

HISTORIC PRESERVATION COMMISSION AGENDA

**City Hall – Conference Room #6
January 26, 2023**

4:00 P.M. CALL TO ORDER:

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

ELECTIONS:

- Chair
- Vice Chair
- Secretary

MINUTES: ****ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM****
December 15, 2022

PUBLIC COMMENTS:

STAFF COMMENTS:

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

- **Heart of History Award** (Sandy Emerson and Subcommittee)
 - o Award Outreach Plan (e.g., press release, social media, invitations (email/hard copy), etc.)
 - o Council Meeting – February 21st for presentation
- **2023 Work Plan Considerations, Updates, and Assignments**
 - o Garden District NRHP Nomination – RFP process
 - o Inadvertent Discovery Plan
 - o Infill Guidelines
 - o Historic Overlay Zoning District
 - o Historic Building Materials Information
 - o Historic Walking Tour
 - o Other
- **Subcommittee Reports** (as applicable)

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.

**HISTORIC PRESERVATION COMMISSION
MINUTES**

December 15, 2022

**Hybrid Meeting Zoom/In person
City Hall – Conference Room #6**

COMMISSIONERS PRESENT:

Dave Walker, Chair
Walter Burns
Tyler Douglas Lowe
Alexandria Marienau
Sandy Emerson
Shannon Sardell

STAFF MEMBERS PRESENT:

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

CITY COUNCIL LIASON ABSENT:

Kiki Miller, City Council

COMMISSIONERS ABSENT:

Lisa Straza, Secretary
Anneliese Miller, Vice Chair

4:00 p.m. CALL TO ORDER:

ROLL CALL: Walker, Miller, Straza, Lowe, Burns, Emerson, Marienau, Mueller, Sardell

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

Motion by Burns, seconded by Marienau, to approve the minutes for October 27, 2022. Motion approved.

STAFF COMMENTS:

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

- She thanked Chairman Walker for his service on the commission.
- She announced that there is a new CLG Coordinator for SHPO, Maria Rachel who sent us a CLG Grant agreement that we sent back to her signed by the Mayor that will allow us to start on the Garden District RFP process with the first draft due January 2024.
- She explained we now have two vacancies to replace Chairman Walker and Commission Mueller.
- She announced that we will have elections in January for Chair, Vice Chair and Secretary so you can either self-nominate or nominate other people.
- She stated that at the last meeting we discussed trying to schedule a Strategic Meeting before year end which didn't happen because of the holiday, plus the addition of two new commissioners and felt once they are on board, we can schedule that meeting for either February or March.
- She explained that she did discuss with our City Attorney about combining the two Subcommittees. He said it is fine and will be noticed the same way where the public can attend.

Chairman Walker added that even though he isn't on the commission anymore, that he could be considered if volunteers are needed for upcoming events.

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

- **Recommend Historic Preservation Commission Appointments for two vacancies**
 - o Anne Anderson, Lakeshore Realty
 - o Michael Weir, Coeur d'Alene Tribe, Planning Manager

Commissioner Burns commented that he is excited to be getting someone from the tribe and that the County Historic Preservation Commission had tried many times getting someone for their board with no luck. He questioned if the commission composition met the requirements of the CLG (Certified Local Government) with the two new potential commissioners. Ms. Patterson replied that the commission does meet the CLG requirements as there are enough current commissioners with those required qualifications. We have had a few commissioners step off that didn't have the qualifications, so it is ok that these two do not have specific historic preservation experience. Ms. Patterson stated that Ms. Anderson is a local realtor who owns Lakeshore Realty and she has a lot of passion for the historic aspects of our community. Ms. Patterson also noted that Ms. Anderson applied last year and that the commission asked to put her on the wait list. Commissioner Emerson has known Ms. Anderson for many years. She lives off of 11th Street next to Sanders Beach and has done a lot of work in that neighborhood with the historic features. Mr. Walker echoed that not all commission members have historic preservation credentials. He is one that didn't have the expertise but had the passion.

Motion by Emerson, seconded by Burns, to make a recommendation to the City Council for the appointment of Michael Weir and Anne Anderson to the Historic Preservation Commission. Motion approved.

- **Heart of History Award** (Sandy Emerson and Subcommittee)
 - o Award Outreach Plan (e.g., press release, social media, invitations (email/hard copy), etc.)
 - o Council Meeting – possible dates for award recognition

Commissioner Emerson presented the finished plaque to the commission for the Hamilton House and asked the commission to decide when we want to present the award at a City Council Meeting. He added that he would like to do another presentation at the Hamilton House and explained the reason is he doubts everyone will attend the City Council Meeting. Commissioner Burns thinks the plaque looks great. The commission concurred.

Ms. Patterson suggested two dates for the presentation either January 3rd or February 7th that would give us time to do a press release to get people excited. The commission decided the date for the presentation would be February 7th and before that meeting the subcommittee would get together and discuss what needs to get done before the Council meeting.

- **2023 Work Plan Considerations and Assignments**
 - o Award Outreach
 - o Garden District NRHP Nomination – RFP process
 - o Inadvertent Discovery Plan

Commissioner Lowe noted that the homeowners of 910 Garden are having a period appropriate restoration done on the home. He explained that he talked with them to see what their completion date would be and they said hopefully by summer. He added that the project looks very impressive. He asked if the awards program could recognize homes that are restored in this manner. Commissioner Burns stated that we had discussed an Historic Restoration award and had sent out examples of the criteria we would want to look at for this award. This is something to

discuss. Commissioner Lowe suggested if this is something he should take the lead on. Commissioner Burns stated that he would like to get further information since this home is close to where he lives.

Ms. Patterson commented that she has compiled a few sample RFPs for the Garden District nomination and will forward a copy to Commissioner Burns to help with the process.

Ms. Patterson explained that within our Historic Preservation plan we do have an action item to develop an Inadvertent Discovery Plan. It is important that the city has a plan so that contractors and city staff know who to contact if there is a discovery. Commissioner Burns commented that the county has a plan and he has sent a copy of their plan to Ms. Patterson as a reference.

- Infill Guidelines

Commissioner Burns inquired what is the status on the missing middle committee. Ms. Patterson explained that has been put on hold and explained the infill guidelines is something the subcommittee needs to address that includes the Downtown Overlay East, Midtown and North and input from this committee would be how to “tighten” these up with images and examples on how these would fit in to an Historic Overlay Zoning district. Commissioner Sardell commented that she would be happy to take the lead on this with the help of other volunteers. Commissioner Burns stated that he would volunteer to work on this including the formation of an Historic Overlay Zoning District. Commissioner Marienau also volunteered to be on the committee.

Commissioner Lowe inquired about the gentleman who came to one of our meetings discussing the Huetter Bypass and at that meeting referred them to the county. Ms. Patterson explained that they have contacted ITD who is doing the official study of the bypass and that the Coeur Terre will be coming forward with an annexation request to council maybe in January.

Commissioner Sardell inquired about the Grange and if we should contact them since this is a great opportunity to have something close by that historic. Commissioner Lowe commented that he has a number of someone to contact about that property. Commissioner Emerson commented that it would be nice to coordinate with the County Historic Preservation Commission. He added that Hayden recently moved a one room school house from the other side of Hayden Lake to become a library at the Hayden Elementary School. He added that a new roof was put on it and porch didn't look exactly like the original, but it is an upgrade. Commissioner Sardell mentioned another property the commission might want to look at called the Bellgrove Grange and they have collected around \$ 12,000 for some foundation and roof work through a trust from Idaho Heritage and they are trying to figure out how to do a fundraiser to match their half. Commissioner Burns stated that he would mention that to the county commissioners. Commissioner Emerson inquired if we should have a joint meeting with the county. Ms. Patterson commented that came up at the conference and that we should do a joint meeting in 2023.

Commissioner Burns explained that the County has refocused and is looking for property in the Cougar Gulch area where there is a barn that is being nominated for the national registry.

- Historic Building Materials Information

Ms. Patterson commented that Commissioner Sardell did a great presentation on historic homes and that we had discussed having an online/hardcopy brochure that listed people/companies who to contact for historic building materials and repairs, such as replacing siding and windows and

structure it so that it is a third-party recommendation from the commission and not the city endorsing these companies. Commissioner Burns inquired if Commissioner Sardell could do her presentation. Ms. Patterson concurred and said it would be nice to include the Design Review and Planning Commissions. Commissioner Sardell stated that she would be happy to do a presentation together or separate. She added that she would also help with the Garden District survey if that is needed.

- Historic Walking Tour

Ms. Patterson explained that Commissioner Straza was very passionate about this and was talking to Chris Whalen about using his Historik app to put together a walking tour of downtown buildings and sites. She added this topic will need further discussion including finding some ideas on how to fund this project, if this moves forward.

TRACKING TIME:

Ms. Patterson reminded everyone to please track their time and will need time sheets from Commissioner Lowe, Straza and Sardell for their time at the Idaho Heritage Conference.

COMMISSION COMMENTS:

Commissioner Marineau commented if we are going to combine the subcommittees that it would be ideal to start the meeting at 4:00 p.m. Commissioner Burns encouraged everyone to show up in order to get things done. Commissioner Sardell inquired if the RFP process will be done before our next meeting. Ms. Patterson suggested that Commissioner Burns and she will work together to have it done for the next full Historic Preservation Meeting in January. Commissioner Sardell stated that she will be at the next subcommittee meeting and start looking at the Infill regulations to see what we can use including the overlay part. Ms. Patterson commented that would be great and to please include images and examples that would apply.

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

ADJOURNMENT:

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

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

Submitted by Shana Stuhmiller, Administrative Assistant