

HISTORIC PRESERVATION COMMISSION AGENDA

City Hall – Conference Room #6

November 15, 2023

12:00 P.M. CALL TO ORDER:

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

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

October 25, 2023

PUBLIC COMMENTS:

STAFF COMMENTS:

OTHER BUSINESS: ****ITEMS BELOW ARE CONSIDERED TO BE ACTION ITEMS***

- **Wood Windows informational document for website**
- **Government Way Corridor & Questionnaire Discussion**
- **Certified Local Government (CLG) Grant Application Ideas**
- **Subcommittee Reports & 2023 Work Plan Project Updates:**
 - Historic Building Materials Guide, including Wood Window Research
(Burns, Sardell and Lowe)
 - Infill Guidelines, Historic Overlay Zone, and Local Districts
(Anderson, Miller, Burns, Marienau, Sardell, Lowe)
 - Awards/Outreach
(Emerson, Burns, and ??)
- **City Council Presentation**
- **HPC Workshop in January to establish 2024 Goals**

TRACKING TIME:

COMMISSION COMMENTS:

FUTURE AGENDA ITEMS: ****ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM****

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.

**HISTORIC PRESERVATION COMMISSION
MINUTES**

October 25, 2023

City Hall – Conference Room #6

COMMISSIONERS PRESENT:

Walter Burns, Chair
Anneliese Miller, Vice Chair
Sandy Emerson
Shannon Sardell
Alexandria Marienau (on Teams)

STAFF MEMBERS PRESENT:

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

COMMISSIONERS ABSENT:

Anne Anderson
Tyler Douglas Lowe

12:05 p.m. CALL TO ORDER:

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

September 20, 2023

Motion by Commissioner Sardell, seconded by Commissioner Emerson, to approve the minutes for September 20, 2023, motion carried.

PUBLIC COMMENTS:

None.

STAFF COMMENTS:

Ms. Patterson commented she heard from the Garden District consultant, Kirk Huffaker, with an update regarding the nomination and everything is going well. She also noted that the Certified Local Government Grant (CLG) application deadline has been extended to January 31, 2024, which is beneficial as it gives more time to put together a grant application with the holidays.

PRESENTATION:

Chairman Burns stated that Courtney Beebe, Kootenai County Historic Preservation Commissioner, could not make it today so he will be making the presentation on her behalf. The County received a CLG grant at the same time that we received our grant for the Garden District nomination. They received a grant for an update to the Historic Preservation Plan. Unfortunately, the time frame got squeezed, and the County HPC got their RFP out later than we did. They received no bids. The Commission has decided to move forward with putting together Historic Preservation Plan themselves with support from County staff, but we are going to be doing it by piece meal. We have hired Northwest Vernacular, who is the group to put together the City's Historic Preservation Pla. The County hired them to do context only. There is an Administrative Assistant now who works for the County who is doing a lot of the leg work for us, including reaching out to all of the museums and historical society's throughout the County and going to their meetings. Chairman Burns read from a script that said, "*The Kootenai County Historic Preservation*

Commission is currently working towards putting together a historical preservation plan for the County and we are seeking input for you and your community as the core preserves of history in your community we want to make sure we want to make sure we give you a voice and acknowledge the vital work that you do in our County. Our hope is that you will partner will us to identify priority, needs, goals and objectives and approve awareness of historic needs across the County. We have put together a questioner to gather information about these topics and launching it an outreach campaign in October with a press release and an email blast. We have printed cards with the information and QR code that links to the questions in addition we will be placing QR codes stickers on historic markers throughout the County. We are asking you to complete the questioner yourselves and pass it on to your people and on your contact list.”

OTHER BUSINESS: **ITEMS BELOW ARE CONSIDERED TO BE ACTION ITEMS**

Nomination – Historic Preservation Commission Member

Chairman Burns would like to discuss the nominations of the two candidates for Historic Preservation Committee member applications.

Ms. Patterson states the Mayor is recommending Mr. Shaffer, he does have historic preservation experience, he has worked in Wallace, ID for a number of years, our Council liaison also recommend him as well. The commission has also been asked to provide input as well.

Commissioner Miller states that Mr. Husby also has experience in California. Ms. Patterson confirms that yes, he did from 2009-2011.

Commissioner Emerson asked if Mr. Shaffer lives in Coeur d'Alene and Ms. Patterson states that yes, he does. He also states that he does know Mr. Shaffer and that he manages a hotel in Wallace, for the Magnuson's.

Motion by Commissioner Miller, seconded by Commissioner Emerson, to approve Mr. Shaffer for the nomination for the open vacancy position for the Historic Preservation Commission Committee. Motion carried.

Commissioner Sardell asked the question if there is still one more vacancy for the Tribal representative on the commission.

Ms. Patterson responded yes, she stated during last month's meeting Commissioner Marienau said she would be reaching out to see if (Laura Laumatia) who is in the Environmental Department with the Coeur d'Alene Tribe would be interested, Ms. Patterson stated she could reach out to Jill Wagner who is in the Cultural Department to see if she would be interested, maybe it would be nice to have a motion to have a back-up, or an alternate.

Chairman Burns discussed that he had a campaign event at his home and one of his neighbors by the name of Doug Haro (spelling?) and he is an archeologist. This is one of the main criteria's to be on the board, and would make a great addition. He asked him to join the committee this week, he had a prior commitment. He would like to join next month. Chairman Burns would like to make the Commission whole by the end of the year.

Ms. Patterson disused the terms of the three members who are up for re-appointments, Chairman Burns, Commissioner Sardell and Commissioner Emerson. Chairman Burns, Commissioner Sardell agreed to be re-appointed and Commissioner Emerson agreed but is hesitant due to his poor eye sight.

Government Way Corridor & Questionnaire Discussion

Chairman Burns discussed the Government Way Corridor questionnaire that Commissioner Sardell has put together with some ideas for a questionnaire. The guest today, Zoe Ann Thruman, was very involved with the Hamilton House. She has done multiple door-to-door canvassing within the Government Way district. Chairman Buns noted that the commission has talked about doing a zoning overlay in that area and the adjoining areas, including the ABC Streets and east to 2nd Street. We discussed putting together

a questionnaire that would be distributed throughout the neighborhood. We are talking about an Historical Overlay to designate the neighborhood, which is a tool given to us by the City Council, but it has not been applied to any neighborhoods yet. We are looking to start to publicize the effort and get it going. The difference between an overlay and a historic district is that there are no rules or restrictions with the historic district. The Commission does want to put some guidelines, restrictions, rules on new construction within the neighborhood if that would be supported by the property owners within the area. The goal is not to regular paint color or siding. We are trying to put some guidelines on new construction in order to preserve the character of the neighborhood. It would be up to the neighborhood to decide what would be in the overlay. That is the reason we are talking about sending out the questionnaire, to see how they feel about the various topics and what they might support. We need to get a feel about new construction, the setbacks, locations of garages, etc. We are hoping to launch something sooner than later. We need to take a vote to proceed. Ms. Thrumman has a unique perspective on this neighborhood and she knows some of leaders as well.

Ms. Thrumman stated the feedback that she has received is that there will not be a whole lot of push back regarding the restrictions on new construction. She has been talking to property owners in that area since 2019. There has been a lot of door knocking, asking questions and flyer drops. She kept everyone updated with what was happening with the Hamilton House, and then did a signature drive and petition signing that she presented to the County Commissioners to save the Hamilton House. The homeowners there are in that area are very vested that neighborhood.

Commissioner Emerson asked Ms. Thrumman if she heard from any homeowners about a past effort to form an organization when there was a movement to widen the street and cut down some of the trees. Ms. Thrumman said she had not heard that. Commissioner Emerson indicated that Art and Margee Grant, and Ken and Vickie Roberge live in that neighborhood and can be very helpful. Councilmember Kiki Miller who is our liaison to the Commission said she would like to be involved as well.

Ms. Thrumman mentioned Mr. Grant has come to the Commission meetings with her in the past. Ms. Thrumman also wanted to get a database also of everyone's emails it would make communication a lot easier. She believes the face-to-face contact is very effective. Everything starts on a grass roots level. She states she was trying to save one house. You folks on this committee are trying to save the whole city. So, kudos to your committee on trying to save the Government Way District.

Commissioner Emerson made a suggestion about going to the County assessor's office and gathering a list of property owners names. He asked the commission how do we feel about expanding from the ABC Street neighborhood and 1st, 2nd, Streets and do we see that as initial component or is something to be done as it progresses.

Chairman Burns suggested breaking up the questionnaire into 3 areas and if one area is very supportive but another one isn't we can pair it down to which area we can put that historic overlay on. There is enough historic property in those two-expansion areas, particularly along 2nd Street. It has been discussed that we may need to get 67% approval of the neighborhood, but Councilman Gookin said maybe 60% could be an appropriate threshold since the code hasn't been drafted on the historic overlay yet. The logical outcome to do is to meet with the neighborhood group and start with them and let them have in-put on boundaries, etc. But we would ultimately decide how the historic overlay code is drafted.

Ms. Thrumman suggested putting together some type of an overview of the historic characteristics and stories about the neighborhood, with the history of the houses and previous owners, that could work in your favor to get to the 67%.

Chairman Burns stated that Council Liaison Kiki Miller has suggested that this group make a presentation to the City Council talking about what we do and what we are working on. This would be an ideal topic to present to the Council.

Ms. Thrumman will contact Deb Mitchell to see if she has any history about the neighborhood.

Commissioner Sardell added that the intent of the questionnaire was to see what the pulse was throughout the neighborhood about the historic overlay standards. With the loss of historic resources

across the city, there are five items that could be considered as part of an overlay, i.e., setbacks, from the street or side yard, garage locations, and roof forms and demolition permits.

Chairman Burns thought on the subject of the demolition process that it is important for the commission to have some review and have an opportunity for the property owner to consider the historic nature of a property and possibly saving it rather than demolition. Currently, you can walk into City Hall and receive a demolition permit. There are no questions about what it will be replaced with. With a historic overlay zone, there could be an opportunity in historic neighborhoods to let the commission have a review.

Commissioner Emerson stated the museum would also like the opportunity to look at things that are going to be taking apart like the front door and other items that might have some historic value. He asked about the roof lines and the character of the house, and if that would be in the overlay.

Chairman Burns said he and Commissioner Sardell have discussed putting together some sort of booklet or guideline on various housing styles, if it's a Craftsman or if it a Tudor, etc., we can present something to some folks who want to put an expansion on their home that fits on the existing home and it belongs on the exterior.

Ms. Thruman was very impressed with the home that was built on the corner of A and Foster where a tree fell on the home and destroyed it. The homeowner had made a pledge to the neighborhood that he was going to work the design in so it wouldn't stand out as a modern design. Ms. Thruman thought it would be a good idea to get pictorial history of homes and make them available to the neighbors. Ms. Thruman asked if the trees would also be in the questionnaire.

Chairman Burns mentions he noticed that same homeowner had extended the concrete fence to surround the neighbors as well. He mimicked the house next door.

Ms. Patterson answered regarding the trees that the Urban Forestry Commission reviews the request to remove grandscale trees. Nick Goodwin would be the contact person.

Chairman Burns would like Ms. Thruman and Commissioner Emerson to put together a neighborhood meeting in January and launch the survey at the meeting. The neighborhood will be the key in all of these efforts.

Ms. Patterson suggested putting the questionnaire on the agenda for next month to have the commission approve the questions.

Ms. Thruman can offer the conservatory as a meeting place that the neighborhood can gather.

Subcommittee Reports & 2023 Work Plan Project Updates:

- Historic Building Materials Guide, including Wood Window Research
(Burns, Sardell and Lowe)
- Infill Guidelines, Historic Overlay Zone, and Local Districts
(Anderson, Miller, Burns, Marienau, Sardell, Lowe)
- Awards/Outreach
(Emerson, Burns, and ??)

Chairman Burns states they did not have a sub-committee meeting last month. However, there are things discussed at the last general meeting that we need to address.

Commissioner Sardell did not get to her window research. Basically, it has been advertised that new windows are the most eco and green friendly to do, it takes some persuasive data to get people have a look at documents.

Ms. Patterson stated that her full document could be attached to an executive summary for those that want to see the full details.

Commissioner Sardell spoke with Commissioner Lowe before he went on active duty regarding a Wood Window Training conference in February in Orlando FL. It is a training opportunity. He is interested sending some folks to the conference, she is trying to get that as a carrot for people getting more of exposure to rehabilitating existing windows.

Awards & Outreach:

Commissioner Emerson discussed that he would like to have these awards in May as part of Historic Preservation Month.

Certified Local Government (CLG) Grant Application Ideas

Ms. Patterson commented on grant application ideas that have been discussed previously. The first one is doing a survey of the Government Way corridor, not to get it on the National register, but to have the history and all of the info. The next is the wood window restoration training locally, if we could have someone go out and get the training, and bring the training back and have it to be funded. Additional ideas were to compile a historic resources style guide with illustrations.

Chairman Burns said another idea is to have a survey of the Mill workers home that are scattered throughout the town and the city's history. A lot of them have been modified because they were so small.

Commissioner Miller asked the question which grant would best suit the needs of the commission. Is Government Way more at risk or the tiny Mill workers home survey more at risk. That should help the commission decide where the grant money should go.

Chairman Burns states he has an issue with Government Way survey if we are going to try to do this overlay thing, if we are going to try to two at once they are not going to understand which is which and getting neighborhood support or objections could spill from one to the other. That is the reason why we have not done an overlay with the Garden District.

Commissioner Emerson feels the ABC District is more vulnerable.

Ms. Patterson asked Commissioner Sardell if she felt the grant could be used to conduct a survey with the purpose of creating a local overlay district and not necessarily to pursue National Register of Historic Places designation.

Commissioner Sardell stated the survey or whatever the district basically gives us enough information to start really giving us enough information to start what a boundary would be for an infill group. The Garden District the boundaries did change a bit based on certain criteria. Can they be nominated a registered building?

Chairman Burns stated if we did receive a grant from SHPO the consultant would do the lions share of work. Ms. Patterson clarified that the work on the survey of the Garden District by the County's commission was very time intensive for the commissioners, whereas the nomination process is not.

Ms. Patterson also clarified this would be a matching grant. She will find out from the State Historic Preservation Office the dollar amount of recently awarded grants for survey work.

Chairman Burns commented on the Johnson House which is in the Garden District on Coeur d'Alene Avenue and 7th Street. It is original on the outside and inside and could be a great individual nomination to the National Register of Historic Places. They are planning to turn it into a bed and breakfast, which he supports. He indicated he has been talking to the owners and they would love to have a historic designation plaque to post on the front of the building.

TRACKING TIME:

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

COMMISSION COMMENTS:

None.

FUTURE AGENDA ITEMS: **ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM**

The Commission requested the following items to be discussed:

- Government Way Questionnaire
- CLG Grant Ideas
- City Council Presentation

ADJOURNMENT:

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

The meeting was adjourned at 1:15 p.m.

Submitted by Traci Clark, Administrative Assistant