HISTORIC PRESERVATION COMMISSION
MINUTES
City Hall – Ron Edinger Conference Room
12:00 P.M.
AUGUST 26, 2026

COMMISSIONERS PRESENT:

Walter Burns, Chair
Anneliese Miller, Vice Chair
Doug Harro
Stephen Shepperd
Dan McCracken
Rick Shaffer
Brian Smith
Danielle Rhodes (On Teams)
Shannon Sardell

STAFF MEMBERS PRESENT:

Hilary Patterson, Community Planning Director
Traci Clark, Administrative Assistant

COMMISSIONERS ABSENT:

Sandy Emerson, *Emeritus*

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 Shepperd, to approve the July 22, 2026 Historic Preservation Commission Meeting Minutes. Motion carried.

PUBLIC COMMENTS:

None.

STAFF COMMENTS:

Ms. Patterson made the following statements:

- She submitted invoices and documentation to SHPO (State Historic Preservation Office), to close out our two CLG grants for the downtown survey work and the CAMP training.
- For the Downtown Core effort, we had our Joint Workshop yesterday (with the three commissions – Historic Preservation Commission, Planning and Zoning Commission and Design Review Commission). Most of you attended. Thank you for attending and thank you for voicing opinions and asking questions. That was great to hear from everybody. Commissioner Sardell asked the question during the workshop if we had looked at the Downtown Survey recommendation from Diana Painter that has been put into ICRIS in relation to the height recommendations. (Ms. Patterson pulled up a map showing the proposed historic district boundary for downtown in relation to historic properties and then another map showing the proposed historic district boundary as an overlay on the height recommendations for the Downtown Core). She said it was interesting to see that in relation to where we're proposing the 110 feet. We don't have this as an action item for today's agenda, but if we want to have any general dialog, we do have a working group meeting in a couple weeks. Chairman Burns and I could bring back information and

feedback to that group.

COMMISSION COMMENTS:

Commissioner Sardell stated that the proposed 110-foot height could drastically reduce the area of what we could consider a historic district. It starts to degrade with something that is that large in relation to it. She suggested looking more closely at the recommended height limits in relation to historic structures and maybe push the height toward areas of Downtown that don't have any historic features. She was just looking at what are those sorts of implications for height for where we determine there are historic resources. That's how she was assessing the boundaries and recommended height limits. You've answered most of those questions with more knowledge than was just pictorially on those maps.

Commissioner Harro asked about the boundary on the south of Sherman, between Sixth and Seventh, where it juts out there. Isn't that where the Marriott and Idaho Trust Bank are located?

Ms. Patterson replied yes.

Commissioner Sardell stated that jog could be cut out of the possible historic district boundary simply because it's just too far. It basically has lost a lot of its other context.

Ms. Patterson stated if we were trying to pursue a national district, they would want us to clip it tighter anyway because they don't like having irregular boundaries. We were trying to do that in the Garden District to include a few significant properties and they wanted us to keep the boundaries tight.

Commissioner Sardell commented that the map helps show options for historic districts. There's nothing that is gospel, and of course, making it more concise would-be part of any sort of process for actually doing the nomination.

Commissioner Harro commented, if we shrunk that border, it wouldn't keep us from individually listing buildings, though, right? Could that bank still be listed on its own?

There was some discussion with the commissioners about whether the 110' should be split at the centerline of the road or at the alley, and to consider height in relation to the Garden District residential historic district.

Ms. Patterson shared that best practice from the preservation briefs and Secretary of the Interior is if you have a historic district, then you generally should have the tallest buildings on that block would set the height for new buildings. If we were wanting to have the district look a certain way, and then we're recommending heights that maybe don't align with that, would that be a challenge and should we consider making any changes to the height recommendations?

Chairman Burns stated we certainly need to figure that out before we go to hearings.

Ms. Patterson stated yes that we will need to mull it over. If you have any thoughts on that, we'll have a working group meeting in a couple of weeks. We could share information with that group.
Commissioner Harro asked if the commission had access to the ICRIS reports?

Commissioner Sardell stated the reports have been finalized. Maybe we need to have a preview of ICRIS and how people can access ICRIS to look at this information. She proposed that this be added as a future agenda item. The thing about ICRIS is that there are certain elements on it that are information that is redacted from general public purview, mainly archeological and ground or sacred sites, so that people one don't desecrate them or two go metal sleuthing and dig up all the things that might be in the house. There are certain things that we have to swear as professionals we're not going to share with just

anybody, and everybody has to kind of check that box as part of it. She offered to download the PDF and share it with everybody.

ONGOING PROJECTS:

Arts & History Foundation

Chairman Burns stated that Mayor Gookin early on proposed that we create a foundation for both the Historic Preservation Commission and the Arts Commission to work together to raise money so that we can it use for projects in those two areas as well as awarding funds to folks who are doing something significant related to arts or historic preservation. The Arts Commission does some of this already. I've been speaking with Mary Lee Ryba, Arts Commission Chair, for a few months and we've been trying to work some of this out. It's going to be called the Coeur d'Alene Arts, Culture, and History Endowment, and they've come up with a nice little code name for that, you know, with spells out C A C H E, so it's cache. The goal is to launch it in October, which is arts and culture month but it is being reviewed by the City Attorney. The longer-term goal is to create an endowment, which will be ongoing and will provide grant money for our projects or the Arts Commission's projects relating to arts and history. The funding would be restricted. There're goals over five years to raise as much as a million dollars, which would provide some number of ongoing endowments to be able to distribute. There is going to be a subcommittee or steering group that will guide this with three members of the Arts Commission and three members of the Historic Preservation Commission. He asked for two commissioners to volunteer to join him on the subcommittee. It's going to be a monthly meeting.

Commissioners Shepperd and McCracken volunteered to be on the subcommittee with Chairman Burns. Chairman Burns stated this this new commission is to simply channel funding through.

Ms. Patterson stated we don't know how it's going to work yet if we receive grant funds from the State Historic Preservation Office. We may need to hold those funds at the City. We'll have to look at those nuances.

Commissioner Sardell said she wants to make sure that this foundation doesn't end up merging the two commissions. She has seen in other communities that the Arts Commission has consumed their Historic Preservation Commission, and they haven't been able to re-establish and separate. It really affected how they deal with their historic downtown district and as well as other historic elements. They don't really have a commission anymore because it's a combined commission.

Chairman Burns stated that this is a good thing to bring up early on in these discussions and that we remain very autonomous about what we do because we have some things that we do together but our goals ultimately are very different.

Ms. Patterson stated we need to make sure too that the funding would also stay separate, so it would be under the same umbrella, but that we have access to our two sub accounts.

Chairman Burns stated somehow that we have equal say in how anything would be awarded and used.

Ms. Patterson stated we should remain autonomous with our funds.

Chairman Burns stated when they're talking about a foundation, such as doing grants for historic preservation, we need to have be able to advocate for our own needs and look at this thing just as another potential funding source. Thank you for bringing that up. We can just make that point very clear at our first meetings. He said he would let the commission know when he hears more.

Inland Empire Electric Substation (HREI building) brick-and mortar rehabilitation

Ms. Patterson stated that Commissioner Sardell has prepared a document for contractors that outlines

expectations and deliverables for doing the brick-and-mortar rehabilitation work on the building.

Commissioner Sardell said the document includes specification for the masons to follow for what would be appropriate treatment for from cleaning the building, removing existing mortar, what we want to see for matching the existing or the original mortar when they put back in, etc. What that does up front is provide for a much better, cleaner estimate that can be more apples to apples in comparison than kind of throwing a dart at the wall for the contractor bids. She took the National Park Service's Preservation Brief 2 on masonry. She looked at the ASTM standards, and they do actually have a specification for historic mortar. She noted that the ASTM standards are available upon request and included the recommended treatments for masonry from our Secretary of the Interior standards for the treatment of historic properties. We are still attempting to get three bids based on the updated information and scope. She is also submitting for another Idaho Heritage Trust grant in the amount of $15,000, which is a 50/50 matching grant. That will bring one of the people that she works with at IHT from Lewiston. He's a structural engineer, and he's a mason or an unreinforced masonry expert, and he will be able to provide some insight and advice for the southwest side of the building that faces the park that needs some help. The bricks have lost a bunch of mortar, and we've just got to stabilize it. He thinks that it can be stabilized in place without having to do a full reconstruction. She would like to bring him in to make sure that he still thinks that is feasible. That professional opinion will be paid for by Idaho Heritage Trust as part of their technical assistance program, and then we can get an estimate for anything we have left from this grant program.

Chairman Burns said that he wants to make sure the commission does a press release on all the work we're doing, such as this project. He will wait until a contractor has been selected and will work with Commissioner Sardell on the details.

Commissioner Sardell stated that the contractors' estimates have all come in under the amount of money that we have. They have all worked on projects like this before and they need to understand the type of work we are looking for. We want to repoint up to roof line and up to the parapet. There's a couple of different things that we're having to weigh in on with relation to the bids, but right now we do have enough funding for what's being proposed.

Government Way Corridor Focus Group Efforts & Next Steps

Chairman Burns commented that at the commission meeting last month, Mr. Cranstan provided feedback from the neighborhood which is very positive and it sounds like they have the same goals we would all like to achieve. They will be having another meeting with the neighbors. They seem to be really committed at this point. The meeting will take place tomorrow night. Commissioner Smith and I are going to attend. This is their meeting, and I'm really pleased that they have taken this on themselves. We said that we needed to have a true neighborhood group, and they formed one, and they are taking action. They're looking at what next steps they need to take. For the folks that were not here last month, we talked about getting a mailing out. Ms. Patterson said that the city would support that. Also, we talked about a door-to-door campaign. We have at least one resident who is willing to do a door-to-door campaign once we able are able to get it quantified to the extent that we can. We still do not know if it will be an overlay and a local historic district, or how we are going to handle all of that.

Ms. Patterson stated that she does believe we would create a local district and the overlay is the zoning component that implements the design standards. We just need to vet that with the city attorney and come up with some draft language. Mr. Cranstan did reach out yesterday and she sent him our draft minutes. He was asking what were the other things that were suggested for consideration by the neighborhood. The one question was whether the ADUs (accessory dwelling units) should have one-off street parking space because that's in our code now. The other one was if they wanted some kind of green yard, the front or side yard or both. The other one was the boundary, to confirm their north boundary and f find out if the property owners want to be part of it or not.

Chairman Burns asked if at some point we would need to separate out our discussions of local historic districts and the Government way projects specifically, because they're related, but they're different. That's something we might want to look at because we definitely need to discuss local historic districts more. We need to decide what we can use and how that can be a tool for us based upon all that information that Dan Everhart (formerly with SHPO) gave us.

Ms. Patterson replied that she believes it will be the same process. This would be our first potential local district, and however we draft it in the code, we'll make sure that allows for additional ones to be added if this one goes forward. We'll have to put in the code how a local district or overlay is created. We will be thinking of the bigger picture as we proceed with Government Way. She thinks they'll be the first, unless the commission says we want to create a local historic district for Downtown. We would go to Planning and Zoning Commission first because it would likely live in the Zoning Code and then it would go to City Council.

Downtown Signage Program

Chairman Burns commented that we have determined where the six signs will be placed on the buildings. He asked if we have permission from the building owners.

Ms. Patterson said that Commissioner Miller created the installation document. She said she needed to coordinate with our Streets and Engineering Director, Mr. Feusier, and work with the City Attorney on the liability disclosure. We need those documents first before the signs can be installed. The County will be installing their own signs.

Chairman Burns stated we need to strategize how we're going to expand upon those six signs and maybe turn it into a walking tour. We need to figure out how we're going to populate the city with signs, given that we're not going to be able to get grants for all of them. There's been discussion about how we could approach downtown building owners and downtown shop owners to pay for the signs on their buildings. There's also been a discussion that came out of the Garden District board saying we could offer individual property owners the option to buy a sign for their property that we would coordinate and possibly add in a small fee that would go into a fund to help pay for additional signs. There's still a real appetite for those little license plate signs for the Garden District that were made up years ago. People still want those and we don't have anything like that. So that could be another thing we could have just with a basic sign that says Garden District, as opposed to a more detailed bronze sign that discusses the building details. This needs some focus going forward.

Ms. Patterson stated she did apply for that next round of grant funds to expand the signage program. It sounds like they're a little delayed and will keep everyone posted.

Chairman Burns commented we've discussed some various things of how to get this thing moving. We've got our little pilot program in place. We got to think together of ideas that we may be able to find ways to make this thing grow and turn into what we wanted to do.

Commissioner Miller stated that hopefully once some of those signs are installed, it'll generate some more interest.

Chairman Burns stated yes that we can go to the press and get some exposure from that and maybe gain some momentum. It would be a great goal for us to have some sort of walking tour in place by next May.

Commissioner Sardell stated it would be a great goal for us to have some sort of walking tour available by next May for Preservation Month. We could focus on those buildings with the new signs. Those are all an easy walk within downtown. It gets you to the park, and you could end up at the HREI building. We could have a trifold paper with those six spots, and maybe we could generate a back page of the flyer to have clues and have some sort of prize at the end of May. Maybe folks could win a keychain with our logo on it.

Chairman Burns said that's a great idea. We'd want to coordinate that with museum because the museum owns the walking tours, so we want to make sure that we would not have a conflict with them.

Commissioner Smith said if the signs are about $600.00 and we have a list of all the surveyed buildings downtown, and the building owners, wouldn't it just be easy to just contact the owners and say, "Would you like to be involved in this? We want your building to be celebrated by tourists and locals alike." He thinks we could let the owners know if they want to purchase a sign that it will cost $600.00. Otherwise, we're going to try and apply for grants, but we don't know when that'll happen. Commissioner Smith would be more than willing to contact these building owners.

Commissioner Sardell asked Ms. Patterson what about if we were able to get this grant from Idaho State Historical Society, could we use the grant as a match for building owners to help offset the cost of the signs. If so, that could allow us to subsidize the 25 other signs and possibly contribute more for building owners that couldn't contribute as much.

Ms. Patterson stated that the grant didn't include specifics so it might be possible to leverage it in that way to get more signs. That's kind of where we're just having the grant pay 100% of each of the signs.

Commissioner Smith stated that the May preservation event could be a big celebration with the building owners to showcase what has been done and preserving history.

Chairman Burns stated these area great ideas. Keep it up. If we're going to move forward, that's the kind of thinking we're going to need, and we have to come up with ideas that are actually going to be feasible. You know, obviously we have buildings designated from the Downtown survey. Also, it's a good idea to look at the Historik app and see which buildings they have. Commissioner Shepperd has built all the information about it because hopefully we'll be able to incorporate all of that. There's great history there and it's already researched and done.

Tracking Time:

Chairman Burns reminded the commission to track their time.

ADJOURNMENT:

Motion by Commissioner McCracken, seconded by Commissioner Smith, to adjourn. Motion approved.

The meeting was adjourned at 12:58 p.m.

Submitted by Traci Clark, Administrative Assistant

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