

**HISTORIC PRESERVATION COMMISSION
MINUTES
City Hall – Conference Room #6
12:00 P.M.
MARCH 18, 2026**

COMMISSIONERS PRESENT:

Walter Burns, Chair
Anneliese Miller, Vice Chair
Doug Harro
Shannon Sardell
Stephen Shepperd
Rick Shaffer

STAFF MEMBERS PRESENT:

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

COMMISSIONERS ABSENT:

Dan McCracken
Sandy Emerson
(note, there is one vacancy on the commission)

12:00 P.M CALL TO ORDER:

The meeting was called to order by Chairman Burns at 12:00 p.m.

MINUTES:

Motion by Commissioner Shaffer, seconded by Commissioner Miller, to approve the February 25, 2026 Historic Preservation Commission Meeting Minutes. Motion carried.

PUBLIC COMMENTS:

None.

STAFF COMMENTS:

Ms. Patterson made the following statements:

- Today we are using an AI notetaker during the meeting to help Ms. Clark take minutes.
- We held interviews last Friday with two candidates for the Commission, Brian Smith and Danielle Rhodes. They were both fantastic. Both appointments are going forward for consideration at the April 7 City Council meeting. Ms. Rhodes has a background in marketing, communication, and event planning. She worked in Texas and did a lot of historic events, highlighting the history of the area. Brian Smith has interest and knowledge of urban planning and timber resources. He is an insurance adjuster and has a bachelor's degree in history. They will be great additions to the Commission. We've already pulled Ms. Rhodes into the America 250 subcommittee meetings.
- Ms. Painter is making great progress on the Downtown Survey. In the interest of time, we're looking at combining the two public meetings into just one. She wants to try and wrap up the project early. SHPO would like that as well. We are looking at having our public meeting as a hybrid meeting on April 30 at noon. If you can't be here in person, we can send a Teams link. It will be open to the public. SHPO will be joining via Teams as well.
- Staff and Kevin Jester, who's on our Downtown Core Working Group, did an update to City Council last night and asked for some guidance on the Downtown Core efforts. They asked for more workshops and input. We are going to try and get a little bit more guidance from the Mayor on what that looks like. But they wanted to do joint workshops with all three commissions and City

Council to discuss the recommendations and break it into smaller, bite sized discussions with multiple workshops with the opportunity for the development community to weigh in and offer their concerns. We will keep you updated on that and check on your availability for possible days to start those workshops.

COMMISSION COMMENTS:

Chairman Burns stated he spoke with commissioner Emerson. He will be stepping down but would like to remain active but as a non-voting member, so he will be an ex officio member. We would be very happy to have him remain participating as much as he can.

Commissioner Sardell stated she will be attempting to drill into the mortar tomorrow at the courthouse. She will start at 9:30 to look for the time capsule. She would also like to bring up an important topic regarding an urgent call to action for anybody with a working relationship with the Idaho State Historic Preservation Office. There is a bill before the House, House Bill 898, that is supposed to be up for a hearing tomorrow. I believe it's 1:30 Mountain Time. The bill proposes to move the State Historic Preservation Office out of the State Historical Society and into a different brand-new office called Office of Species, Minerals and Energy Coordination. This came up as a possible bill on Friday. If there is any way you can spend 45 minutes to an hour contacting the House Business Committee members. The State Historic Preservation Office comes out and talks to building owners, advocates or not advocacy. They come to our local CLG government, they provide grants through the federal preservation fund, and they actually do real time preservation across the state. There are only 11 employees in the State Historic Preservation and that might mean that some of them are let go, which is running a very tight ship at the moment. There isn't a lot of waste. They don't have a lot of other things going on that aren't specifically related to the Historic Preservation Act.

ONGOING PROJECTS:

Historic Signage Program Update (CEG Grant)

Commissioner Miller stated we will be starting the signage program with the six buildings, pending building owner approval. The buildings we decided start with for this program are the Coeur d'Alene Masonic Temple, the Kootenai County Courthouse, Federal Building, Coeur d'Alene City Hall, the Inland Empire Electric Railway Substation, and the Roosevelt school. We were going to have First United Methodist Church as an alternate in case we had one of the other ones fall through. We will wait on The Sherman Chapel and the Fort Sherman Officer Quarters. We talked about how they would be mounted. We thought the courthouse and the Federal Building and possibly would be post mounted just based on the building and the layout of the property in the grounds, and more for viewing and accessibility if you're on a Walking Tour. The HREI building, we weren't quite sure. We need to study that a little bit and determine whether it would be a building mount or post mount scenario. Just again, the people are walking by that structure, they can see it and not have to be right up at the front door. I also spoke with Jack at Awards Etc. Our deadline is May 15. He thought we were in a pretty good spot, as long as we could get him the information within 10 days of that deadline. It would be nice if some of property owners would be willing to donate to the cause for the signage or the installation.

CAMP Training with Downtown Tour/Reception

Ms. Patterson stated if you have not registered, please register for the CAMP training. We are making progress on planning the Downtown Tour and reception that will follow the training.

America 250 in Idaho Celebration – Logistics/City HPC Roles/ Commemorative Items/Fundraising

Chairman Burns stated we have been meeting every two weeks. The County's funding has been reduced. We are trying to figure out how we can find some workarounds on that. We are trying to delegate what other things people can do and things we will have to cut and hopefully will have a better handle on that by the next meeting. Hopefully we can get some sponsors and maybe some folks can

donate some goods or their time. The County was going to chip in \$11,000 and the grant is \$5,000 so the budget was \$16,000. This will make things very tight with only \$5,000 available in grant funds. There are some ideas for fundraising. We discussed the ornament idea. Danielle Rhodes, who's going to join the commission, had the idea of having people pay to have an item included in the time capsule. Also to see if any organizations would donate to the event. Council Liaison Miller is also working on a possible fun run.

Commissioner Harro stated he has made more calls to track down masons to get them involved with the time capsule.

Government Way Corridor Focus Group Efforts

No updates

Preservation Month – School & Community Outreach (NIBCA), Heart of History Awards

Ms. Patterson stated she will reach out to the Tribe to invite them to stay for the reception. It sounds like they're going to be speaking at the CAMP training during lunch. She hopes they will be willing to stay for the reception to do a blessing.

History Preservation Mitigation Bank Grant Opportunity

Chairman Burns stated the City Council approved us pursuing both of those grant opportunities at last night's council meeting, so we need to go ahead and get moving. The Mitigation Bank grant deadline is April 15, and the Idaho Heritage grant deadline is April 30.

Tracking Time:

Chairman Burns reminded the commission to track their time.

ADJOURNMENT:

Motion by Commissioner Shepperd, seconded by Commissioner Miller, to adjourn. Motion approved.

The meeting was adjourned at 1:00 p.m.

Submitted by Traci Clark, Administrative Assistant