



HISTORIC PRESERVATION COMMISSION MEETING

City Hall – Ron Edinger Conference Room

AUGUST 26, 2026

12:00 P.M. CALL TO ORDER:

ROLL CALL: Burns, Miller, Sardell, Shaffer, Harro, McCracken, Shepperd, Rhodes, Smith, Emerson – *Emeritus*

MINUTES: ** ITEMS BELOW ARE CONSIDERED ACTION ITEMS*

July 22, 2026 – Historic Preservation Commission Meeting Minutes

PUBLIC COMMENTS:

STAFF COMMENTS:

COMMISSIONER COMMENTS:

ONGOING PROJECTS: ** ITEMS BELOW ARE CONSIDERED ACTION ITEMS*

- Arts & History Foundation
- Inland Empire Electric Substation (HREI building) brick-and-mortar rehabilitation
- Government Way Corridor Focus Group Efforts & Next Steps
- Downtown Signage Program

TRACKING TIME: (please submit quarterly)

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.

Coeur d'Alene Tribe Land Acknowledgement

We respectfully acknowledge that we are on the traditional land of the first people, the Coeur d'Alene, who have occupied the lands that include the City of Coeur d'Alene, Coeur d'Alene Lake and the Spokane River for time immemorial. The Schitsu'umsh are "Those who are found here" or "The discovered people" and they have been telling their story in song and dance for thousands of years in celebration and in hardship. We are fortunate that the Coeur d'Alenes have blessed the land and formed strong relationships to continue as stewards to protect and preserve the land, lake, and other resources. We acknowledge the Tribe's 5 Core Values for decisions related to the land and the future of the Coeur d'Alene people. We are honored to learn, grow, play and live upon the traditional territory of the Coeur d'Alene Tribe and to have the opportunity to work together to improve our land and strengthen our communities for future generations. Time Immemorial. Present. Future.

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MINUTES

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**HISTORIC PRESERVATION COMMISSION
MINUTES
City Hall – Ron Edinger Conference Room
12:00 P.M.
JULY 22, 2026**

COMMISSIONERS PRESENT:

Walter Burns, Chair
Anneliese Miller, Vice Chair
Doug Harro
Stephen Shepperd
Dan McCracken
Rick Shaffer
Brian Smith

STAFF MEMBERS PRESENT:

Hilary Patterson, Community Planning Director
Traci Clark, Administrative Assistant
Craig Etherton, Fire Marshal

COMMISSIONERS ABSENT:

Danielle Rhodes
Shannon Sardell
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 McCracken, to approve June 24, 2026 Historic Preservation Commission Meeting Minutes. Motion carried.

PUBLIC COMMENTS:

None.

STAFF COMMENTS:

Ms. Patterson made the following statements:

- I was remiss in not telling you that we received nice letter that I will email you all from SHPO, just saying what a great job this commission and the city does in terms of supporting historic preservation efforts. They were very impressed with all of us, including the CAMP training and reception that we hosted. Mr. Everhardt said that we are probably the only commission in the state that has our own logo and swag. We received another nice kudo earlier this week from Roger Smith, who's a resident, who sent an email to the mayor expressing his support for the historic preservation commission and giving a big thumbs up for the work that had been done. He especially likes the demolition review process, the downtown core working group, reconnaissance level survey of downtown, and exploring overlay areas. That was very nice, and the mayor responded and said he agreed, and is very impressed with the commission and the work that we are doing.
- We have sent out a survey to the stakeholders on the downtown core effort. That is in process.

Ms. Clark sent you an email today to get that joint workshop scheduled. We are looking at August 25 at noon. That date looks like our best option.

- We have one demolition review permit that the subcommittee asked to meet with the property owner. I left her a message; she has not responded. But there is property in the Garden District where they're looking at having the garage removed and then building a new garage with an ADU over the garage and changing the façade of the home. The subcommittee said they'd like to meet with the owner. The concern is with changing the façade because the home is considered a contributing asset to the historic district. The meeting would be with the subcommittee. It would be an informal discussion with some recommendations on how to make the addition and the changes to the house more consistent with the historic district.

Craig Etherton, Fire Marshal for the Coeur d'Alene Fire Department, introduced himself and stated the Fire Department has been kind of kicking around an idea or a concept that has some historical value within our internal historical committee. He wanted to see if the HPC had any ideas to help them with a project. Prior to a year ago, we had only had one line of duty death in the fire department. It was Richard Dick Gaines who died in the bowling alley that was on second and Sherman. He fell through some backstairs, going in to fight the fire. The stairs had gotten weak from the fire. The other firefighters were unable to get him out. What's interesting about our community and how they built things is that a zillion years ago, the building still stands, and the fire scars are still visible in the basement of the building. When we get new guys, we try and bring them down there to get that historical bit about our department. We've done some other walkthroughs and downtown block walks. It sounds like Spokane has some kind of notification on a building where something important or historic has happened. Division Chief Jones had done some preliminary work talking with our streets department, who said, if we wanted to come up with some kind of a plaque or a marker to put it into the sidewalk, we would help us to grind that out and make and not obstruct, or make tripping hazard. We've just kind of been kicking around that idea for a lot of years. There's an app map that you can go around and visit all of the parks. We didn't know if there was anything that maybe this group has thought about or is working on would match up and have some kind of a walking tour or something of historical buildings or historical events from the fire department side if we could partner with your commission. There were some big fires at the old Woolworths, the Wilma, and Playland Piers. We have a lot of police and firefighters that come visit. It would be great for us in our department just to have that knowledge and our history. We could have at least a full day of historical facts about fires for our training academies for all our new recruits.

Chairman Burns responded and said the timing is good. We are currently working on a signage program. We have had six signs made. We received a grant and have made six signs that we have those signs on National Register buildings. Our goal is exactly what you're talking about: having them all over the city and explaining the history about those buildings. Even when the building is not there, it's important to talk about what happened there before. We are trying to figure out more fundraising or find more grants or more ways people can donate for these types of signs. We would love to partner with you folks on that.

Commissioner Smith asked if he could get information on the history of the fires on the building for the commission. That would be a huge help. He would also like to know if it would be possible to go on a training tour.

Fire Marshal Etherton stated yes, he will send out a schedule. We are starting an academy on the 24th of August.

COMMISSION COMMENTS:

Chairman Burns said he has received word that we're having some larger government interference again. This time from Washington D.C. proposing changes to Section 106 of the Historic Preservation Code, which he has heard people say would hinder historic preservation efforts. That's something that's going to come up and be discussed. We may ask everybody to write a letter to the senator. I'm just giving you a heads up. America 250 was a roaring success. Mr. Mueller and I both looked at a picture that an

overhead taken from the drone. We did a little head count and we both came up with about 450 people. We had no idea how many people would come. Our best guess was 250. We did almost double that. The new time capsule will be buried at some point. We'll all be invited when that happens. I do want to say one thing. Commissioner Harro suggested the idea of putting some seeds in the time capsule. The University of Idaho has provided 255 pine seeds to put in there. We were hoping to get some seeds from the American chestnut trees in the park and the weeping birch in front of the courthouse. The seeds are from the University of Idaho Seed Bank. The comments he has received from friends and associates have all been very positive. The only complaints he heard were from people that were disappointed that we didn't have any artifacts there. It was a great success. Mike Dziak, the CDA TV production operator, has made a full-length recording of it, which is now posted on Facebook and YouTube.

ONGOING PROJECTS:

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

Chairman Burns stated we did receive the \$50,000 grant from the mitigation fund and we also have \$10,000 from Idaho Heritage Trust for brick-and-mortar work on the HREI building. We have \$60,000 that we can apply towards repairs on the building.

Ms. Patterson stated we're supposed to select a contractor by August 31 and then give them our timeframe for doing the project. We have scheduled a meeting this Friday at 10:00 a.m. You're all welcome to be there. It'll be here in this room. We will be discussing logistics with our parks and recreation team because they've been helping us maintain the HREI building. Ms. Clark posted that today as a subcommittee meeting if we have quorum.

Commissioner McCracken asked if we needed input from the from the commission on a contractor recommendation, or if the parks department has reached out to a couple contractors to get quotes.

Ms. Patterson replied they already received some bids. This Friday's meeting will not be a formal action. It's more of logistics and just make sure that we're complying with the grant timeframe.

Government Way Corridor Focus Group Efforts & Next Steps

Scott Cranston introduced himself and said he represents the Government Way corridor neighborhood group. He has been part of the core group since the meeting last October. The core group met about a month ago. They didn't have a big turnout, but some of them are carrying the proxy of families of theirs that live in the neighborhood and their neighbors. They came up with a summary or consensus of what they'd like a potential historic overlay to look like. They would like to ask for a historic overlay designation and the creation of a historic district. One of the goals would be to maintain the Government Way corridor with the character and scale of the existing older established single family residential neighborhood. Also, to promote the neighborhood feel by encouraging community interaction amongst neighbors, families, and passersby by maintaining good pedestrian bike access through the neighborhood and promoting front porch entry and lawn area elements of the home, so that all the residential lots are welcoming. He said that he and his neighbors frequently interact with visitors and other residents when sitting on their front porches. They feel that that's a good element to maintain because it really enhances that neighborhood feeling. They want to keep the current density and development pattern consistent to maintain the character and scale of the neighborhood and preserve the landscaped median strip that serves as a de facto park for the neighborhood. For the boundary of the historic district, they like the Option A map with a few adjustments, that would mainly encompass the Government Way corridor depicted, with the exception of notching out the existing commercial property that is south of Harrison on the east side, and the county-owned property that would be directly south of the Hamilton House. On the west side, it'd be Hamilton House on the south to Harrison, and on the east side of the street, it would be Garden Avenue to Summit. They feel the easiest path to creating a successful overlay district is to focus on the Government Way corridor with the option to expand it in the future if other adjacent neighborhoods would want to annex into it. For the proposed design guidelines or recommendations, they would like a bit

more discussion, but their initial ideas are to incorporate some design considerations. First, would be building height, yard setbacks, and lot coverage. They are generally ok with the current zoning standards for single family residences. Predominantly, most of the existing residences meet those requirements, and he believes everybody is comfortable with those standards.

Chairman Burns asked what is the zoning in the that neighborhood.

Mr. Cranston stated most of the neighborhood is zoned R-12.

Chairman Burns asked about the side setbacks. He feels that's what people are really taking advantage of and not necessarily in a great way.

Mr. Cranston responded that some lots that don't have alley access, such as on the east side of Government Way, are required to have one side yard with a 10-foot setback. Second, is the home orientation and massing. The neighborhood representatives feel it is very important to provide street facing front doors and porch elements to provide a welcoming appearance to the homes. They want the primary residence to be the prominent structure as viewed from the street. The garage, shop, ADUs, and other accessory buildings should set back on the lot from the front of the primary residence. Building massing and roof height should be considered to give the primary residence prominence. Garage, shop, ADU, or accessory building should have a lower profile. The existing zoning code does some of that, but with the legislative changes for ADUs there are concerns with compatibility and a historic district can provide protections. The third item addressed was shop houses and barndominiums. They would like to require a minimum of 50% of the primary residential space be located on the ground floor level, so that's going to hopefully change the proportion where you don't see total disconnect of the residential unit from the street and sidewalk. Again, encourage the step back of garage or shop doors from the front of the residence. The fourth item is architectural design. It's not the intent of the overlay to specify any particular architectural style. However, new construction or remodel projects should be complementary with the surrounding neighborhood, with respect to roof forms, pitches, exterior materials, colors, and entry porch elements. The design of garage shops, ADUs, and outbuildings should be complementary with the primary residence, with the consideration of those same elements of roof forms, heights, pitches, exterior materials, colors, and placement on the lot. There may be some other items that get amended into these recommendations, but this was pretty much the consensus that we have so far.

Chairman Burns stated this is outstanding. It sounds like you got quite a lot accomplished in your meetings. I'm sorry that none of us were able to attend the meeting. This is what the commission has been talking about for potential historic overlay areas and historic districts.

Mr. Cranston said they are interested in establishing a historic district similar to what Ketchum and Boise have done with their local districts and providing some protections that are allowed by state law. The next steps would be to encourage everybody's input on the historic district and overlay, and how it might ultimately be reflected in an ordinance. They would like to put this into some kind of a mailer to send out to all the property owners within that corridor boundary. A lot of the communication so far has been by word of mouth and people or neighbors that we know. There hasn't been a door knocking campaign or anything like that, but we do have a lot of non-resident homeowners. If Ms. Patterson has a suggestion of what is the best method of getting this information out to the neighbors that would be helpful.

Ms. Patterson stated that the mailers will be good, and we can get all the property owner's information. If we wanted to do some kind of simple online survey, that could be helpful as well.

Mr. Cranston stated the group is ready to move forward on this as quickly as possible.

Commissioner Smith asked Mr. Cranston if they have an idea of how many of the owners are in favor of this proposal, or how many are against it.

Mr. Cranston stated the people that we discussed this with at the meeting are in favor, and it's probably

with kind of the proxy representation of about 25 to 30% of the entire corridor are already on board. But there are a lot of people we don't have contact with. There might be 15-20% of those that are renters that probably do not have a vested interest. You don't know where your absentee property owners are going to sit, but we need to start somewhere, and he thinks the 50% plus one support is there to approve of something like this if City Council wanted some threshold for buy-in, even though they learned from the SHPO presentation that the buy-in isn't required for forming a local district.

Commissioner Smith stated he feels like the mailer might not be very personal. He would suggest doing more of a door-to-door knocking effort, especially if you're trying to convince more people to get involved in it. It's easier to convince a person face to face than just having a mailer that somebody might throw away.

Commissioner Miller stated she thinks this is a great template for any of the neighborhoods.

Chairman Burns stated, yes that this is what we have wanted to accomplish to have a neighborhood come up with their own guidelines that could be expand throughout the city in other historic neighborhoods.

Mr. Cranston commented that they have had a few of the homeowners from the Alphabet Streets reach out and say they would like to be a part of this too, and we don't want to ignore them. He think there's already some interest there. If this succeeds, then it could be expanded to some degree.

Commissioner Harro asked how many residences there are.

Mr. Cranston said he didn't have an exact number and that Ms. Patterson might have a better idea. He would say there are probably 75 to 90 residential lots. If you were including the west side extension to Harrison, there are a couple of homes that are used as businesses, but because they exist in the character that they do, they would certainly be welcomed into this overlay.

The commission asked if he had a feel for how many properties might be rental properties in terms of maybe a percentage. Mr. Cranston replied that within a half block of his home, there are six registered short-term rental properties. There's probably more on A, B, and C Street, I would say 15 to 20% of the lots on this in this boundary are probably rentals. The old motel looking apartments that are on the east side of Government Way are a rental property. He believes the homeowner/manager lives there as well.

Ms. Patterson said that the new legislation related to ADUs will limit the City's ability to require off-street parking for accessory dwelling units. She asked Mr. Cranston if he thought the neighborhood would want to require off-street parking for ADUs.

Mr. Cranston said that's something that's not included in here that needs to be considered. We did have some discussions about what's happening with ADUs and short-term rentals. There was not enough understanding of what all that meant to be a fruitful discussion when we met. But we are already seeing in some cases where we have short-term rentals, for an example, a fiber optic construction crew comes in and lives there for a month while they're doing a project somewhere around the area, and all their trailers and construction equipment have essentially taken up a whole block of off-street parking. So, not having off street ADU parking would just make that situation worse. He thinks that's something that should be included.

Ms. Patterson replied that when staff drafted the current ADU regulations, they were a little concerned if they did require off-street parking that someone might then destroy their beautiful front yard to do that. So that should be considered too. There could be a requirement to provide some percentage of "living" front yard green space within the front setback so that it doesn't all become paved parking.

Mr. Cranston responded and said yes, and if it's going to be kind of an independent living situation, whether it be a rental or mother-in-law quarters or whatever they're typically driving, the zoning code

already requires two off-street parking space for each single-family dwelling and another for the ADU. He thinks a single off-street parking spot for the ADU is appropriate.

Ms. Patterson said the other issue for consideration is lot coverage. The ADU legislation says cities can't require different lot coverage for just ADUs, unless we're already applying it to single-family homes too. So that might be something also to look at. Staff has already discussed potentially adding lot coverage for residential uses.

Mr. Cranston stated that he would support inserting something that would have minimum area requirements for pervious surface to help maintain some kind of open front yards and side yards that make the neighborhood more welcoming.

Mr. Patterson asked Mr. Cranston about the boundary of the possible district to see if they felt that the shotgun homes would fit with what it proposed for the historic overlay. The challenge might be the setbacks and some of the other things are different. If they are included and have the same standards, what does that look like in the future?

Mr. Cranston replied that he believes Summit was identified as the northern boundary because that was an immediately recognizable boundary for the group, but that boundary could certainly move south to kind of exclude those existing townhomes.

Ms. Patterson said it would be helpful to know if they are on board with being part of it or not.

Mr. Cranston said he didn't know what would be in the proposal that would directly apply to them since they are built out. It might be kind of a moot point for them.

Commissioner Miller asked if all the parking for the shotgun homes is on the street.

Ms. Patterson stated it's behind, so they have like a kind of their own alley, and then they have garages, so that part works, and then they have front porches.

Mr. Cranston stated they kind of continue that development a little further south after the initial townhome development, and their wider lots and wider shotgun homes, but some of those do have driveways off Government Way.

Commissioner Harro asked if he has encountered anybody in this block that's just totally against this idea.

Mr. Cranston replied no, but there are lot of people they haven't been able to communicate with. But he would say most people they've talked to are probably from Virginia Avenue south to Garden Avenue.

Downtown Signage Program

Ms. Patterson stated that the City applied for another \$2,500 in Community Enhancement Grant (CEG) grant funds to expand the historic signage program and has asked for matching funds and budget authority from City Council as part of our upcoming budget. If received, we would have \$5,000 to potentially almost \$7,000 to spend. The commission should start thinking about what buildings we want to put signs on next. She will work with our Streets and Engineering team to see if they can help us hang the signs and will work with Commissioners Miller and Sardell on where they should go on the buildings.

Charman Burns suggested that the commission work on a strategy of what they would like to accomplish and where and how we want to do it. The Fire Marshal brought good examples of possible plaques for historic events, such as the fires. Signs can be used to recognize what used to be here and what happened. He doesn't know how we figure out how things like that would be funded. We've talked about really wanting to have signs all up and down Sherman, at the very least, and have (self-guided) walking tours. We need to determine who would pay for additional signs, such as building owners or shop owners.

That's a very interesting idea that came up about the historic fires. He said on a related note, at the Garden District board meeting last Wednesday, one of the board members referred to a program in Montana where a property owner in a historic district could apply to the city for a sign to put on their property. It was suggested that our commission could use this model and charge a fee for it. The board member suggested that if the cost of the sign was \$650 dollars, the commission could have them pay \$750 and the additional \$100 could be used as a fundraiser.

Tracking Time:

Chairman Burns reminded the commission to track their time.

ADJOURNMENT:

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

The meeting was adjourned at 1:02 p.m.

Submitted by Traci Clark, Administrative Assistant