

**HISTORIC PRESERVATION COMMISSION
MINUTES
City Hall – Conference Room #6
12:00 P.M.
MAY 27, 2026**

COMMISSIONERS PRESENT:

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

STAFF MEMBERS PRESENT:

Hilary Patterson, Community Planning Director
Traci Clark, Administrative Assistant

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 Miller, seconded by Commissioner Shepperd, to approve the April 22, 2026 Historic Preservation Commission Meeting Minutes. Motion carried.

Motion by Commissioner Miller, seconded by Commissioner Smith, to approve April 30, 2026 Downtown Reconnaissance Survey Results Public Meeting Minutes. Motion carried.

PUBLIC COMMENTS:

None.

STAFF COMMENTS:

Ms. Patterson made the following statements:

Downtown Reconnaissance Survey Update (CLG Grant closeout)

- The survey work has been completed by the consultant Diana Painter and SHPO did the final touches and was able to get the documents and all the information for the resource records uploaded into ICRIS, which is SHPO's online database. There were some disagreements between some of us and SHPO and even the consultant on some of the buildings on whether they should have been individually eligible or considered to be contributing or non-contributing but we have decided to agree to disagree. We would have an opportunity in the future to re-evaluate those determinations for either a local historic district or if we decide to proceed with a National Register of Historic Places district.
- We do need your timecards if you haven't already submitted them. We need to be able to submit our final paperwork to SHPO to close out that grant. So again, any time you spend on the commission, even on American 250, traveling to and from the meetings, and doing other things

related to historic preservation, can count.

Historic Signage Program update (CEG Grant Closeout)

- We have all the signs finished and are here in the office ready to be mounted if you want to come and take a look. They are beautiful. Thank you to Commissioners Sardell, Shepperd, Miller, Harro, and Chairman Burns and everyone that helped. I submitted all our paperwork to close out the grant. We just need to coordinate to get these installed. I will work with Commissioners Miller and Sardell on the location and will coordinate with our Streets Department to help us with installation. They all have the back mount, and they came with a template too, so that it'll be easy to drill the holes and make sure they're all accurately hung.

Downtown Core Working Group Update & Next Steps

- The group has continued to meet, and we have decided to do another online survey of the stakeholders. We had about 50 stakeholders that had been contacted and participated in a stakeholder meeting last year, and they gave us some input on our recommendations related to height and some of the Floor Area Ratio bonuses and design guidelines. We have changed some of the recommendations a little bit related to height and also just kind of how we're thinking about the zoning regulations, so with that now we would like to touch base with the stakeholders, tell them what we've been doing, have them weigh in on some of these new things, then do a joint workshop with this full commission, the Planning and Zoning Commission, and also our Design Review Commission, to give an update on the project, input, and then go forward to City Council. We're thinking we'd like to do that over the next four months or so. This would involve proposed changes to the Zoning Code.

COMMISSION COMMENTS:

Commissioner Emeritus Emerson stated that he would like to go over the buildings that SHPO has made non-contributing to recommend we look at them in more detail because he thinks there's some room for improvement. He thinks Ms. Painter wasn't familiar with our community as much as he would have hoped, and it really would have helped to have the list reviewed before she turns in the final survey.

Chairman Burns commented, it's interesting that Commissioner Sardell, me, and Ms. Patterson had a meeting with SHPO to discuss some of these concerns, because we had some of the same feelings. We felt that they could have looked at some of the buildings differently. We finally came to the conclusion, as you already heard, that rather than argue some of these things, if we create a historic district – local or through the National Register – these determinations can be reviewed again, and there would be different review criteria for a local historic district that could consider local importance and stories.

ONGOING PROJECTS:

Historic Signage Program Update

Ms. Patterson stated we have an opportunity to expand the signage program that was done under that Community Enhancement Grant. We just received another call for applications. We can submit for another round of the grants by July 1, 2026. If we wanted to do that, she thinks we have a nice framework that's been established for the signs and hopefully it will be easier to do additional ones. There would be a match requirement. As part of the Planning Department's budget, she has requested some funds that could be used as a match for this grant. She doesn't know if we will receive those funds, but if we don't, we could go out and do some fundraising again if the commission was interested in pursuing that. This last round we received \$2,500 in grant funds. That would be the maximum amount we would be able to request. The grants are in amounts ranging from \$500 to \$2,500 and it's a one-to-one match requirement. She would like to see if we can get consensus vote on pursuing this grant again.

Commissioner McCracken commented that he would be willing to help fundraise if it came to that.

Commissioner McCracken made the motion to support the grant application for an additional \$2500.00 for the signage program seconded, by Commissioner Miller. Motion carried.

Chairman Burns commented, we need to start talking local historic districts that would give the designate signage for things like the stories that happened here, not just the building itself, or the architecture. There's been talks that maybe at some point we go door to door to the downtown area, talking to the owners and to the businesses to see if they want to contribute to historic signs. Another option is if we do end up with some funds for fundraising, or maybe a little excess we get from the City is maybe we start to look at a matching program to help people with the cost. These things aren't terribly expensive. The total cost per sign was about \$650.00. That was affordable.

Commissioner Miller suggested giving a presentation to the Downtown Association's Economic Development Committee to help with more funds as many business owners are part of that group.

Chairman Burns stated yes, we can start doing it through outreach. He thinks that it has to be in phases and needs to be in a long-term plan. He would love to be able to walk down Sheman and find out what every address there was, why it's important. He thinks that would be a great walking tour. We talked about having a QR code sticker to put beside the signs and tap into this historic database. There's a lot of potential there.

Commissioner Emeritus Emerson asked Chairman Burns about his connection to the County Historic Preservation Commission and if they've developed a sign program or standardized signage. Is there an opportunity to partner with them on signage design?

Chairman Burns replied, we were hoping to have a standard signage for both commissions and the museum. It turns out the museum wasn't moving forward with anything right now, so that wasn't anything we could explore. The County is doing different signage. What they're doing is erecting signs at the historic museums and historic societies throughout the county, so they'll be going up in Harrison and Post Falls, and various other places. They went out and just decided to go in their own direction. Their signs are very different from ours. They do not have nearly the context that we do.

CAMP Training

Chairman Burns stated he thought the CAMP training went very well.

Ms. Patterson stated the training was recorded and she will send out a link to the commission and SHPO.

Commissioner Miller stated it was important to hear from the tribal historic preservation officers but wished they could have given us an understanding as to what they deal with, what their roles are, and how communities could better engage with the tribes. The other commissioners agreed.

Commissioner Smith commented he liked the fact that the SHPO tried to shift the mindset away from just preserving 100% to helping managing change. I think that was a welcomed shift nationally within the organizations, where the National Alliance of Preservation Commissions acknowledge that we can't really stop change, we can only manage it appropriately. It was a good reminder to kind of shift his thought process.

Chairman Burns agreed and said he was pleased about that too because we're just trying to balance change and preservation. One of the presentations was on Design Review and local restrictions, and that's where demolition kind of started with our demolition program. We've learned that our demolition program does not really have teeth, but there has been some discussion about local design review, and maybe we can do it bit by bit. Also, you know that relates to what we're talking about with the overlays and what we're talking about local historic districts, and we'll get there.

Ms. Patterson stated she feels like there has been more engagement and appreciation of our unstaffed tables at City Hall and the Chamber/Visitors Center. We received some positive feedback. Ms. Clark

spoke with Sue Morgan at the front desk at City Hall and people have been grabbing things from the table and we have had to make a lot more copies. She appreciates those of you that in the past sat at those tables during the Farmers Markets but given that the first week of the farmers market this year didn't really work with our preservation month, she thinks moving forward this is a nice way to set this up.

Commissioner McCracken stated the table looks nice as well.

Chairman Burns commented that he had a conversation after CAMP meeting with Jason Tippeconnic Fox from SHPO. Mr. Tippeconnic Fox stated that this commission is setting the standards for what they're doing at the state. Our historic preservation plan is now the model that they use and that they are using our downtown survey as a model. They're extremely supportive of what we're doing, and we're probably the most active commission in terms of CLG communities, in terms of getting things done of anyone in the state. It was very nice feedback.

Commissioner Miller stated it helps to have great staff and city support.

Chairman Burns stated he mentioned that as well. He said, a lot of CLGs are kind of at odds with their Planning Department, and that's another battle they have to fight. Here we have just absolute support. He says that's unique. He said out of anybody in the state, we're in the best situation. Thanks to you ladies.

Ms. Patterson stated we have a great active commission as well.

Commissioner Miller stated she really appreciated the opportunity to go to the CAMP training. She thought it was very valuable.

Ms. Patterson stated the quality of the training was excellent. It was nice for the commissioners from outside of our area, and even the national trainers to see that we do as HPC commissioners with the CAMP training, tour, and reception with awards, because she doesn't think many other commissions do receptions and awards. It was nice to showcase what we do.

America250 in Idaho Celebration – Logistics/City HPC Roles/ Commemorative Items/Fundraising

Chairman Burns stated we have gathered commemorative items, etc. We're continuing to move along with our event planning. There are various pieces put in place, in terms of rentals, chairs, tables, and there will be a 98-inch TV that will be running video that commissioner Shepperd will be putting together. Next week we are going to be extracting the time capsule and we're kind of keeping that group small. Everybody here is certainly invited to be there. We will start at 9am and the press will be there. We have no idea how long it's going to take. The plan is to remove the entire cornerstone. This will be a fun adventure. Commissioner Rhodes has helped put together newspaper press articles that will run twice a week from here on out, starting right after Memorial Day.

Government Way Corridor Focus Group Efforts & Local Historic Districts

Chairman Burns stated there has not been much progress. We're looking at it in a slightly new light, based upon some of the things that happened with legislation, and the ability to create local historic districts. Some of the new state restrictions on what could be done in residential areas have a caveat that excludes historic properties and historic districts. We have two historic districts right now.

Ms. Patterson stated there are caveats that we can have different standards for historic properties and historic districts with some of the new legislation. The one thing she wanted to ask at the CAMP training, but didn't want to derail the discussion, was to get clarification from SHPO on the formation of local historic districts. When we discussed the idea of a historic overlay zone previously, we were looking at following the National Register nomination process of getting input from property owners and meeting the threshold of not having 51% or is it 50% plus 1 in opposition. But looking at the state statutes, it didn't look like that language was in there for formation of a local historic district, it just looks like you take a recommendation from the commission to the City Council and they would establish a local district. We still

need to have the zoning component, so that might still need to be done as an overlay. We will need to figure out what that looks like and if there is a requirement at the state level for designating districts with a survey recommendation from this body to council to create the district, and then go through the zoning process, whatever that looks like. We just need to understand that better, and we would like to understand that better before we get the Government Way group back together.

Chairman Burns stated that designating a local historic district could be beneficial to the neighborhood and could be tied in with a zoning overlay.

Commissioner Emeritus Emerson stated he did not reach out to the Government Way folks for this meeting because it looked like this meeting was going to have a lot of follow up on other agenda items.

Chairman Burns suggested that Mr. Emerson could reach out to them and tell them that we're a bit of a slight holding pattern until we have more answers about forming a local historic district.

Commissioner McCracken stated it does seem like, even in the absence of there being a specific requirement for what the public involvement would need to be, particularly if it influences potential zoning, it does seem appropriate that there would be some kind of a public process, and maybe we should figure that out. Is it a public hearing where we take comments and, and then vote on it, or a vote where you have to opt in? We should help come up with an appropriate process.

Chairman Burns commented when we talk to local historic districts, we've got some valuable experience having done national register nominations. We understand the public component pretty well.

Ms. Patterson stated that at this point, and for zoning, if we do the overlay and if we are crafting zoning standards that are unique to that district, there's a requirement that we'd have a public hearing with Planning and Zoning Commission and then another public hearing with City Council for any zoning code changes. This body could still, if you wanted to, accept public comments, but you would not need to hold the public hearing because there would be two required hearings. This commission could do something informational. It is a little different than other public hearings when we are modifying the Zoning Code, we just have to publish in the newspaper. We don't have to mail notices or whatnot, but if it's such a small area, we would want to get the word out in various ways.

Chairman Burns stated the thing about the state's 51% threshold is interesting. It's not that you have to have 51% that say okay, you just can't have that number of objections.

Ms. Patterson stated the tricky thing is that she doesn't believe the 50% plus one is even in the state statutes. This is what she wants to ask Dan Everhardt (SHPO) about because she didn't see that language in the statute language.

Commissioner Sardell stated, yes and that 50% plus one is for establishing a National Historic District. But that needs to be verified, she thinks, from SHPO and also with City Council.

Ms. Patterson said she would reach out to Mr. Everhart (SHPO) and see if he could attend our next commission meeting to get some clarification on the process for creating a local historic district.

Mr. Emerson commented that a couple of local developers have contacted their state representatives objecting to the demolition review process and saying they should have no rules, and they should be able to do whatever they wanted with their private property. We can expect a more sensitive approach coming out of the state legislature.

Tracking Time:

Chairman Burns reminded the commission to track their time.

ADJOURNMENT:

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

The meeting was adjourned at 1:05 p.m.

Submitted by Traci Clark, Administrative Assistant