

HISTORIC PRESERVATION COMMISSION AGENDA

City Hall – Conference Room #6

July 26, 2023

12:00 P.M. CALL TO ORDER:

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

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

June 8, 2023

STAFF COMMENTS:

- **Update to Historic Preservation Code** – Hilary Patterson

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

- **Formal Change to Commission Meeting Day/Time** (4th Wednesday at noon)
- **Update on Garden District Nomination** – Chairman Burns and Hilary Patterson
- **City Council Presentation on Historic Preservation Commission Efforts** – Chairman Burns
- **2023 Work Plan Considerations, Updates, and Assignments**
 - o Historic Building Materials – book/brochure concepts
 - o Commission feedback on existing Infill Guidelines
 - o Historic Overlay Zoning District
 - o Creation of Local Historic District Option
- **Other Subcommittee Reports** (as applicable)

COMMISSION COMMENTS:

PUBLIC COMMENTS:

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

TRACKING TIME:

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**

JUNE 8, 2023

City Hall – Conference Room #6

COMMISSIONERS PRESENT:

Walter Burns, Chair
Anneliese Miller, Vice Chair
Lisa Straza, Secretary – participated on Teams
Ann Anderson
Tyler Douglas Lowe– participated on Teams
Sandy Emerson – participated on Teams
Shannon Sardell

STAFF MEMBERS PRESENT:

Hilary Patterson, Community Planning Director
Shana Stuhlmiller, Admin. Assistant

CITY COUNCIL LIASON:

Kiki Miller, City Council – participated on Teams

COMMISSIONERS ABSENT:

Alexandria Marienau

4:00 p.m. CALL TO ORDER:

ROLL CALL:

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

Commissioner Sardell noted changes on page 3 of the March 23rd minutes should be “Chairman Burns” and not “Chairman Burning” and, on the May 11, 2023, noted under “absent” Commissioner Sardell is listed as absent but is also on Roll Call.

Motion by Anderson, seconded by Miller, to approve the amended minutes for March 23, 2023 and May 11, 2023. Motion approved.

STAFF COMMENTS:

Hilary Patterson, Community Planning Director, provided the following statements.

- Ms. Patterson stated that they are almost to completion for the Inadvertent Discovery Plan and once done will bring it forward to City Council for approval. Staff did have some additional questions such as; what are artifacts vs. historic garbage etc. So she reached out to SHPO for clarification and is awaiting a response. She also discussed how this process with Building will be integrated into building permit process with a suggestion to have the full plan available for contractors to read and have a place on the permit application for them to sign that they have read and agree to comply with the plan. The Building Official and City Engineer thought that it would be too much to attach the full plan to each building permit. City inspectors would have copies of the plan available for their inspections in case something comes up.
- She thanked Councilmember Miller who reached out to the commissioners and put together a summary on how this commission can perform better and then went over the summary submitted by Councilmember Miller.
 - Strengths – Important work is being done by the commission (Historic Plan was adopted, Hamilton House award and Garden District nomination, etc.).
 - Weaknesses – Some commissioners feel undervalued, Confusion about role and involvement, Personal conflicts with meeting dates/times and Subcommittee meetings need more guide and attendance.
 - Opportunities – Historic Commission to provide positive impact for preserving history, Grant opportunities through National Association of Realtors, Training from SHPO on role

- of HPC, Workshop on goals specific projects and assignments and identify 2024 goals.
- Threats/Challenges – Lack of quorum and HPC lack of power and needs support from staff and city council.

Chairman Burns thanked Councilmember Miller for reaching out to the commissioners to collect feedback from the commission on their concerns with the commission. Councilmember Miller stated that she was glad she could help and was encouraged by the input she received from the commissioners and how they all felt this commission is an important addition to the community.

Chairman Burns provided a list of Possible Remedies.

- Change meeting Days/Times- Changing the meeting time to 12:00 p.m. so people can attend during their lunch hour on either Monday, Tuesday or Wednesday. Ms. Patterson noted that for staff Tuesday wouldn't be a good day because of Council and Planning Commission and suggested Mondays or Wednesday. The commission discussed and decided the 4th Wednesday of the month starting at 12:00 p.m.
- Workshops/Training – He explained that some commissioners felt confused on things that need to be done and he will work with staff and commission members on assigning tasks on jobs to be done.
- Greater use of Teams to help with quorum. He explained sometimes people assume not showing up to the meeting is no big deal, but it can affect quorum. He suggested items requiring a vote by the commission be scheduled in the first 15 minutes allowing commissioners if they have to leave early that option.
- He also suggested a Workshop with the Mayor and City Council members to discuss goals and how they can help. Councilmember Miller suggested the Historic Preservation Commission do a Council presentation with discussion. Chairman Burns explained he was worried that he won't get any feedback from Council if it was done as a presentation rather than a workshop. Council Member Miller suggested that on the agenda to include feedback with a list of items that need to be discussed. Chairman Burns stated he would like to put this on the next agenda for discussion and a possible date to present to Council.

Ms. Patterson thanked the commission on their participation and the value each of them brings to the commission.

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

- **Draft Amendments to Historic Preservation Code and Bylaws** – Hilary Patterson

Ms. Patterson explained that if approved, the changes would allow us to have commission members that don't live in the city/county if they are part of an organization such as the tribe, museum etc. She thanked Commissioner Sardell for her suggestions on the language we used in the document regarding members who live outside of the County if qualified persons in Kootenai County are not willing to serve. She added that we removed the membership language out of the bylaws and put it in the code and removed the language limiting reappointment.. She explained that the commission needs to approve the bylaws and make a recommendation on adoption of the amended ordinance going forward to Council. Chairman Burns inquired if there was some language included the requirement for two commission members who also served on the County's Historic Preservation Commission. Ms. Patterson explained that was removed.

Motion by Anderson, seconded by Miller, to approve the bylaws with the recommendation from the commission to the council for the approval of the ordinance. Motion approved.

- **Garden District Community Open House** – Walter Burns and Hilary Patterson

Chairman Burns stated that he found a venue for the event that will be at St Thomas Center on Indiana for the open house with the meeting starting at 6:00 p.m. with doors opens for set up at 5:15 p.m. and we need volunteers.

Ms. Patterson said staff has been working on a postcard (with a copy attached to the packet) for the commission to review and if any commissioners have any edits to the postcard, please let her know. Staff is working on getting a printing sponsor to maybe getting a reduced printing cost to mail within the Garden District neighborhood with extras for the commission to pass out to the chamber, downtown, etc. She added we will have flyers to distribute too. Commissioner Miller inquired what is the timeline to mail out those items. Ms. Patterson explained the goal is early next week. Chairman Burns inquired if there is anyone who would be able to donate refreshments for the event such as water, snacks etc. Ms. Patterson suggested Raniel Diaz who lives in the neighborhood. Chairman Burns stated that he will contact him. Commissioner Straza inquired how many people will be expected. Chairman Burns estimated maybe 75 and explained since this is getting promoted more heavily than the kickoff meeting earlier in the year. He added that we will need to get a press release to the newspaper. Commissioner Sardell volunteered to provide the language for the press release and questioned how soon do we need to get it in the paper. Ms. Patterson if we could get the draft early next week and then get it in the paper the weekend before the event on Monday. Chairman Burns commented he will work with Commissioner Sardell on a draft press release and send to staff for review.

Ms. Patterson inquired what type of assistance is needed from the Commission for the meeting setup. Commissioner Sardell suggested having talking points ready for introducing Kirk Huffaker and SHPO, and appointing a master of ceremonies to lead. She said she would be happy to volunteer for that position and added it would be helpful to have something ready to say to Garden District residents who don't understand the process by providing an explanation of the nomination process that is a positive for recognizing the heritage of the neighborhood and not telling them what they can/can't do on their property. Commissioner Anderson concurred that a list would be great. Council Liaison Miller stated that when we started this commission a list was provided by SHPO that was a Frequently Asked Questions (FAQ) sheet explaining the role SHPO plays with the commission. Commissioner Lowe explained that when he has explained to customers that the National Register of Historic Places is not a governing body telling you what you can/cannot do to your property which. Rather it allows access to grants, subsidies and historic tax credits for the preservation of your property. He added that once it is said that it's not a governing body telling people what they can/cannot do, then the emotion is lowered. He added that it would be nice to include that language in handouts for the meeting. Chairman Burns stated that we need to put together an agenda. Ms. Patterson explained that the agenda and order of presenters was discussed at the coordination meeting with the consultant and SHPO. Commissioner Lowe stated if SHPO can't produce the FAQ, he would be able to put something together.

- **2023 Work Plan Considerations, Updates, and Assignments.**

Chairman Burns suggested that each commissioner look at the list to see if there is any of the assignments that you would like to volunteer to take the lead on one of the items and comeback at the next week with some recommendations.

ADJOURNMENT:

Motion by Emerson, seconded by Lowe, to adjourn the meeting. Motion approved.

The meeting was adjourned at 5:00 p.m.

Submitted by Shana Stuhmiller, Administrative Assistant

**HISTORIC PRESERVATION COMMISSION
MINUTES**

JUNE 8, 2023

City Hall – Conference Room #6

COMMISSIONERS PRESENT:

Walter Burns, Chair
Anneliese Miller, Vice Chair
Lisa Straza, Secretary – participated on Teams
Ann Anderson
Tyler Douglas Lowe– participated on Teams
Sandy Emerson – participated on Teams
Shannon Sardell

STAFF MEMBERS PRESENT:

Hilary Patterson, Community Planning Director
Shana Stuhlmiller, Admin. Assistant

CITY COUNCIL LIASON:

Kiki Miller, City Council – participated on Teams

COMMISSIONERS ABSENT:

Alexandria Marienau

4:00 p.m. CALL TO ORDER:

ROLL CALL:

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

Commissioner Sardell noted changes on page 3 of the March 23rd minutes should be “Chairman Burns” and not “Chairman Burning” and, on the May 11, 2023, noted under “absent” Commissioner Sardell is listed as absent but is also on Roll Call.

Motion by Anderson, seconded by Miller, to approve the amended minutes for March 23, 2023 and May 11, 2023. Motion approved.

STAFF COMMENTS:

Hilary Patterson, Community Planning Director, provided the following statements.

- Ms. Patterson stated that they are almost to completion for the Inadvertent Discovery Plan and once done will bring it forward to City Council for approval. Staff did have some additional questions such as; what are artifacts vs. historic garbage etc. So she reached out to SHPO for clarification and is awaiting a response. She also discussed how this process with Building will be integrated into building permit process with a suggestion to have the full plan available for contractors to read and have a place on the permit application for them to sign that they have read and agree to comply with the plan. The Building Official and City Engineer thought that it would be too much to attach the full plan to each building permit. City inspectors would have copies of the plan available for their inspections in case something comes up.
- She thanked Councilmember Miller who reached out to the commissioners and put together a summary on how this commission can perform better and then went over the summary submitted by Councilmember Miller.
 - Strengths – Important work is being done by the commission (Historic Plan was adopted, Hamilton House award and Garden District nomination, etc.).
 - Weaknesses – Some commissioners feel undervalued, Confusion about role and involvement, Personal conflicts with meeting dates/times and Subcommittee meetings need more guide and attendance.
 - Opportunities – Historic Commission to provide positive impact for preserving history, Grant opportunities through National Association of Realtors, Training from SHPO on role

- of HPC, Workshop on goals specific projects and assignments and identify 2024 goals.
- Threats/Challenges – Lack of quorum and HPC lack of power and needs support from staff and city council.

Chairman Burns thanked Councilmember Miller for reaching out to the commissioners to collect feedback from the commission on their concerns with the commission. Councilmember Miller stated that she was glad she could help and was encouraged by the input she received from the commissioners and how they all felt this commission is an important addition to the community.

Chairman Burns provided a list of Possible Remedies.

- Change meeting Days/Times- Changing the meeting time to 12:00 p.m. so people can attend during their lunch hour on either Monday, Tuesday or Wednesday. Ms. Patterson noted that for staff Tuesday wouldn't be a good day because of Council and Planning Commission and suggested Mondays or Wednesday. The commission discussed and decided the 4th Wednesday of the month starting at 12:00 p.m.
- Workshops/Training – He explained that some commissioners felt confused on things that need to be done and he will work with staff and commission members on assigning tasks on jobs to be done.
- Greater use of Teams to help with quorum. He explained sometimes people assume not showing up to the meeting is no big deal, but it can affect quorum. He suggested items requiring a vote by the commission be scheduled in the first 15 minutes allowing commissioners if they have to leave early that option.
- He also suggested a Workshop with the Mayor and City Council members to discuss goals and how they can help. Councilmember Miller suggested the Historic Preservation Commission do a Council presentation with discussion. Chairman Burns explained he was worried that he won't get any feedback from Council if it was done as a presentation rather than a workshop. Council Member Miller suggested that on the agenda to include feedback with a list of items that need to be discussed. Chairman Burns stated he would like to put this on the next agenda for discussion and a possible date to present to Council.

Ms. Patterson thanked the commission on their participation and the value each of them brings to the commission.

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

- **Draft Amendments to Historic Preservation Code and Bylaws** – Hilary Patterson

Ms. Patterson explained that if approved, the changes would allow us to have commission members that don't live in the city/county if they are part of an organization such as the tribe, museum etc. She thanked Commissioner Sardell for her suggestions on the language we used in the document regarding members who live outside of the County if qualified persons in Kootenai County are not willing to serve. She added that we removed the membership language out of the bylaws and put it in the code and removed the language limiting reappointment.. She explained that the commission needs to approve the bylaws and make a recommendation on adoption of the amended ordinance going forward to Council. Chairman Burns inquired if there was some language included the requirement for two commission members who also served on the County's Historic Preservation Commission. Ms. Patterson explained that was removed.

Motion by Anderson, seconded by Miller, to approve the bylaws with the recommendation from the commission to the council for the approval of the ordinance. Motion approved.

- **Garden District Community Open House** – Walter Burns and Hilary Patterson

Chairman Burns stated that he found a venue for the event that will be at St Thomas Center on Indiana for the open house with the meeting starting at 6:00 p.m. with doors opens for set up at 5:15 p.m. and we need volunteers.

Ms. Patterson said staff has been working on a postcard (with a copy attached to the packet) for the commission to review and if any commissioners have any edits to the postcard, please let her know. Staff is working on getting a printing sponsor to maybe getting a reduced printing cost to mail within the Garden District neighborhood with extras for the commission to pass out to the chamber, downtown, etc. She added we will have flyers to distribute too. Commissioner Miller inquired what is the timeline to mail out those items. Ms. Patterson explained the goal is early next week. Chairman Burns inquired if there is anyone who would be able to donate refreshments for the event such as water, snacks etc. Ms. Patterson suggested Raniel Diaz who lives in the neighborhood. Chairman Burns stated that he will contact him. Commissioner Straza inquired how many people will be expected. Chairman Burns estimated maybe 75 and explained since this is getting promoted more heavily than the kickoff meeting earlier in the year. He added that we will need to get a press release to the newspaper. Commissioner Sardell volunteered to provide the language for the press release and questioned how soon do we need to get it in the paper. Ms. Patterson if we could get the draft early next week and then get it in the paper the weekend before the event on Monday. Chairman Burns commented he will work with Commissioner Sardell on a draft press release and send to staff for review.

Ms. Patterson inquired what type of assistance is needed from the Commission for the meeting setup. Commissioner Sardell suggested having talking points ready for introducing Kirk Huffaker and SHPO, and appointing a master of ceremonies to lead. She said she would be happy to volunteer for that position and added it would be helpful to have something ready to say to Garden District residents who don't understand the process by providing an explanation of the nomination process that is a positive for recognizing the heritage of the neighborhood and not telling them what they can/can't do on their property. Commissioner Anderson concurred that a list would be great. Council Liaison Miller stated that when we started this commission a list was provided by SHPO that was a Frequently Asked Questions (FAQ) sheet explaining the role SHPO plays with the commission. Commissioner Lowe explained that when he has explained to customers that the National Register of Historic Places is not a governing body telling you what you can/cannot do to your property which. Rather it allows access to grants, subsidies and historic tax credits for the preservation of your property. He added that once it is said that it's not a governing body telling people what they can/cannot do, then the emotion is lowered. He added that it would be nice to include that language in handouts for the meeting. Chairman Burns stated that we need to put together an agenda. Ms. Patterson explained that the agenda and order of presenters was discussed at the coordination meeting with the consultant and SHPO. Commissioner Lowe stated if SHPO can't produce the FAQ, he would be able to put something together.

- **2023 Work Plan Considerations, Updates, and Assignments.**

Chairman Burns suggested that each commissioner look at the list to see if there is any of the assignments that you would like to volunteer to take the lead on one of the items and comeback at the next week with some recommendations.

ADJOURNMENT:

Motion by Emerson, seconded by Lowe, to adjourn the meeting. Motion approved.

The meeting was adjourned at 5:00 p.m.

Submitted by Shana Stuhmiller, Administrative Assistant

**Garden District National Register Nomination
Status Report as of July 24, 2023**

The consultant made a field visit to Coeur d'Alene between July 14 and 20 to perform numerous tasks. The tasks completed are listed below. Having been through the neighborhood two complete times, I had at least five conversations with interested residents. Anecdotally, these encounters were all positive with no negative responses. Everyone voiced how much they love the neighborhood and want to it retain its character. No other site visits are currently scheduled.

It was decided to extend the survey deadline through July 31 in order to give the public additional opportunity to give feedback. Additional promotion of the survey's availability and the deadline extension is also planned to get the word out again. The number of survey responses stands at 25. The number of website visits stands at 51.

Recently completed tasks

District photography for context
Conducted five personal interviews
Finalized recon survey evaluation list and uploaded to website
Counted all outbuildings in district
Research at MONI (thanks Deb Mitchell!)
Research at CdA Library
Surveyed district to confirm evaluation/eligibility status
Discussed review process for changing evaluations/eligibility with SHPO

Completion by final product

0% Survey data
0% Completed nomination form
0% Maps
50% Photographs
0% PDF of all research