

HISTORIC PRESERVATION COMMISSION AGENDA

City Hall – Conference Room #6

March 20, 2024

12:00 P.M.

12:00 P.M. CALL TO ORDER:

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

MINUTES: **ITEMS BELOW ARE CONSIDERED TO BE ACTION ITEMS**

February 28, 2024 – Historic Preservation Commission Meeting

STAFF COMMENTS:

PUBLIC HEARING: **ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM**

1. Applicant: City of Coeur d'Alene/Coeur d'Alene Historic Preservation Commission
Request: Nomination for the Garden District to the National Register of Historic Places
Presentation by Kirk Huffaker, consultant

Motion by Seconded by for a recommendation by the Historic Preservation Commission to the National Park Service for the placement on the National Register of Historic Places.

APPOINTMENT TO THE HPC: **ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM**

- Recommend HPC commissioner appointment to the Mayor and City Council

ONGOING PROJECTS/PLANNING/AWARDS: ** ITEMS BELOW ARE CONSIDERED ACTION ITEMS*

Previously Identified Priorities

- CLG Grant – Garden District – Public Meeting April 8th, IHSRB Meeting May 18th
- City Council Presentation – April 2 (*Burns*)
- May: Historic Preservation Month Celebrations (*Sardell, Miller, Emerson, Shaffer*)
 - Reception May 1 with Mayor and Council, community members and other stakeholders (Museum, County HPC, SHPO, historic building owners, neighborhood groups)
 - Awards Ceremony – Vote on Heart of History Awards (*Action Item*)
 - Tours & Partnership with Museum of North Idaho
 - Articles
- Government Way Corridor Outreach, Questionnaire, Survey of Properties (*Anderson, Burns, Emerson*)
- Design Guideline Review – Downtown Core and Infill Overlay Guidelines (*Miller*)
- Other historic preservation priorities/concerns

Calendar

- Identify public meetings, stakeholder outreach, deadlines and target dates

Assignments/Subcommittees

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.

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MINUTES



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**HISTORIC PRESERVATION COMMISSION
MINUTES
February 28, 2024
City Hall – Conference Room #6**

COMMISSIONERS PRESENT:

Walter Burns, Chairman
Shannon Sardell
Richard Shaffer
Anneliese Miller, Vice Chair

STAFF MEMBERS PRESENT:

Hilary Patterson, Community Planning Director
Traci Clark, Admin. Assistant
Kiki Miller, Council Liaison

COMMISSIONERS ABSENT:

Tyler Douglas Lowe
Sandy Emerson
Anne Anderson

12:00 p.m. CALL TO ORDER:

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

Motion by Commissioner Shaffer, seconded by Commissioner Sardell, to amend the agenda regarding the recommendation to City Council on two appointments to the Historic Preservation Commission. Motion carried.

Motion by Commissioner Shaffer, seconded by Commissioner Miller, to approve the minutes for January 24, 2024. Motion carried.

PUBLIC COMMENTS:

None.

STAFF COMMENTS:

Ms. Patterson stated that the CLG grant application that Mr. Huffaker submitted and the response is due back by March 15, to keep within the agreed upon schedule moving forward to the May Historic Sites Review Board meeting. He has all of the photos uploaded into ICRIS. Mr. Huffaker is numbering the properties to identify the location of each property within each District as required for the nomination. The Downtown Survey CLG grant application has been accepted. Mid-March is when the awards are supposed to be announced. They will contact the certified local governments. Hopefully we will be selected for funding. If we received the funding, we would start September 1, 2024.

Chairman Burns asked in regards to what Mr. Huffaker submitted and if the commission can see what was submitted.

Ms. Patterson replied yes, she will send the link to the members after the meeting.

HISTORIC PRESERVATION COMMISSION APPOINTMENT RECOMMENDATIONS:

Chairman Burns would like to know if everyone has had a chance to look at the applications for the vacant commission seat.

Commissioner Shaffer asked about Doug Harro's application where it said he is a Lithic Analyst. He asked what is a Lithic Analyst.

Commissioner Sardell stated his application defines a Lithic Analyst as working with a stone tool. She feels he would be a great addition to the commission.

Ms. Patterson stated she also feels he would be a great addition to the commission.

Chairman Burns stated the commission has tried to add a tribal member to the commission but have not been able to. Mr. Harro is an archologist and this would be a great addition, with some of the concerns and issues that might come up with the commission, the archologist background would fit the background.

Commissioner Sardell recommends Mr. Harro, but is up in the air on the other two applicants.

Chairman Burns commented that Mr. McCracken has experience with negotiations that might help with the navigation with ITD, there might be some mitigation questions that will come up and the County will be involved with this as well. They might be steering this to the Centennial Trail which will be deconstructed. We have some issues that we might need to address if there is any mitigation.

Commissioner Miller stated she could go either way, she feels it would still be nice to have a Tribal member.

Ms. Patterson stated it has been a real challenge trying to get a representative from the Tribe, and the commission has been trying.

Commissioner Shaffer stated all three are very good choices. It's great to have such good choices. Mr. McCracken's work in the Valley is relative to historical surveys with remediation, and it is what this commission is trying to accomplish and protect.

Chairman Burns stated it sounds like the commission is on board with Mr. Harro.

Ms. Patterson stated that the motion could state that the commission could recommend Mr. Harro today but the entire commission would still need to recommend the other two applicants at a later date. She noted that Mr. Husby's application indicates that he is also interested on being on the Library Board of Trustees.

Liaison Miller asked if there would be any conflict with Mr. McCracken on this commission and his wife on the Planning and Zoning Commission.

Ms. Patterson replied no, as no one makes any money serving on these commissions.

Liaison Miller commented the concerns the commission has with the ITD and the commission would have more of a professional on the team that has been involved with ITD and that might be beneficial. She also said that Mr. Husby's outreach experience could be beneficial to the commission.

Chairman Burns asked Ms. Patterson what would be the timeline for providing recommendations to the Mayor on the HPC appointments.

Ms. Patterson replied that staff was planning to have the recommendations forwarded to the Mayor this week and the appointments would likely be on next week's City Council agenda. New commission members would be on board for the March meeting.

Charman Burns Stated that would be great because the County has set up a meeting with ITD on the March 20 at 3:30.

Liaison Miller stated even Mr. McCracken's background is with doing surveys, sometimes board members get involved and they don't want to be used for their professional services.

Commissioner Miller agreed but stated part of the reason the commission likes to have people with professional requirements on the commission is to have their educated opinions. She stated it looks like Mr. Husby is a volunteer.

Liaison Miller stated Mr. Husby's application say's contracts, negotiations, public affairs, expertise and public outreach is part of his recommendation letter.

Mr. Patterson suggested to appoint Mr. Harro today, and delay the other two applicants until the other commission member are present to get their opinions.

Motion by Commissioner Miller to appoint Mr. Harro to the Coeur d'Alene Historic Preservation Commission, seconded by Commissioner Shaffer. Motion carried.

Motion by Commissioner Miller to review the two additional applicants at the March 20 HPC meeting, seconded by Commissioner Sardell. Motion carried.

Commissioner Sardell asked Charman Burns if he could explain more about the meeting with ITD and the County. She thinks they should be separate (City's HPC versus County's HPC) and she has a strong opinion about going in as a group versus going in as a separate project.

Chairman Burns stated he just wanted to inform the group that the meeting was going to happen on March 20, during the regular monthly meeting for the County's Historic Preservation Committee.

Commissioner Sardell stated they had the meeting with the group but the area of impact has not been formally identified.

Ms. Patterson stated there have been some emails that have gone back and forth with Courtney Bebe (County's HPC Chair) and the ITD representatives.

Chairman Burns stated he has not seen any exhibits showing what the project impacts are going to be.

Commissioner Sardell replied that ITD has completed the survey information in the ICRIS system. They show the houses along 15th Street are actually considered potentially contributing resources.

Chairman Burns asked who determined if they were contributing.

Commissioner Sardell replied it was done by ITD's consultant. Their lens is that the homes are almost 50 years old, what is their condition, what can they contribute, and what is the history of the surrounding location. They have earmarked those specific properties right on 15th Street that would be affected by the new on- and off-ramps from I-90. There might not be a historic district right there. But it is mill worker type housing or housing of the true salt of the earth in Coeur d'Alene. There is something that we could negotiate in terms of context statement for mill worker housing or a context statement for Coeur d'Alene development in the particular area and that information could help inform further historic resources beyond our Commercial Downtown.

Chairman Burns asked the Commission if they would like to set up some kind of meeting with the ITD to discuss this further with them.

Commissioner Sardell replied that we would need an "area of effect" before the commission can weigh in. We need to know what is in our preservation plan and what are we going to ask for as mitigation if the historic resources in the area of effect are going to be removed as result of the project. Commissioner

Sardell will follow up on what properties will be affected on 15th Street and share that information with Ms. Patterson.

PREVIOUSLY IDENTIFIED PRIORITIES:

- City Council Presentation

Chairman Burns asked the commission their thoughts about the outline regarding the City Council presentation.

Commissioner Sardell suggested to keep it simple, and have quick examples.

Chairman Burns would like to discuss the presentation at the sub-committee meeting to be more specific on things.

Commissioner Sardell replied yes, to have it be an action item would make it be helpful. We do cover a lot of topics.

Chairman Burns stated we could have a Power Point slide, and have bullet points of what we are currently doing and what we are doing looking ahead, and ask for feedback.

Liaison Miller stated to do not shy away from going a little bit long on the presentation because there has not been a presentation to the City Council. There is a lot of information. She believes the Council wants to hear the information. If there is a 15-minute time slot. If it goes longer, she believes that's okay.

Chairman Burns asked Liaison Miller if it would be okay to send her the outline of the presentation.

Liaison Miller replied she believed there would be no conflict with her reviewing the outline of the presentation, as it is not an action item.

Chairman Burns stated he would like to get on the City Council calendar sooner than later because of the Downtown discussion. We would like to have a public outreach and promotion of Historic Preservation month of May we want City Council to know about it and to be involved.

Liaison Miller stated she would like the information sent to her ASAP. She loves to make announcements at the Council meetings and she can allude to any HPC events multiple times.

Ms. Patterson stated the March HPC meeting was moved up a week to March 20 and Mr. Huffaker will be presenting, the sub-committee was going to be cancelled and SHPO was also going to be here on the 20th. She asked if the commission would like to keep the sub-committee meeting date on March 13.

Chairman Burns stated the sub-committee for the month of March was supposed to have Brit Thurman attend. The March 13 sub-committee meeting needs to be kept on the calendar.

Ms. Patterson suggested that the City Council Presentation take place on the April 2nd to let them know about the May events.

Liaison Miller replied she will not be present at the April City Council meetings, but that they should proceed without her.

- CLG Grant- Garden District – Public Meeting in April, IHSRB Meeting in May

Chairman Burns stated the public meeting will be held on April 8, 6:00 p.m. at the Library. The City will handle all the public notifications with a press release for the Garden District and postcards for the public.

Ms. Patterson stated it would be great if the commission could come and engage with the neighbors that are there.

Chairman Burns stated this should be a very easy meeting with limited logistics because it is taking place at the library. There were about 30 to 40 people that had shown up at the last public meeting for the Garden District.

Chairman Burns stated that the Idaho Historic Sites Review Board meeting with SHPO will decide whether to advance the nomination to National Parks Service. The meeting will be in Idaho Falls with an option to participate remotely. The commission's attendance is not required but we can sit in. Chairman Burns may be down there on vacation. If so, he may be able to attend in person.

Commissioner Sardell commented she may log in on Zoom as well.

- May: Historic Preservation Month Celebrations – Reception with Mayor and Council, community member and other stakeholders

Ms. Patterson stated she will check on the Jewett House for availability in May with Mr. Greenwood, Parks and Recreation Director.

Chairman Burns stated he will check with the owners of the Johnson house for tours of their house. He would like to have the reception at the Jewett House in May, and asked if this would be open to the public.

Ms. Patterson replied yes. Chairman Burns agreed it should be open to the public and require RSVPs. Ms. Patterson said she will advertise it through Facebook and the press.

Commissioner Sardell asked would the reception include the Heart of History award presentation.

Chairman Burns replied yes.

Commissioner Sardell asked about The Depot. Commissioner Emerson arranged for Chairman Burns to have a tour of that building last week. The interior of that building has been reworked, John Swallow (building owner) has some fascinating stories about it and he is opened to having it be toured as part of the tour program.

Commissioner Miller stated that building was done with high quality workmanship.

Commissioner Sardell brought in her photos that she is going to have made into line drawings. The photos are from the North Idaho Museum that she has permission to use. A couple of the photos are monumental buildings in Coeur d'Alene. The other ones are sweet streetscapes. She thought it would be ideal to include a QR code or a historic blurb about the buildings and date the picture was taken, where it was, and the styles of the building at the bottom of the line drawings. There could be sheets of papers in the back of the pamphlet that can be taken as activities for kids or grand kids. She could not find any old photos of the HREI building or the Memorial Field Grand Stand.

Chairman Burns stated since we are trying to appeal to the kids, maybe we should put Rogers Ice Cream on east Sherman, the old Dairy Delite.

Commissioner Sardell replied she will put that one in the drawings.

Liaison Miller stated Jon Mueller might have some old photos of Memorial Field grand stand, the Carousel, Playland Pier, etc. These were all in multiple power points.

Commissioner Sardell stated she was on the Museum of North Idaho website and it was very sparse for images of Memorial Field and the Carousel. She did find the old air field that is now the County Fairgrounds.

Ms. Patterson suggested asking Mr. Greenwood and see if he remembers about three years ago when the presentations were done regarding Memorial Field, and the Carousel with the old photos. They could potentially pull these up the City Council packets.

Commissioner Sardell stated she can do coloring pages for the kids with a couple of sheets at a time they that can ultimately be collated at some point; people can pick them up at the Farmers Market, Museum or the Childrens Library.

Chairman Burns stated he would still like to have some tours of the Jewett House and the potential of the JP Johnson House and The Depot (former Railroad Station). The Hamilton House Music Conservatory has agreed to have a tour.

Ms. Patterson suggested speaking with Dave Walker about doing a walking tour of Downtown.

Commissioner Miller said she will reach out to Mr. Walker for a tour.

Chairman Burns stated he has done a tour in September for the Idaho Historic Sites Review Board through the Garden District he is willing to do a scaled down version of that again.

Commissioner Sardell offered to help at the beginning of the month or participate at an open house as a representative of the HCP. She can do the opening of Farmers Market on the May 15.

Chairman Burns spoke with Don Walters on the Kootenai County Historic Preservation Commission - he is also a high school teacher - about possibly having a school assembly. He did not feel that there would be enough interest at the high school level, but maybe at the elementary school level. He suggested trying to do some outreach at that level.

Liaison Miller asked the Commission if they were going to be doing a coloring book because the company that she had closed, she had produced a coloring book; she had a lot of historical drawing and would be happy to donate them.

Commissioner Sardell replied that would be great. The example she shared was done as part of a CLG grant program and they put this together with the help of a consultant.

Commissioner Sardell summarized her action items. She will work on her line drawings and will write up information about the images for everyone to approve, but she does not have a QR code.

Ms. Patterson replied the City can generate a QR code and can support the information on the web page.

Chairman Burns brought up having a logo contest in May.

Commissioner Shaffer asked about a specific date in May for an event.

Ms. Patterson replied she will check availability on the Jewett House for the event in May.

- Government Way Corridor Outreach, Questionnaire, Survey of Properties:

Chairman Burns stated it would be great to get together with a community group of residents in the Government Way corridor.

Liaison Miller suggested speaking with the Mr. and Mrs. Fehling. She had a long conversation with them about the Government Way corridor. They live across the street from the Hamilton House on Government Way. Ms. Fehling had started an email database of neighbors regarding some community topics several years ago when she got involved with being a block watch captain. She may have already a network. She had a historic preservation conversation connection with her. Liaison Miller said she will speak with a family member tomorrow. She will have them email a commissioner to let them know what they have already collected.

Chairman Burns stated that Commissioner Emerson has some contacts in the neighborhood and Ms. Thrumman is very enthusiastic and deeply involved with the Hamilton House. We are relying on those folks to help with the grassroots effort.

- Design Guideline Review

Chairman Burns asked do we want to review the Downtown Core and the Overlay guidelines and how does the Commission best pursue being a part of that.

Liaison Miller replied that She will mention to the City Council next week on the Historic Preservation Commission's behalf about May being Historic Preservation Month and that there will be a presentation to the City Council that we will all be looking forward to because we haven't heard from the HPC. She will let them know to get their questions ready for the commission. She will also let them know that there will be an open house on April 8 regarding the Garden District Grant and that the commission is focused on what happens with the Downtown Historic Preservation and charm. We have asked as a council to have some of the code and policy brought forward along with the review for the Overlay District and Development Standards for Downtown and Midtown. We have asked for the FAR (floor area ratios) and Historic Preservation to be brought forward as a presentation from staff. Ms. Patterson will be key in putting that together. When the presentation comes to Council they will be aware of the commission's involvement as it has already been directed that we need to look at that from a historic preservation perspective.

Liaison Miller would like to let the commission know about the Roosevelt Inn property that it is for sale and it is in the Downtown Core. It is on the National Register of Historic Places. She did speak with the owners. They wanted to let the HPC know the building might be torn down. It sounds like there might be some grandfathered height restrictions and the buyers are aware of these restrictions. This lot is large. They are trying to push the buyer into leaving the building as is and not demolishing it.

Commissioner Sardell commented that the possibility of the Roosevelt Inn being demolished is known throughout the state. She has been gifted the preservation tool kit from Preservation Idaho. It may have some helpful information on preservation strategies.

Commissioner Miller stated she did some research on the design guideline review and reading through what Caldwell and Pocatello have done with design guidelines. Wenatchee has a handbook for educating people who are in certain districts. It all came down to having the commission review anything that people would like to do to give it a certificate of appropriateness. Our commission agreed previously that we did not want to go there. Based on the Overlay, do we want to keep things more generic or we could come up with our own local historic districts and standards.

Chairman Burns stated the commission did not want to do certificates of appropriateness on everything, but we could consider doing it for a very limited area like the Downtown. We could have that kind of input.

Commissioner Sardell asked if they do certificates of appropriateness in other locations in Idaho and if that is allowed based on other local codes and Idaho Code.

Ms. Patterson replied that she spoke with the City Attorney, Randy Adams, and after reviewing the State Statue we can come up with our own local process that incorporates aspects of the State Statutes such as demolition review authority and a certificate of appropriateness. For example, if we were to create our own historic overlay or Local District we can have the certificate of appropriateness, we can have demolition review authority and we can designate where that is, we can create that in our own code and do not have to specifically follow the State Statutes. We have the option to create our own a la carte process if we wanted to and if we said these are the boundaries where the Historic Preservation Commission is reviewing it for demolition and for certification of appropriateness and that information can be built in to the code if the commission want to vote that way, and if City Council ultimately supports that level of review and authority for the commission.

Chairman Burns stated the Downtown has the advantage as there is already an overlay district in place. We will not have the surveys done for couple of years, if awarded the CLG grant funds for the Downtown Reconnaissance Survey.

Commissioner Sardell commented at this time the data could be cataloged and put into ICRIS and the information could become more accessible. The surveys become a place marker in time as to what was here versus 10 years from now and could help us in the long run with the applications down the road.

Chairman Burns stated this is an opportunity for this commission to become more involved in the community. Maybe we should move the Government Way survey down as a priority. Maybe we can identify demolition review within the code.

Ms. Patterson replied we can ask for it, but City Council ultimately makes the decision on the codes. The timing could work well if we get the CLG grant. If we get notified in March, we can start with notifying the stakeholders in the Downtown and asking them what would they like to see. This would help with what Council is basically is asking the commission to do to support the review of the Downtown code and design guidelines. This could be built into the code through the development standards and the Design Review Process, if this is the path this commission would like to take. Ms. Patterson also mentioned that she has the survey that was done of the Downtown many years ago. Staff uncovered a hard copy and also has a scanned version. The Downtown buildings were cataloged. She will this provide to Chairman Burns.

- HREI Building Discussion

Commissioner Sardell commented she will make a note for herself to look in the Idaho Heritage Trust archives regarding the HREI building and see if there are any reports or any other pieces of information she can pull out for the next meeting.

Ms. Patterson asked about the date if the City was going to apply for the Technical Assistance through the Idaho Heritage Trust.

Commissioner Sardell answered the date would be in August. She is getting requests now to start doing work. The sooner they do a letter of interest the sooner it gets put on a calendar. She can get the commission information so then can get an application together.

Ms. Patterson asked for confirmation from Commissioner Sardell that the request did not have to be specific and could reference the possibility of either the HREI building or the Jewett House if the City Council was willing to commit the required cash match or come up with a creative solution for cost savings with the cash match such as the example Commissioner Sardell shared previously of recruiting Boy Scouts to help repoint the bricks.

TRACKING TIME:

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

Calendar

- Identify public meetings, stakeholder outreach, deadlines and target dates

Assignments/Subcommittees

ADJOURNMENT:

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

The meeting was adjourned at 1:23 p.m.

Submitted by Traci Clark, Administrative Assistant

DRAFT



**SHPO
Feedback
on Garden
District
Nom...**

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From: [PATTERSON, HILARY](#)
To: [CLARK, TRACI](#)
Subject: FW: Idaho SHPO - Garden District - Draft 2 Comments
Date: Friday, March 15, 2024 12:59:09 PM
Attachments: [image001.png](#)
[Garden District NR Nomination Key Dates and Tasks 1 10 2024.pdf](#)

Traci – Please attach the following email and attachment to the HPC agenda packet.

From: Jason Tippeconnic Fox <JasonTippeconnic.Fox@ishs.idaho.gov>
Sent: Friday, March 15, 2024 12:17 PM
To: Kirk Huffaker <kirk@kirkhuffaker.com>
Cc: PATTERSON, HILARY <hpatterson@cdaid.org>; 'burnswc@comcast.net' <burnswc@comcast.net>; Maria Rachal <Maria.Rachal@ishs.idaho.gov>
Subject: Idaho SHPO - Garden District - Draft 2 Comments

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Kirk (and all),

Idaho SHPO staff have completed their review of the second draft of the Garden District nomination. Please note that we reviewed the second version of draft 2 submitted on February 29th.

Due to the large file size, I have sent you a SharePoint link to access the Word copy of the document with SHPO's comments and edits in track changes.

General Comments:

Thank you for the hard work on the nomination draft. It addresses SHPO's previous comments well. We're on the right tack heading towards the Historic Sites Review Board meeting in May.

Please see SHPO's edits and comments throughout the document for minor required edits. The more involved edits will be in Section 7.

- There are two variations used for the full name of the district in the document. We need to be consistent throughout. SHPO prefers "Coeur d'Alene Garden District Historic District" and dropping "downtown." Including "downtown" in the name may be confusing.
- SHPO is not convinced that Phippeny Park is contributing. We should plan to discuss this matter in more detail before finalizing the next draft.
- Please include the map showing the various additions to the district from the survey

report in the figures and cite as needed in the text in Section 8.

Section 7:

In addition to the minor edits noted in the Word document, please note the following required changes to this section of the nomination:

- The Streetscape and Landscape section would benefit from some additional elaboration, perhaps to address overall character of the landscaping of the individual properties.
- In the Building Types, Architectural Styles, and Material section, please reorganize the list of architectural styles chronologically to follow the discussion of their first appearance in the district in Section 8. Also, please add 2-3 sentences to the beginning of each architectural style summarizing its general characteristics and note the approximate dates each was built in the district. The information of general stylistic characteristics can be drawn directly from McAlester. The goal in this section is to introduce each style generally and then provide specific examples of how it manifested (uniquely or not) in the district. This generalized information about each style provides a baseline for readers to understand each style and then evaluate how each example is representative or not.
- A nice to have but not required: Embedding photos of the example in the above section would be helpful for the reader. Alternatively, please include photo reference numbers in the text when discussing each example in the text to refer readers to the relevant illustration.
- In the Residential Outbuildings section, please note the total number of each type of outbuilding present and discuss additional representative or notable examples.
- In the inventory table, please change the “ISHI #” column to “Smithsonian #” and add a column for outbuildings. The latter should include type of outbuilding, number of outbuildings on the property, and C or NC for contributing status. Having this information for each property in the nomination will be helpful in the city’s planning process going forward as owners potentially want to replace historic outbuildings. If space in the table is a concern, you can remove the historic name column.
- Please revise the Change over Time and Integrity section as noted in the comments in the document.

Section 8:

- In addition to minor changes addressed in the comments throughout this section,

please add a summary paragraph briefly reiterating the district's significance.

As always, I would be happy to schedule a time to discuss SHPO's comments and answer any questions, as needed.

Next Steps:

Our agreed upon schedule (attached) indicates an **April 1st** deadline for submitting a revised draft to SHPO and posting the document on the project website for the public. That will give SHPO time for review prior to sending the draft to the review board in advance of their May 18th meeting.

In the meantime, SHPO will provide a template notification letter next week that the City can send out to property owners on April 1st.

Thank you, and please let me know if you have any questions.

Best regards,
Jason



Jason Tippeconnic Fox, Ph.D.
Architectural Historian
Idaho State Historic Preservation Office

(208) 488-7468

210 Main Street
Boise, ID 83702

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Garden District NR Nomination Planning — UPDATED 1/10/24

1. **Overview of Mandated Process** ahead of HSRB meeting scheduled for May 18th.
 - a. Key dates to finalize the nomination draft.
 - b. Sending out notification letters and information on objecting to listing to property owners.
 - c. Second Public Meeting.
 - d. Website updates – periodically up until listing.

2. **Key Dates**
 - a. **January 11:** SHPO sends comments on first draft to Kirk.
 - b. **February 15:** Kirk submits second draft to SHPO.
 - c. **March 15:** SHPO sends comments on second draft to Kirk.
 - d. **March 18:** SHPO sends notification letters to CDA Mayor and HPC.
 - i. CDA HPC puts nomination on agenda of public meeting and votes on whether it meets standards.
 - ii. Mayor and/or HPC send letter of support to SHPO prior to HSRB meeting.
 - e. **April 1:** Kirk submits revised draft to SHPO and posts draft on project website.
 - f. **April 1:** City sends out property Owner Notification Letters – 30 days required before HSRB Meeting – but SHPO wants to allow 1.5 months – plenty of time for property owners to look at draft and send any objections to SHPO.
 - i. To Do: SHPO to provide letter template and instructions on how to object. CDA to provide names and addresses of neighborhood property owners and mail letters. Kirk to update website with objection info. Objections to be mailed directly to SHPO.
 - g. **April 8:** Public Meeting.
 - i. To Do: City and/or Neighborhood Association will handle invites, publicity, venue logistics, etc. like last time. Will be announced in notification letters but good to publicize in neighborhood newsletter, local paper, etc. Kirk will lead the public meeting like last time. SHPO staff will also attend the meeting.
 - h. **May 18:** HSRB meeting in Idaho Falls at 1:00 PM (Mountain)

3. **Website**
 - a. Updates along the way to listing.
 - i. Might be good to update now regarding the status of the nomination.
 - ii. Note public meeting date when finalized and when draft ready for input/review.

4. **Draft Comments**
 - a. Sending out comments Friday, January 11.
 - i. Missing some key pieces – Section 7
 - ii. Criterion A