

**HISTORIC PRESERVATION COMMISSION AGENDA**

**City Hall – Conference Room #6**

**October 25, 2023**

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

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

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

September 20, 2023

**PUBLIC COMMENTS:**

**STAFF COMMENTS:**

**PRESENTATION:**

- Courtney Beebe, Kootenai County Historic Preservation Commission

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

- **Nomination – Historic Preservation Commission Member**
- **Government Way Corridor & Questionnaire Discussion**
- **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 ??)
- **Certified Local Government (CLG) grant application ideas**

**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 PRESEVATION COMMISSION  
MINUTES**

**September 20, 2023  
City Hall – Conference Room #6**

**COMMISSIONERS PRESENT:**

Walter Burns, Chair  
Anneliese Miller, Vice Chair  
Ann Anderson (Teams)  
Tyler Douglas Lowe (Teams)  
Alexandria Marienau (Teams)  
Sandy Emerson  
Shannon Sardell (Teams)

**STAFF MEMBERS PRESENT:**

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

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

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

August 30, 2023

Motion by Commissioner Anderson, seconded by Commissioner Sardell to approve the minutes for August 30, 2023, Motion approved.

**PUBLIC COMMENTS** None

**STAFF COMMENTS:**

Ms. Patterson announced there have been two applications for the Historic Preservation Commission, the names have been forwarded on to the Mayor and we will get some direction from him if he wants the Commission to make a recommendation or not. She said she is still having a difficult time finding anyone from the Tribe to fill the other vacant seat. She asked the commission if they want to keep pursuing that and hold that position open for the Tribe or fill it with someone else. Chairman Burns asked what is the status of the Tribe? Ms. Patterson stated she is not hearing back after multiple calls and emails. Chairman Burns asked about Michael (Planning Manager for the Tribe). Ms. Patterson stated Mr. Weir he has moved on. He informed her that his contract was not going to be renewed. The Tribe recommended Dixie Stensgar. She's in the cultural department Chairman Burns asked if he could review the applications as well. Ms. Patterson will send out the applications to the Commissioners. Commissioner Anderson stated that she would like to continue to try to get a tribal member on the commission. Commissioner Marienau suggested Laura Laumatia from the Tribe's environmental department as a good candidate, and said she will reach out to her.

Ms. Patterson stated that the Idaho Historic Site Review Board meeting will be here in Conference Room #6 this Saturday September 23, 2023 from 1-5 p.m. Chairman Burns stated the Idaho Historic Sites Review Board will be reviewing 5 applications and that they are the ones that will be reviewing the Garden District Nomination next year. Chair Burns added that there will be a walk tour in the Garden District at 5:00 p.m. and to meet at 9<sup>th</sup> and Foster.

**PRESENTATION:**

Chairman Burns: The Centennial Trail Foundation presentation has been postponed to a later meeting.

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

**Subcommittee Reports & 2023 Work Plan Project Updates:**

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

Commissioner Sardell stated there is a lot of information regarding how to preserve wood windows and use storm windows to achieve high energy efficiency, rather than replacing the original windows with vinyl. She asked the commission if they would like to share the information on the commission's website. Commissioner Lowe commented he had researched that there are no local companies that specialized in historic window restoration. He reached out to some of the local contractors in the area and some of the numbers that he got back on for a hypothetical window restoration were kind of astounding. Just to give you an idea he thought maybe the job would come in at about \$150,000.00, but the quote came in at \$460,000.00 and another was \$620,000.00 for the wood window restoration. Those prices were for wood window restoration in Coeur d'Alene for a total of 42 windows.

Commissioner Sardell stated she spoke with a company called Authentic Restoration and received a quote of \$5,000.00 per window. She stated it would be great if they could have some kind of workshop to educate the homeowner to learn how to restore the old wood window, and to not throw out the original windows. Commissioner Lowe stated he said the dollar amount should be around \$6,000.00 per window for restoration. The quote he received is not a reasonable dollar amount for these 42 windows. Commissioner Lowe said we need to encourage people to restore windows, but new wood windows might be an option. The Pella windows might not be preferred but are a lot less than \$600,000. Commissioner Sardell states that the new wood windows are not staying with the historical theme. Commissioner Lowe also commented he also knows of a company out of St. Augustine in Jacksonville, FL that they could invite to come up and offer a class on how to restore old windows. Commissioner Lowe also stated that Pella does have a great wood window product that does have a historic look and is a lot less than \$600,000.00. Chairman Burns stated there are two issues -- applying storm windows and restoring old window that have been painted shut. Commissioner Lowe said he will forward the estimates to the committee. Commissioner Sardell stated she will obtain more quotes and invite more builders or contractors to see if they could do workshops on how to install and restore old windows, with lead paint and glazing, or where the CLG money might be spent or maybe take the window to the warehouse house in a controlled environment for less cost. Chairman Burns stated he spoke with an old contractor, Chris Hobart, who has worked on many old houses. They had been over at the Hamilton House, that has many old windows and they are thinking about trying to get a grant from the Idaho Heritage Trust, that might be a good resource to receive some grant money. He said that Chris might also be willing to do some trainings.

Chairman Burns said he would like to get the word out by means of some kind of publication or media that encourages people to preserve and restore their wood windows. Ms. Patterson suggested it would be helpful if it contained resources for the public on where they can find local contractors and historic building materials. Commissioner Sardell said she can provide those contacts. Ms. Patterson suggested posting on Facebook that there will be a training opportunity. The commission discussed working with North Idaho Building Contractors Association to help spread the word and see if they have any qualified

people to assist with the training. Commissioner Lowe agreed and said he would come down himself and bring his work crew to help do trainings on wood window restoration. Commissioner Sardell stated the Preservation Alliance Conference will be held February 23<sup>rd</sup> – 25 in Orlando, FL They do trainings and demonstrations on wood window restoration. She suggested pushing this type of workshop pushed back until the Spring to allow for training. Chairman Burns suggested tying the workshop in with the historic preservation month of May. Commissioner Lowe stated he has a team near Orlando and would happy to send a team to the conference in February for the Window Restoration Group, and then train folks up here in CDA next year.

Commissioner Burns asked the commission if there were any action items.

Commissioner Sardell asked about simplifying a document on saving wood windows for posting. Ms. Patterson suggested keeping the full document and just adding an executive summary.

Chairman Burns and Commissioner Sardell said there was discussion at the sub-committee meeting regarding the Government Way corridor and talking with Zoe Ann Thruman to find out the level of interest in the neighborhood to do a local historic district or historic overlay zone. The neighborhood includes the Hamilton House. The sub-committee members were thinking about sending around a questionnaire, asking about new construction in historic neighborhoods and if they would you be in favor of having garages off of the alley rather than the street and having consistent front yard setbacks, because there is a loop hole, and they pop a porch in the front yard that changes the look of the historic neighborhood. It's also important to get the demolition review process in place. Commissioner Emerson questioned if the auxiliary buildings (e.g., garages) should be required to conform to the character of the primary home. Chairman Burns suggested a draft questionnaire could be put together and maybe even address the demolition issue on an overlay basis. The handout regarding the Government Way corridor, 2<sup>nd</sup> Street area and the ABC streets on the questionnaire. Commissioner Sardell states her summary of the documentation about infill standards could be used as a model, it's basically raw building code in a city code format that is easy to talk about setbacks and it's harder to do infill standards that include material because materials are a personal property choice especially on new construction. She said there are certain things raw building or city code and materials and porches and garages are specific and choices that related, they need to be compatible to the overlay. Commissioner Anderson stated she liked the idea of having the survey emailed or mailed out color coded for the different neighborhoods so that we could identify their responses. Ms. Patterson suggested an online survey, or maybe create three separate surveys that are all identical but coded to be specific to the different areas. Chairman Burns asked when can we bring in Brit Thurman (Museum of North Idaho) as a guest and if we could invite her for next month's October's meeting. Commissioner Emerson said he spoke with Art Grant who had remodeled his house (near the Hamilton House). He indicated that the city had wanted to change the street, but the neighborhood opposed that and stopped that process. He suggested that maybe we invite Mr. Grant to a meeting. Also, Ken Roberge who lives by the Cemetery and Mr. Nipp who lives in the ABC neighborhood. Chairman Burns stated it is going to take a grass roots neighborhood.

Chairman Burns would like to attach informational information about the importance of historic preservation to demolition permits in historic districts. Commissioner Anderson stated it would be helpful to include the information to all demotion permits, regardless of the age of the building, and adding some of the resources on the website would be a great idea. Chairman Burns said it would be nice for the commission to know what use would be going in its place and how old the building is that is being demolished. Ms. Patterson said at this point that it is a courtesy notification that the Building Official has agreed to inform her if one of the buildings on the list of historic structures has a demolition permit. In order to formalize this process, it would require putting it into the City Code with the historic overlay, which requires a code amendment.

#### **AWARDS AND OUTREACH:**

Commissioner Emerson gave an update on ideas for the Heart for History award, such as Government Way, and renovation of historic properties, for a job well done that could be recognized. He also suggested maybe doing a walking tour of this neighborhoods during the week of National Preservation

Month, giving tours of the new Museum building, the Masonic Lodge, and Jewett House. Commissioner Burns agreed to work on the awards nominations.

**TRACKING TIME:**

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

**COMMISSION COMMENTS:**

Chairman Burns and Commissioner Anderson attended the Idaho Heritage Trust annual meeting. They were able to discuss with members about helping with grant opportunities.

Chairman Burns wanted to know if the committee wants to apply for a SHPO grant and the end of the year at next month's meeting.

**FUTURE AGENDA ITEMS:**

- Future presenters: North Idaho Centennial Trail Foundation (rescheduled), Zoe Ann Thruman (Government Way corridor), Britt Thurman (Museum of North Idaho) and tour of White House
- CLG grant application ideas

**ADJOURNMENT/CONTINUATION:**

Motion by Commissioner Emerson seconded by Commissioner Anderson. to continue meeting to, at 1:09 p.m.; motion carried unanimously.