggesting have the presentation on the March 19th City Council. This leaves April with the Garden District public meeting. This will give the rest of the month to gather all of the material ready for May.

Chairman Burns asked Ms. Patterson how many minutes can we speak in front of the Council. He will put together the outline and present it at the February 28th meeting and discuss.

Ms. Patterson suggested no more than a 20 minute presentation.

Commissioner Anderson stated that the questionnaire is ready to go. She will do an outline of the next steps, including the neighborhood meeting, and bring this on the February 28th.

Commissioner Sardell suggested reviewing the Infill Overlay and Downtown Core guidelines project this Summer and we can reconfigure and work on in it through the Fall.

Chairman Burns stated the Garden District will roll along on its own. The Downtown survey is coming along.

TRACKING TIME:

Chairman Burns reminded the commission to track their time and send it to Commissioner Anderson.

Calendar

- Identify public meetings, stakeholder outreach, deadlines and target dates

Assignments/Subcommittees**ADJOURNMENT:**

Motion by Commissioner Anderson, seconded by Commissioner Miller, to adjourn the meeting. Motion carried.

The meeting was adjourned at 1:10 p.m.

Submitted by Traci Clark, Administrative Assistant

DRAFT