

**HISTORIC PRESERVATION COMMISSION AGENDA**

Hybrid Meeting Zoom/In person  
City Hall – Conference Room #6  
January 27, 2022

**\*ZOOM LOGIN INFORMATION\***

THANK YOU FOR JOINING OUR VIRTUAL MEETING. PLEASE FOLLOW THE ZOOM INSTRUCTIONS BELOW TO PARTICIPATE AND MUTE YOUR MICROPHONE/PHONE UPON JOINING.

Join by Computer <https://cdaid-org.zoom.us/j/95511362177?pwd=RTUrdlFuendocUpmNDNqQIRqRE1xUT09>  
Join by Phone (Toll Free): 888 475 4499 or 877 853 5257  
Meeting ID: 955 1136 2177  
Passcode: 246148

**4:00 P.M. CALL TO ORDER:**

**ROLL CALL:** Walker, Emerson, Straza, Lowe, Burns, Marienau, Miller, Mueller

**MINUTES:** **\*\*ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM\*\***  
October 28, 2021

**ELECTION OF OFFICERS:** **\*\*ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM\*\***

Chair, Vice Chair and Secretary

**PUBLIC COMMENTS:**

**STAFF COMMENTS:**

**OTHER BUSINESS:** **\*\*ITEMS BELOW ARE CONSIDERED TO BE ACTION ITEMS\*\***

- Formal vote to support a Bed/Breakfast Special Use Permit for the Johnson House located in the Garden District at 622 E Coeur d'Alene Avenue.
- Identify Two Priority Projects/Efforts for 2022.
  - Establish Voluntary Program and Certificate of Appropriateness for Individual Properties
  - Building Heart Awards
  - Review existing Infill Standards and work with the Planning Commission and Design Review Commission on possible edits
  - Work with the Planning Commission and Design Review Commission on Design Guidelines for Historic Overlay Areas
  - Establish a Local Register and Incentive Program / Tour of Historic Properties
  - Other?
- Selection of Subcommittees.

**TRACKING TIME:**

**COMMISSION COMMENTS:**

**FUTURE AGENDA ITEMS:** **\*\*ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM\*\***

**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.

**HISTORIC PRESERVATION COMMISSION  
MINUTES**

**OCTOBER 28, 2021**

**Hybrid Meeting Zoom/In person  
City Hall – Conference Room #6**

**COMMISSIONERS PRESENT:**

Dave Walker, Chair  
Anneliese Miller, Vice Chair  
Jon Mueller  
Walter Burns  
Courtney Beebe  
Lisa Straza, Secretary  
Alexandria Marienau

**STAFF MEMBERS PRESENT:**

Hilary Anderson, Community Planning Director  
Shana Stuhlmiller, Admin. Assistant

**CITY COUNCIL LIAISON:**

Kiki Miller, City Council

**COMMISSIONERS ABSENT:**

Sandy Emerson

**4:00 p.m. CALL TO ORDER:**

**ROLL CALL:** Walker, Miller, Straza, Beebe, Burns, Emerson, Marienau, Mueller, Singletary

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

Motion by Mueller, seconded by Burns, to approve the minutes for September 23, 2021. Motion approved.

**PUBLIC COMMENTS:**

**STAFF COMMENTS:**

Hilary Anderson, Community Planning Director provided the following statements.

- She announced Jeff Davis, a student from Lake City High School, is joining us today. He will be job shadowing the Planning Department
- She commented that the commission needs to make a decision on what version of the Historic Preservation Plan they want to submit to City Council for adoption.
- She explained that a letter was sent out from Main Street America seeking support for an infrastructure bill where the historic tax credits might get cut and since this bill hasn't been updated since the "80's." This is a great opportunity to have additional incentives and tools to protect historic buildings.

Commissioner Burns announced that the Johnson House on Coeur d'Alene and 7<sup>th</sup> Street will be applying for a special use permit to use the home as a bed/breakfast and that the Garden District unanimously voted for the approval of the use and questioned if that is an action item we could do today. Ms. Anderson explained that the house is located on Coeur d'Alene Avenue and 7<sup>th</sup> Street with people looking to buy the property inquiring about opening a bed/breakfast which would help preserve this historic home and explained that a special use permit would require a hearing with the Planning Commission. Commissioner Burns concurred that this is the perfect location for a bed/breakfast and that the home is one of the perfectly preserved houses in Coeur d'Alene and added that the owners would be offering Historic tours. She suggested we add this to the agenda next month for approval.

**OTHER BUSINESS: \*\*ITEMS BELOW ARE CONSIDERED ACTION ITEMS\*\***

- **Award to recognize Robert Singletary**

Commissioner Beebe explained that Mr. Singletary will not be on our commission anymore for personal health reasons and also retiring from the museum. She suggested that we contact his wife to find out what would be appropriate for him and if the commission would like to include other groups for this award that would be appropriate. She added that Mr. Singletary had wanted to set up an Historic Preservation Commission for a long time and was proud that it happened.

Chairman Walker inquired if Commissioner Beebe would be able to contact Mr. Singletary's wife. Commissioner Beebe responded that she isn't close and would not be the best choice. Chairman Walker commented that he doesn't know the family and wouldn't also be a good candidate either.

Councilmember Miller stated that she would be happy to contact Mr. Singletary's wife. Chairman Walker concurred to include other groups to be involved with for this presentation.

Councilmember Miller inquired if there had been previous discussions on what type of award would be given and who would be able to give me more information on who to contact.

Commissioner Beebe suggested to call Britt Thurman, Executive Director of the Museum who is coordinating this event for the museum. Councilmember Miller suggested the honor could be a community wide celebration and she will contact Ms. Thurman and Mr. Singletary's wife.

Chairman Walker apologized that he wasn't aware of Commissioner Singletary's health issues.

Ms. Anderson suggested maybe doing an acknowledgement at a council meeting which has been done in the past for other commissioners and once we figure out what groups want to be involved.

Councilmember Miller commented that she would prepare a draft summary and forward a copy to Ms. Anderson for suggestions on what to announce at the council meeting.

**Motion by Burns, seconded by Muller, to place on the agenda for next month an action item for an award presented to Mr. Singletary. Motion approved.**

- **Workshop with Design Review/Planning Commission members**

Ms. Anderson stated that the Historic Preservation Subcommittee suggested that it would be great to have Tom Messina, Chairman of both the Planning Commission/Design Review, Jon Ingalls commissioner who is also a member of both commissions and Tami Stroud, Associate Planner who is the staff liaison for the Design Review Commission to attend our meeting to answer questions from this commission on their roles and duties for these commissions. She added that staff got a hold of them and said that they would be able to attend our next Historic Preservation Meeting that may be scheduled for November 10th because our regular meeting is on Thanksgiving and that meeting needs to be rescheduled. Commissioner Burns thanked staff for sending out copies of the Design Guidelines which was very helpful. Commissioner Beebe commented that she won't be able to attend the November 10th meeting and if there are any other options. Ms. Anderson explained that was the best date and the reason why this date was chosen is we have scheduled the Historic Preservation Plan for a presentation at the council meeting on November 16th thinking if we had our regular meeting before that and if any edits needed to be made could be done before that council meeting on the 16th. Chairman Walker stated he also won't be available to attend the meeting on November 10th.

Ms. Anderson stated that she will look at other dates.

- **City Council requests/approvals:**

- Historic Preservation Plan – Workshop/Presentation with Northwest Vernacular & HPC

Ms. Anderson explained that we have asked Ms. Pratt to attend the City Council meeting on November 16<sup>th</sup> and inquired if any of the commissioners can attend that meeting would be great to have them in attendance. Ms. Pratt said that she could attend in person and having the formal adoption of the Historic Preservation Plan at the next City Council meeting on December 7<sup>th</sup> which would give staff time to make any corrections that council might have on December 7<sup>th</sup>.

Commissioner Beebe inquired if we need to make a motion on which version of the Historic Preservation Plan to forward to Council. Ms. Anderson answered yes, we do so we can send that version to the council before the meeting on December 7<sup>th</sup>.

**Motion by Beebe, seconded by Mueller, to forward the version of the Historic Preservation Plan with changes recommended by Pete L'Orange to City Council. Motion approved.**

Council Member Miller inquired for clarification that the council will receive the modified version of the Historic Preservation Plan prior will be in the packet and questioned if you will do an introduction what will we be doing on November 16<sup>th</sup> and after that. She explained that there hasn't been a lot of information about Historic Preservation and activities that could be confusing. She suggested mentioning the history, progress and opening introduction to remind them where we are at which will be a help. Ms. Anderson stated that she will get with Council Member Miller before the Council meeting on the 16<sup>th</sup> to review what will be presented and inquired if we should send a copy of the Historic Preservation Plan now to Council for review before the meeting on the 16<sup>th</sup>.

Council Member Miller suggested sending a copy on November 6<sup>th</sup>. Ms. Anderson invited all commission members to attend the meeting on November 16<sup>th</sup>.

- Applying to SHPO for two CLG Grants:

- Nomination of the Garden District for the National Register of Historic Places and Funds for Historic Preservation Training

Commissioner Burns stated that he has been in touch with Mr. L'Orange about the nomination process for the Garden District and read the letter from him to the commission. He stated that he inquired how much the budget should be and Mr. L'Orange suggested asking between ten and twelve thousand dollars and suggested reaching out to Sherrie Boswell, Consultant for the Garden District survey to see if she could recommend an amount. He stated that Mr. L'Orange also said that we will need more detail/in-depth architectural descriptions and mapping as part of the nomination process including a robust public engagement element that is part of the plan. He added that he also recommended a book. Ms. Anderson stated the Ms. Stuhlmler already purchased two copies of the book. Commission Burns inquired if there has been a formal motion made by this group to start the nomination process. Ms. Anderson stated that we will need that motion today from the commission then the council to give approval to apply for the grant.

**Motion by Mueller, seconded by Burns to recommend to the council the approval for the CLG Grant and Historic Preservation Training. Motion approved.**

- Other possible Action Items:
  - Voluntary Program for Individual Properties & Certification of Appropriateness

Commissioner Beebe commented that we discussed a way for property owners to be recognized for their preservation efforts that might include a volunteer program where a builder or property owner make renovations to an Historic property and then acknowledged with a Certificate of Appropriateness. She added that she looked at other cities who are already do this type of award and will forward samples from cities in Idaho such as Idaho Falls, Caldwell, Lewiston and Boise. She explained by offering this would help stimulate interest within our business community about Historic Preservation. Commissioner Straza commented that we don't have any guidelines yet. Commissioner Beebe commented that we don't have to "reinvent the wheel" since there are a lot of examples to use and suggested that we talk to the Planning Commission and Design Review to get some education on what their commissions do in order to maybe put together guidelines we can use to work with these other commissions. Ms. Anderson commented that the Planning Department many years ago had a program called the Building Heart Awards were the chair presented an award at a council meeting to the builder who's building was selected by the Planning Commission and that Ms. Stuhlmiller had sent those guidelines recently which could be worked on by a subcommittee. Commissioner Burns inquired if this award could include businesses or buildings that have kept their buildings historically accurate throughout the years like Clarkes Jewelers is a great example.

- Review existing design guidelines in coordination with Planning Commission Design Review Commission and consider guidelines for opt-in historic overlay

Commissioner Burns explained that for the subcommittee meeting he put together a list of potential guidelines for historic properties since there seems to be a lot of homes and buildings knocked down and that these guidelines would only apply to new construction, but not limit people from doing what they want and listed some examples and will send the examples to the commission. He suggested coming up with an Historic overlay district that would involve people taking a survey of the people in the neighborhood to opt into the idea for providing some guidelines that impact new construction within the Heritage neighborhoods.

Ms. Anderson explained that within the draft Comprehensive Plan includes historical overlays with options to opt in if the district decides.

Council Member Miller stated that she makes announcements at Council meetings on various things around the city and it may be helpful for her to give a heads up to council some of the stuff for Historic Preservation Commission and suggested providing a summary that she can read to them.

- Local Register & Incentive Program

Commissioner Mueller explained in the last subcommittee meeting we talked about buildings and historic sites and how to recognize both structure and events at locations within the city that provide a lot of stories to tell with discussion that is ongoing. Ms. Anderson stated the Ms. Pratt and Mr. Spencer suggested that the local district moving forward would be easier then trying to get all these districts on the National Register and continue to pursue the Garden District on the National Register.

- **Commission Meetings in November and December**

Ms. Anderson announced the upcoming meetings: November 10<sup>th</sup> subcommittee meeting, November 16<sup>th</sup> City Council Meeting presentation by Ms. Pratt, December 2<sup>nd</sup> full commission meeting and City Council meeting on December 7<sup>th</sup> for Historic Preservation Plan adoption.

**TRACKING TIME:**

Ms. Anderson stated that we can bill our time that has been extended through the end of October so please submit timecards with last month's meeting any subcommittee meetings and today's meeting. Commissioner Straza inquired how commissioners would want to contact her since in the past it has been hard to get hours collected. Ms. Anderson stated that most members didn't have a subcommittee meeting but need to record last month's meeting and today's meeting. Commissioner Straza will give everyone a call to get hours.

**ADJOURNMENT:**

**Motion by Commissioner Burns, seconded by Commissioner Mueller, to adjourn the meeting. Motion approved.**

The meeting was adjourned at 5:00 p.m.

Submitted by Shana Stuhlmiller, Administrative Assistant

## **Examples of Potential Guidelines for New Construction in Historic Neighborhoods**

- Garages on the side or alley, never in front
- Wood, shingle, stucco or brick siding only. No vinyl, T1-11, etc.
- Maintain historic window appearance and style (double hung most common)
- Must contain dominant elements of pre-war housing style(s) currently existing in neighborhood – i.e., Victorian, Queen Anne, Craftsman, Bungalow, Colonial Revival, Dutch Revival, Mission Revival, Art Deco, etc.
- Setbacks consistent with surrounding properties, in conformance with city codes.
- Strict control of variances
- Visually distinct exterior from others in neighborhood (no two alike)
- Horizontal siding, not vertical, at least on first floor.
- Roof pitches consistent with historical styles and surrounding properties
- Freeze on existing zoning and height limits

## STUHMILLER, SHANA

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**From:** ANDERSON, HILARY  
**Sent:** Thursday, January 20, 2022 9:58 AM  
**To:** STUHMILLER, SHANA  
**Subject:** FW: Historic Preservation Plan - Feedback from Katie Pratt (NWV) on overlay zones and design guidelines in historic neighborhoods  
**Attachments:** Historic guidelines\_NWV.docx  
**Importance:** High  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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**From:** ANDERSON, HILARY  
**Sent:** Monday, November 29, 2021 2:19 PM  
**To:** TYMESEN, TROY <TROY@cdaid.org>; MCLEOD, RENATA <RENATA@cdaid.org>  
**Subject:** Historic Preservation Plan - Feedback from Katie Pratt (NWV) on overlay zones and design guidelines in historic neighborhoods  
**Importance:** High

Mayor and City Council (bcc'd),

Katie Pratt, Northwest Vernacular, provided some additional information and clarification on design guidelines and overlay zones based on Council comments on the draft Historic Preservation Plan. See email below.

She also made some comments on a draft document "Historic Guidelines" that one of the Historic Preservation Commissioners crafted for discussion with the commission and for review and discussion with the Planning Department, Planning Commission and Design Review Commission – they are possible design guidelines for consideration for new development in historic neighborhoods. We have not had a chance to discuss the historic guidelines yet, so her comments will be helpful for future discussions. I thought it would be helpful for you to see the document with her comments as you review the draft Historic Preservation Plan and think about potential guidelines for new construction in historic neighborhoods. See attached document with her markups and comments.

Please remember to send me your comments/questions/clarification on the draft Historic Preservation Plan by **December 1<sup>st</sup>**. If you would like a hard copy and didn't request one yet, please let me know.

Thanks!

Hilary

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**From:** Katie Pratt <[katie@nwvhp.com](mailto:katie@nwvhp.com)>  
**Sent:** Tuesday, November 23, 2021 10:01 AM  
**To:** ANDERSON, HILARY <[HANDERSON@cdaid.org](mailto:HANDERSON@cdaid.org)>  
**Subject:** Re: Potential guidelines for older neighborhoods



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

Hi Hilary,

This is a long email, just as a heads up. I'm attaching the design guidelines document you sent with comments added in since I think that'll be easier.

So, I double-checked the preservation plan and we do have a recommendation about design guidelines/overlay zones. I'm not sure what else City Council wants us to add since I believe we address, but there are a number of avenues to pursue, and it comes down to community and political will.

Under Land Use and Zoning Recommendations, at the bottom of page 50:

- Recommendation 3.5.3-a. Determine which pathway works best for the city relative to managing infill development and preserving neighborhood character, including the proposed Coeur Housing Code for infill housing. All historic resource surveys must be led or conducted by professionals meeting the Secretary of the Interior's Professional Qualifications Standards for Architectural History.

That last sentence is key to this – that survey work needs to be done to support design guidelines, so it's based on the actual neighborhood character, not just nebulous ideas of what constitutes "character."

We then laid out 3 pathways for the city/HPC to consider: (1) establish historic overlay zones, (2) establish city-wide design guidelines, or (3) establish a local landmark/register of historic places program.

1. **Establish historic overlay zones** to either or both manage infill development so that it occurs in a manner compatible with each neighborhood and to protect existing historic resources. Historic overlay zones should supersede any existing infill overlay zones and/or as part of establishing a historic overlay zone any existing overlay zones should be identified and evaluated for conflicting purpose and these resolved with priority given to the historic overlay zone. Where historic resource survey work has been completed for all or most of the neighborhood, the guidance on compatibility should draw from the information collected through the survey.
  - a. We reference the City of Los Angeles' program (simply because it's been emulated by other communities) and the City of Pocatello. Pocatello uses overlay zones for locally designated historic districts and individual landmarks, as well as development within their original townsites.
2. **Establish city-wide design guidelines** for Coeur Housing with a mechanism for adopting updates specific to individual neighborhoods to refine design guidance as historic resource survey work is completed. Utilize the City of Wenatchee's design guidelines as a model. Character areas are established based on zoning districts, infill overlay districts, and surveys for potential historic districts, such as the Garden District. Design guidelines provide applicants with an understanding of what is expected, what standards will be acceptable, and to provide consistency in review. This would only address infill development and not changes to existing buildings.
  - a. We reference the City of Wenatchee as an example of this
3. **Establish a local register** (Landmarks and Landmark Districts, see recommendation 3.4.1-a.) with design review by the Historic Preservation Commission to provide the basis for managing both infill construction and alterations to Landmark designated properties. This would require a historic resource survey for each neighborhood that seeks designation as a Landmark District. Based on the findings, and if there is sufficient integrity and majority owner consent, then a Landmark District could be established by City Council. Design guidelines for each neighborhood based on the historic resource survey data would need to be adopted to for use in design review specific to that neighborhood. New construction as well as alterations to existing buildings would then be subject to review by the Historic Preservation Commission. Refer to Section 3.4.1 Local Register for local register ordinance examples from Caldwell and Pocatello.

- a. Boise's historic districts provide an example of this approach. The city has at least ten historic districts designated at the local level for which a Certificate of Appropriateness is required for exterior alterations, demolition, new construction, and additions.

Let me know if there's anything else!

-Katie

**Katie Pratt**

Co-Founder + Architectural Historian

**Northwest Vernacular, Inc.**

(office) 360.813.0772

(cell) 208.305.3588

[www.nwvhp.com](http://www.nwvhp.com)

Those items highlighted in yellow align with a general overlay zone (like the City of Pocatello's original townsite overlay zone - [https://codelibrary.amlegal.com/codes/pocatelloid/latest/pocatello\\_id/0-0-0-8816#JD\\_17.04.220](https://codelibrary.amlegal.com/codes/pocatelloid/latest/pocatello_id/0-0-0-8816#JD_17.04.220)).

Items covered in a historic preservation overlay zone or design review guidelines for local landmarks include all those in yellow, plus those I've highlighted in green. Pocatello's design guidelines: <https://www.pocatello.us/DocumentCenter/View/4408/Design-Guidelines-for-Pocatellos-Downtown-Historic-District-022018?bidId=> Boise's residential design guidelines are great and provide the level of detail necessary for new construction in chapter 5: [https://www.cityofboise.org/media/3369/residential-historic-guidelines\\_4-8-14.pdf](https://www.cityofboise.org/media/3369/residential-historic-guidelines_4-8-14.pdf)

Field Code Changed

Items highlighted in red are ones I'd caution about associating with historic preservation – some jurisdictions do tie historic preservation with use/zoning, but that can get complicated particularly if the community is nervous about the overlay zone to begin with. For example – conversion of a single family home into a multi-family residence CAN meet historic preservation design guidelines and perhaps that's an appropriate use of a variance.

### Examples of Potential Guidelines for New Construction in Historic Neighborhoods

- Garages on the side or alley, never in front
- Wood, shingle, stucco or brick siding only. No vinyl, T1-11, etc
- Maintain historic window appearance and style (double hung most common)
- Must contain dominant elements of pre-war housing style(s) currently existing in neighborhood – i.e., Victorian, Queen Anne, Craftsman, Bungalow, Colonial Revival, Dutch Revival, Mission Revival, Art Deco, etc
- Setbacks consistent with surrounding properties, in conformance with city codes.
- Strict control of variances
- Visually distinct exterior from others in neighborhood (no two alike)
- Horizontal siding, not vertical, at least on first floor
- Roof pitches consistent with historical styles and surrounding properties
- Freeze on existing zoning and height limits

**Commented [KP1]:** Fiber cement board (Hardiplank, Hardiboard) is often used in new construction today – this is where more than materials review comes into play. Thinking about the reveal (how much of the horizontal boards you see), and the finish, and decorative details (ex: are corner boards appropriate?). For example, in Tacoma, they do not allow faux wood grain fiber cement board siding since painted historic wood siding obscures the grain. They also want a smaller reveal than what new construction often uses.

**Commented [KP2]:** This also gets into issues of design features – for example, an emphasis on true divided lites or no divided lites versus the grids that are applied to the exterior)

**Commented [KP3]:** Without more specific design guidelines, this can result in odd new construction with items mixed and matched from previous styles. You don't want new construction to look old, you just want it to blend with the variety of the neighborhood.

**Commented [KP4]:** This should be tied to the district's period of significance. Post-war architecture may be within the period of significance

**Commented [KP5]:** Touches on my comment about materials above

But also – is this for sure something that's common throughout the neighborhood?

**Commented [KP6]:** Likely want to be specific about roof pitches and provide ranges and roof types (i.e., front and side gables, hipped – no mansard roofs) – but again, all should be tied to what's actually present in the neighborhood

**Commented [KP7]:** Tie height limits to historic heights

# CERTIFICATE OF APPROPRIATENESS

## Guidelines



Most external alterations in the historic districts require planning approval in the form of a Certificate of Appropriateness (C of A). Internal alterations do not require planning approval.

### IMPORTANT REMINDER

The C of A only approves the scope of work listed on the initial application. On older homes, the scope of work can change quickly and may need to exceed what was approved. Contact planning staff to modify your approval before continuing work.

If you have further questions or want to discuss a project, please contact planning staff by emailing [hpinfo@cityofboise.org](mailto:hpinfo@cityofboise.org).

To learn more about the Certificate of Appropriateness process or to apply, please visit the Historic Preservation webpage at [cityofboise.org/hp-certificate](http://cityofboise.org/hp-certificate).

### EXAMPLES

External alterations that require a C of A and some basic guidelines for work in the historic districts.

#### DEMOLITION

Demolition is not allowed in the historic districts without explicit approval through a Certificate of Appropriateness (C of A). Demolition can be partial or full. Partial demolition includes removing part of a structure such as the roof or an addition. Removing an entire structure is considered full demolition.

#### LANDSCAPING

Major landscaping alterations require a C of A, minor landscaping alterations do not. Major changes could include altering the driveway layout, adding paver patios and fireplaces, or drastically altering the look of the property with plantings. Minor changes could include adding raised beds or small plantings.

#### ROOFING

The roof should not be demolished in full or in part without a C of A. Additionally, a C of A is required if the roofing material is changing. Otherwise, only a building permit is required for roofing material replacement.

#### SIDING

Siding replacement requires a C of A. Wood and smooth fiber cement are the approved siding materials. Other siding materials such as brick and stucco are allowed on a case by case basis.

#### SOLAR PANELS

Installation of solar panels requires a C of A. Panels should be located on secondary structures or, when located on the home, should not overwhelm historic roofs.

#### TREES

Removal of a tree, even in the backyard, is not allowed in the historic districts without a C of A. Tree removal requires a signed statement from an arborist explaining why the tree needs to be removed. Any plans that require tree removal must be included in your application.

#### WINDOWS

Window replacement requires a C of A. The three approved window materials are wood, aluminum-clad wood, and fiberglass. Vinyl windows are not allowed in the historic districts.

The above guidelines are further detailed in Boise's Residential Design Guidelines (<https://www.cityofboise.org/hp-guidelines>). Planners use the Guidelines to review applications for historic appropriateness. Homeowners should consult the Guidelines before submitting applications.

## Caldwell Historic Homes

*Caldwell is justly proud of its many fine homes. The Caldwell Historic Preservation Commission seeks to help you maintain those homes by providing books and pamphlets in the library,.*

*When planning changes to your home, please consider the Secretary of the Interior's Standards for Rehabilitation (in informal language)*

- 1. Fit the use to the building, not vice-versa*
- 2. Preserve the structure's character*
- 3. Do not distort historical design with anachronisms*
- 4. Non-original elements may have become historic*
- 5. Preserve parts as well as the whole*
- 6. Fix it if possible; otherwise, use an accurate replacement*
- 7. Do no harm*
- 8. Be careful when you dig*
- 9. New is OK if it does no harm*
- 10. New additions – if removed at a future date – should do no harm*

## What is the Caldwell Historic Preservation Commission?

A city appointed citizens' group devoted to improving the City's character through preservation of its cultural features.

We have established the following goals for the Stuenenberg Residential Historic District and, for the other residential areas with historic integrity including the downtown area.

Preserve and enhance the environmental quality of the historic district. Encourage harmony and compatibility in the planning of new building and development in keeping with the district's historic character. Direct the economic and social forces at work in the district so that they do not impair its historical, architectural, ecological or scenic attributes. Strengthen the City's economic base by stimulation of the concepts of conservation and reuse. Showcase Caldwell through the care and custody of its historic areas.

The Commission meets the third (3) Wednesday of every month. We meet at the Caldwell Public Library, at 1010 Dearborn Street at 6PM. The public is welcome and encouraged to attend the meetings.

If you need further information please contact the Commission at:  
<http://city.cityofcaldwell.com/>



A list of resources  
available at the  
Caldwell Public  
Library

**1010 Dearborn St.  
Caldwell, ID 83605  
459-3242  
Caldwellweb@fiberpipe.net**



## Renovating your home

Dworin, Lawrence Renovating & Restyling Vintage Homes : the professional's guide to maximum value remodeling. Craftsman Book Co., c1996.

Heaver, Melissa M. Housekeeping for Historic Homes and House Museums. Washington, DC : National Trust for Historic Preservation, [2000?].

Historic Building Facades: the manual for maintenance and rehabilitation. New York: Preservation Press, 1997.

Kitchen, Judith. Caring for your Older Home. Washington, D.C: Preservation Press, 1991.

Moss, Roger W. Lighting for Historic Buildings. New York: Preservation Press, 1988.

Moss, Roger W. Victorian Exteriors: how to paint your nineteenth century American home historically. New York: Holt, 1987.

Nash, George. Renovating Old Houses: bringing new life to vintage homes. Newtown, CT: Taunton Press, 2003.

Nylander, Jane. Fabrics for Historic Buildings. New York: John Wiley, 1990.

Paint in America : the colors of historic buildings / Roger W. Moss, editor. Washington, D.C. : Preservation Press, Na-

tional Trust for Historic Preservation, c1994

Repairing Old and Historic Windows : a manual for architects and homeowners. New York : John Wiley & Sons, c1992.

Schweitzer, Robert. Bungalow Colors : exteriors. Utah: Gibbs Smith, c2002.

Shivers, Natalie. Walls and Moldings: how to care for old and historic wood and plaster. New York: Preservation Press, 1990.

Sherwood, Gerald E. How to Select and Renovate an Older House. New York: Dover, 1976.

Vila, Bob. This Old House : restoring, rehabilitating, and renovating an older house. Little, Brown, c1980.

Von, Rosenstiel. Floor Coverings for Historic Buildings. New York: Preservation Press, 1988.

Wagner, Richard D. The New Old House Starter Kit. Washington, DC: National Trust for Historic Preservation, 1997.

### Preservation Briefs:

A series of pamphlets (8 – 20 pages) by the National Trust for Historic Preservation includes topics such as ornamental plaster, stucco, wooden windows, concrete and painting.



## Researching your home

Houses and Homes: exploring their history. American Association for State and Local History, c1987.

Howard, Hugh. How Old is This House? a skeleton key to dating and identifying three centuries of American houses. New York: Noonday Press, 1989.

O'Donnell, Eleanor. Researching a Historic Property. U.S. Dept. of the Interior, National Park Service, Interagency Resources Division, 1991, Revised 1998.

Rifkind, Carole. A Field Guide to American Architecture. New American Library, c1980.

Wagner, Richard. Buyer's guide to Older and Historic Houses. Washington D.C.: National Trust for Historic Preservation, c1994.

The library also has:

Sanborn Fire Maps  
Copies of 1888, 1890, 1892, 1900, 1908, 1911 and 1924.

Caldwell Historic Preservation Surveys

Caldwell Tribune on microfilm 1880—

Polk City Directories



## Dear Boise Resident:

The letter is being sent to you because our records show that your property is in a historic district. Preserving Boise's historic heritage requires cooperation from homeowners. The city is committed to helping assist and educate community members about historic districts and how to properly maintain and modify properties in each. The following items highlight vital information about historic districts and how they are regulated.

Please take time to review the information below. If you have questions or would like additional information, contact the City of Boise's Historic Preservation Division at [HPinfo@cityofboise.org](mailto:HPinfo@cityofboise.org) or call 208-608-7100

## HISTORIC DISTRICT OVERVIEW

Boise is home to ten designated historic districts that serve as visible reminders of our historical heritage. When the districts were established, each property was reviewed to determine if it "contributed" to the historic character of the district or if it was "noncontributing." Both contributing and non-contributing structures are regulated to ensure changes are consistent with the goals for the district.

Regulatory bodies for Historic Preservation include Planning Staff the Historic Preservation Commission, which consists of nine volunteer members appointed by the Mayor.

External alterations usually require a Certificate of Appropriateness. An approved Certificate of Appropriateness (C of A) is the planning application required for external alterations to a home. Internal alterations do not require a C of A.

Work that requires a C of A includes new buildings, additions, demolitions, siding and window replacement, solar collector installation, tree removal, constructing a fence other than wood, building or converting space for an Accessory Dwelling Unit (ADU), and major landscaping changes among many other exterior changes.

Work that does not require a C of A includes basic repair, a change in paint color, installation of a wood fence, non-visible decking, small plantings, and non-visible basement windows among other minor exterior changes.

## WHAT ARE THE HISTORIC DESIGN GUIDELINES?

The Design Guidelines are available at [cityofboise.org/hp-guidelines](http://cityofboise.org/hp-guidelines). Planners review C of A applications against the guidelines to ensure designs are appropriate. Homeowners are encouraged to do the same before applying to encourage a timely review.

## WHAT DOES THE REVIEW PROCESS LOOK LIKE?

The C of A application can be found at [cityofboise.org/hp-certificate](http://cityofboise.org/hp-certificate). Depending on the scope of the proposed work, the application will be reviewed either by planning staff or at a public hearing of the Historic Preservation Commission. Both will use the Historic Design Guidelines to determine if the proposed scope of work is appropriate in the district.

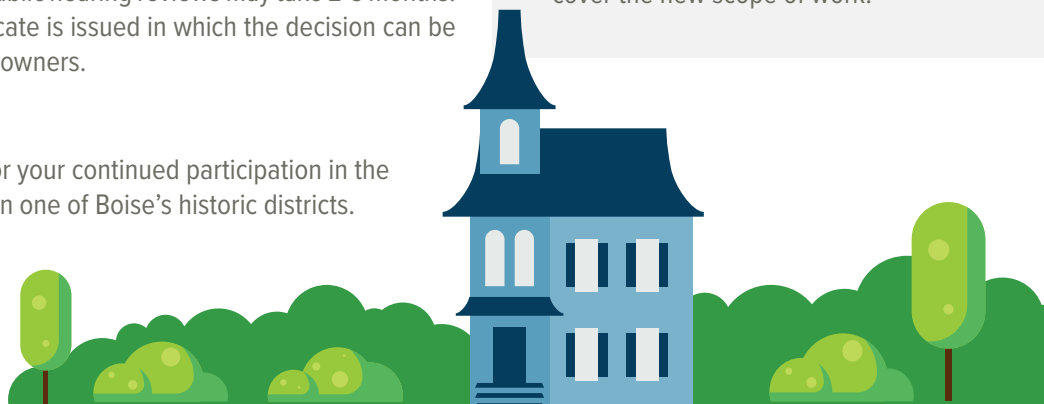
Staff level review can take up to 15 days, while public hearing reviews may take 2-3 months. There is a 10-day appeal period after the certificate is issued in which the decision can be appealed by the applicant or surrounding homeowners.

Thank you for your attention to this letter and for your continued participation in the Historic Preservation process as a homeowner in one of Boise's historic districts.

## HISTORIC PRESERVATION POLICIES

Below are some clarifications of the City's policies and guidelines regarding work in the historic districts.

- ▶ If you aren't sure if the work you want to perform requires a Certificate of Appropriateness, please reach out to a historic preservation planning staff by emailing [hpinfo@cityofboise.org](mailto:hpinfo@cityofboise.org) or by calling (208) 608-7100 before beginning work.
- ▶ Tree removal, regardless of the tree's location on the lot, requires a Certificate of Appropriateness before the tree is removed.
- ▶ Demolition of any part of a building including the roof, a wall or walls, a detached structure, an addition, or any other external feature requires a Certificate of Appropriateness before a building permit can be issued.
- ▶ If the scope of work must exceed that which was approved in your Certificate of Appropriateness, reach out to Historic Preservation planners. You will need to modify your previous approval or apply for another C of A to cover the new scope of work.



# IDAHO CITY HISTORIC DISTRICT DESIGN GUIDE



PREPARED FOR THE CITY OF IDAHO CITY  
BY PLANMAKERS

SEPTEMBER 2011



# RESOLUTION NO. 2011-16

WHEREAS, The City of Idaho City has adopted Ordinance No. 270, the Historic Preservation Ordinance of Idaho City, Idaho; and

WHEREAS, the Historic Preservation Ordinance provides for the adoption of design guidelines by the City Council; and

WHEREAS, the original design guidelines adopted by Resolution on September 8, 1998 are in need of updating and revision;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Mayor and City Council as follows:

1. DESIGN GUIDELINES ADOPTED: The attached revised design guidelines are hereby adopted by the Idaho City Council to be used by the Idaho City Historic Preservation Commission and the Idaho City Council in implementing the provisions of the Historic Preservation Ordinance. These guidelines shall be effective immediately upon passage of this Resolution.

Dated this 28<sup>th</sup> day of September, 2011.

Signed:

Jackie Bridwell, Mayor  
Tom Secor, Jr., Chairman, City Council

Attested:

Tammy L. Ellsworth, City Clerk

## ACKNOWLEDGMENTS

### *City of Idaho City*

Jackie Bridwell, Mayor  
Jason Roeber, Councilmember  
Tom Secor, Jr., Councilmember  
Rose Washman, Councilmember  
Max Wheeler, Councilmember  
Ken Everhart, Councilmember  
Richard Linville, City Attorney

### *Idaho State Historical Society*

### *Idaho City Historic Preservation Commission*

Marshall Hopper, Chair  
Rhonda Jameson  
Charlie Swearingen  
Mitchel Tain

### *Consultants*

John Bertram, Principal, Planmakers  
Planning & Urban Design  
Ellen Fenwick, Report Preparation

This program receives federal funds from the National Park Service through the Idaho State Historical Society. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, age, religion, or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127.

The subject of this publication has been funded in part with federal funds from the National Park Service, Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policy of the Department of the Interior.

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# INTRODUCTION

Idaho City recognizes that its historic resources are unique and should be protected as a community resource for the benefit of residents and visitors. The purpose of design review is to protect the integrity of these resources by requiring projects undertaken in the Idaho City Historic District to comply with the design guidelines in this document. See Appendix I for a map of the Historic District and a list of its buildings and their historical significance.

The *Idaho City Historic District Design Guide* (referred to throughout this

document as the *Design Guide*) provides guidance in determining the suitability and architectural compatibility of proposed projects, while at the same time allowing for reasonable changes to individual buildings to meet current needs. For property owners, design professionals, and contractors, it provides guidance in planning projects sympathetic to the unique architectural and cultural qualities of Idaho City. For city staff and the Idaho City Historic Preservation Commission, it offers a framework for evaluating projects to ensure that decisions are not arbitrary or based on personal taste.

The guidelines outlined in the following pages are derived from an analysis of the architecture and landscape elements that make up the visual character of Idaho City. The historic period represented by the *Design Guide* is its mining period—the years from 1865 to 1915. This covers the rebuilding from the great fire of 1865 through its early dredge mining years. The *Design Guide* encourages all buildings to be externally restored in a manner appropriate to the period from 1865 to 1915.

To achieve a sensitive recreation of the historic character, an awareness of the Historic District design features is essential. Whether for repairs, expansion, or new construction, the city's traditional building forms and materials must be respected. Likewise, characteristic principles such as proportion, symmetry, and design elements must be maintained.

Historically, for financial considerations, problems of supply, or to satisfy quirks of personal taste, each builder and occupant introduced his own variants within the basic design framework defined below. The same freedom of design, within the general framework established by the guidelines set out in the following pages, can be used by today's builders and occupants in meeting their own requirements and preferences, while still preserving the general historic visual character of Idaho City.

General aspects used when evaluating applications for a Certificate of Appropriateness (COA) for rehabilitation of existing structures and new construction include:

1. Historic and architectural value and significance
2. Architectural style
3. Location on the lot
4. Position of the structure in relation to a public way and visibility from a public place



*Figure 1. Historic visual character as illustrated by the Galbraith House—clapboard siding, vertical windows with shutters, and decorative window and door surrounds.*

5. General design, arrangement, texture, material, color, and size of exterior architectural features and the relationship of a building to others in the immediate neighborhood
6. Relationship of a structure's exterior architectural features to recognized western architecture with styles of the late 19<sup>th</sup> and early 20<sup>th</sup> centuries

Evaluation of plans for new construction will be less strict than requirements for the rehabilitation of historic buildings, which should follow the Secretary of the Interior's rehabilitation standards for historic buildings (see "The Secretary of the Interior's Standards for Rehabilitation" on page 10 and the list of Idaho City's current historic buildings in Appendix D).

The *Design Guide* is meant to be a working tool for owners, architects, builders, and those reviewing proposed development within the Historic District, in accordance with Ordinance No. 270, the Historic Preservation Ordinance of Idaho City. Following the guidelines will ensure positive consideration by the Idaho City Historic Preservation Commission for a Certification of Appropriateness.

The National Park Service defines historic significance and historic integrity as follows.

### *Definition of Historic Significance*

**Historic significance** is the importance of a property to the history, architecture, archeology, engineering, or culture of a community, State, or the nation. It is achieved in several ways:

- Association with events, activities, or patterns
- Association with important persons
- Distinctive physical characteristics of design, construction, or form
- Potential to yield important information

The complete National Register criteria, including the criteria considerations for special kinds of properties, are listed in chapter III: Completing the National Register Registration Form, section 8: Statement of Significance. In addition to the above criteria, significance is defined by the **area** of history in which the property made important contributions and by the **period** of time when these contributions were made.

### *Definition of Historic Integrity*

**Historic integrity** is the authenticity of a property's historic identify, evidenced by the survival of physical characteristics that existed during the property's prehistoric or historic period. Historic integrity is the composite of seven qualities:

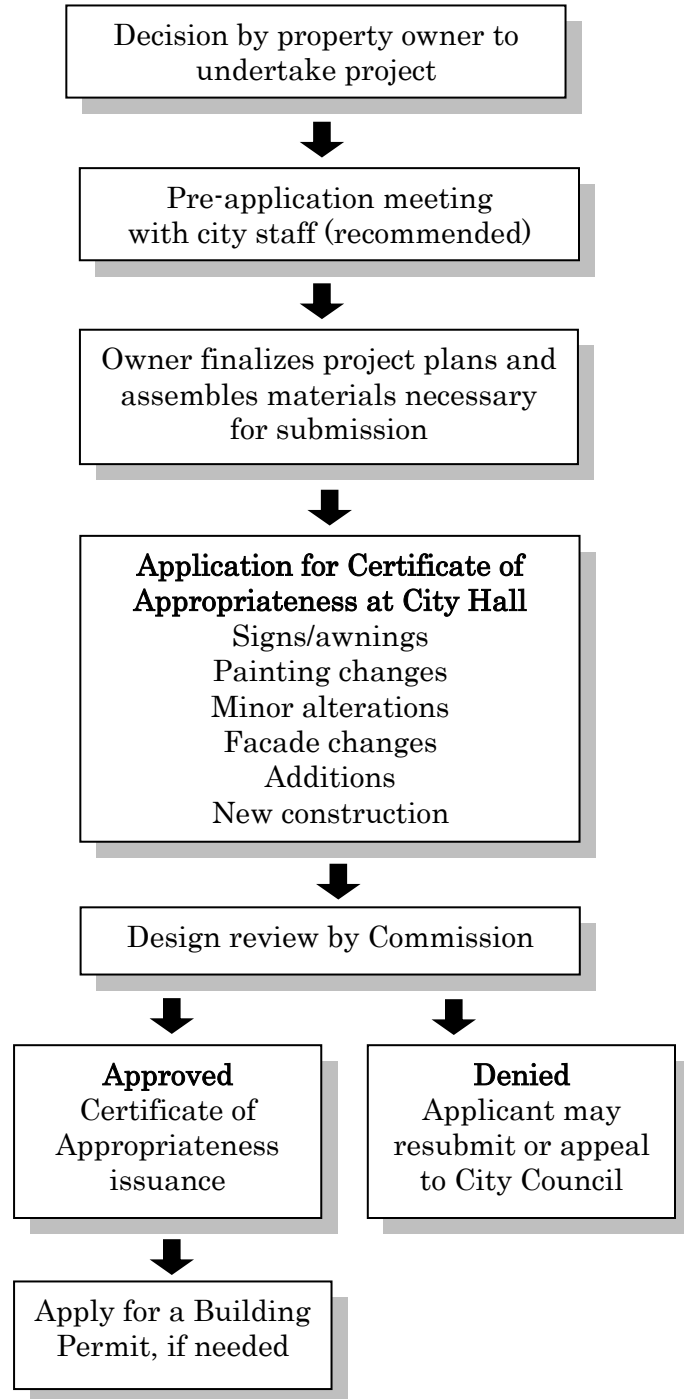
- Location
- Design
- Setting
- Materials
- Workmanship
- Feeling
- Association

Historic integrity enables a property to illustrate significant aspects of its past. For this reason, it is an important qualification for National Register listing. Not only must a property resemble its historic appearance, but it must also retain physical materials, design features, and aspects of construction dating from the period when it attained significance. The integrity of archeological resources is generally based on the degree to which remaining evidence can provide important information. All seven qualities do not need to be present for eligibility as long as the overall sense of past time and place is evident.

# WHERE TO START

The review process for renovating or building within the Idaho City Historic District is summarized in Figure 2. The typical application requires four weeks from the time of submittal to the design review by the Idaho City Historic Preservation Commission.

When planning a project, the applicant must decide what features the building has that contribute to its historic significance. Sensitive rehabilitation starts with a review of historic photographs, an understanding of its structural integrity, and a knowledge of the building's alterations over time. Decisions shall be based on actual knowledge of the past appearance of the specific property found in photographs, drawings, *Idaho World* newspaper articles, and tax records. Old photographs available at the Boise Basin Museum, Boise Basin Library, and the Idaho City Historical Foundation and archives of the Idaho State Historical Society shall be consulted to determine design details such as for the location of the original windows and porch railings. Pay particular attention to the proportions of the original opening and to the amount of trim that existed on the building. Review *The Secretary of Interior's Standards for Rehabilitation* and the accompanying *Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings*. Technical assistance is also available through the Idaho State Historic Preservation Office of the Idaho State Historical Society in Boise. Enlisting the services of professionals such as an architect experienced with historic buildings will help assure a quality project.



*Figure 2. Historic District review process*

The National Park Service (NPS) provides standards and guidelines for building owners, developers, and preservation practitioners in a publication entitled *The Secretary of the Interior's Standards for Rehabilitation* and the accompanying *Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings* (see page 10). Among other things, the publication provides directions for improving the energy efficiency of historic buildings while preserving their historic character. It shows recommended—and not recommended—approaches to projects, from solar panel installation to heating and air conditioning upgrades to weatherizing and insulating. Obtain these newly updated standards and guidelines from the following website:

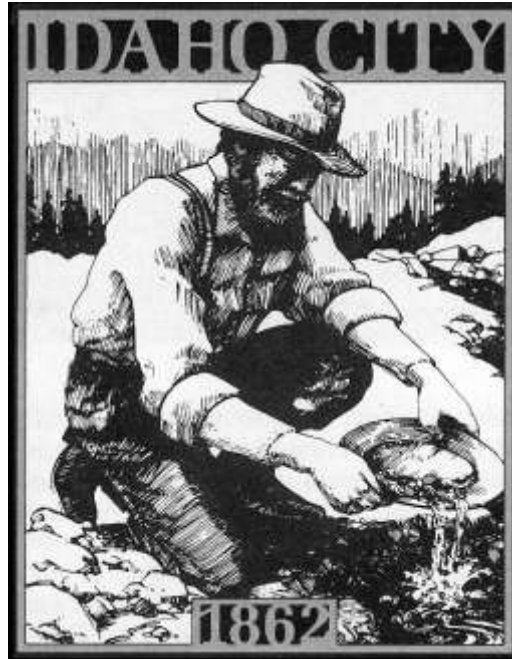
<http://www.nps.gov/history/hps/tps/index.htm>

*Preservation Briefs* provide guidance on preserving, rehabilitating, and restoring historic buildings and can be found at:

<http://www.nps.gov/history/hps/tps/briefs/presbhom.htm>

Another early step is to meet with the City Clerk and other appropriate city personnel to discuss the project and the review process.

# I. HISTORIC IDAHO CITY AND WORK ON HISTORIC BUILDINGS



*Idaho City celebrates the 150<sup>th</sup> anniversary  
of gold discovery in 2012*

All contributing historic buildings must follow the *Secretary of the Interior's Standards for Rehabilitation* listed on page 10. Current historic buildings are designated with an "H" in the table on page 40. Pages 7 and 8 contain the National Park Service's definitions of historic significance and historic integrity.

Like other mining towns in the west, Idaho City grew almost overnight. Tents were quickly replaced with wooden structures while early sawmills ran continuously, cutting rough lumber from the surrounding forest.

Today, Idaho City's Historic District contains 32 buildings constructed during its years of mining activity from the 1860s to the 1910s. Many of the most significant buildings date from years following the great fires of 1865 and 1867. These numerous early structures were placed on the National Register of Historic Places in 1975 as an Historic District—one of the first in Idaho.

**Preserving these buildings and the authenticity that they bring to Idaho City and maintaining the unique look of an 1860s gold mining town are the most important goals of this Commission and the City of Idaho City. The ability to "take a look back in time" that Idaho City provides us today is as valuable for the economic development of the area through tourism, as the discovery of gold was 150 years ago.**



## ***THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION***

The *Secretary of the Interior's Standards for Rehabilitation* (U.S. Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## IDAHO CITY ARCHITECTURE

Idaho City's architecture, like most western mining towns, features buildings that combine general national tastes with local practicality. Most of the commercial and residential structures fall within a few basic categories. Particularly significant are the fireproof "bricks"—buildings with wide walls constructed with sun-baked brick and clay mortar found near Buena Vista Bar. These buildings usually featured attractive arched openings covered with large metal shutters. They were one story in height, often having a bank of brick detailing across the top. The boardwalk awning formed a continuous band across the building that separated the brick from the vertical board and batten or clapboard siding. The bricks had a ceiling of planks that were covered with a layer of adobe brick packed with several inches of damp clay and topped by eight inches of earth. The gable roofs were supported by one-half story of framing and covered with shingled roofs. Most interiors included board and batten ceilings, with walls consisting of either tongue and groove boards covered with cloth or walls coated with lime plaster and covered with paint or muslin. Today, only nine brick buildings remain. Most typical of the brick design is the Idaho World Building with its narrow width facing the street and greater depth extending to the rear. Other buildings, such as the Boise Basin Mercantile, Boise Basin Historical Museum, and Miner's Exchange, consist of more than one brick building.

Wood was still the predominant material for commercial construction, as most people could not afford brick. A large number of wood-frame commercial buildings were modest one-story frame structures, but several two-story structures aimed for permanency. The ground floor, used for mercantile or service businesses, usually had much of the facade in glass, often with two or three double doors having numerous glass panes. These storefronts are unique to the 1860s. The Masonic Hall ground floor is a good example of a number of door openings and an amount of small glass panes forming a very open storefront. Two-story buildings often had second-floor covered balconies with a single wooden balustrade enclosing the porch. The wood-frame construction often used wood pen fasteners and square nails.

As lumber and planing mills made milled lumber available, almost all commercial wood-frame buildings used milled posts and cut lumber on the porch and horizontal clapboarding under the gable. A wood border often framed the building outline and openings. The porches were a practical necessity and are a part of the architectural style of Idaho City. The street-side facade offered a finished and handsomely detailed face to the passing pedestrian, while rough sawn board and batten and sparse detailing covered the remaining portion. The clapboard fronts were painted white while the board and batten sides were left natural.



*Figure 3. Miners posing on the boardwalk of a typical commercial building with milled posts supporting the balcony.*

Simple frame houses built in Idaho City were consistent with the Victorian architecture of the time and therefore had a multitude of shapes and sizes. Predominantly one and two stories, they featured medium-to-high pitched gable roofs with gables facing the street. Most had a combination of clapboard and board and batten siding. One of the most detailed of the early homes is the 1867 Galbraith House, which has scalloped barge boards decorating the front gable and attractive shouldered lintels covering the front windows and recessed doors. Another popular residential style was the ell-shape, which usually had an intersecting gable roof and attached porches. A few houses built in the 1830s and 1840s were modest bungalows. Porches were common features on many houses. The porch sheltered the entrance from severe winters and often spanned the front facade and occasionally wrapped around an adjacent facade. The porch was often a separate construction, supporting a shed or hip roof or extension of the gable roof. Porches also provided outdoor space for the summer months, often containing tables and chairs, benches, and flower boxes.

Most houses had small-scale landscape features such as fences, boardwalks, and plantings. These elements defined the front yard and created a transition zone into the house, and also added a wall to the street. Fences, especially simple picket fences, were frequently used to define property. Typically, wood was used and painted.

Following the boom years, flowering vegetation was planted along the base of the house and bordering walkways as well as perimeter planting along fences and around trees. Rocks up to one foot in diameter were often used to border flower gardens or gravel walks and drives. Rocks were sometimes painted white. Wood was also used as a header. Shrub hedges such as the native wild rose were commonly used to define properties.

## ***MAINTENANCE***

Maintaining the condition of historic building materials is essential to protect the character of Idaho City. Conscientious maintenance is necessary to prevent deterioration. Neglect can destroy irreplaceable building details and seriously damage the structure.

Historic buildings need a regular maintenance program. All historic structures should be stabilized to prevent further deterioration. Stabilization involves foundation repairs, fire protection, and security improvements as well as general maintenance. Buildings should be inspected twice each year, especially after a storm or winter freeze. Provide proper site and roof drainage to assure that water does not splash against the building or brick walls or drain toward the building. Snow shall not be piled against brick walls, as it furthers deterioration to the bricks. Snow removal shall take place to reduce this problem.



***Figure 4. The Straus House, a handsomely maintained historic Idaho City residence.***

The Idaho State Historic Preservation Office of the Idaho State Historical Society can provide technical advice on issues such as cleaning masonry, repointing, repairing eroding mortar, patching roofs, and so forth.

## ***ORIGINAL BUILDING MATERIALS***

Idaho City's building materials truly reflect its pioneer history. Throughout the city, its historic buildings used materials that are similar in finish, texture, and scale. Brick was the primary building material in the commercial area while wood was predominant in residential construction. With wood plentiful to the Boise Basin, saw mills and a planing mill were turning out dimensional lumber along with doors and windows as early as 1864. Fire bricks were formed across Elk Creek near the present airport. Many building elements were crafted locally, although some, such as steel shutters or window glass, had to be packed in at considerable expense.

Although many wooden buildings were considered temporary in nature, most were constructed with a sense of permanency. This was true due to the realization that it would take a number of years to fully mine the basin as well as the need to protect commercial buildings from frequent fires. Building styles were influenced by practicality, symmetry, and national trends. Business owners and residents alike wanted their building to appear up-to-date. Consequently, the facades of most buildings were constructed of finished materials such as clapboard siding while the remaining sides would have often used less expensive board and batten. Facade treatments were simple with a modest amount of ornamental detail typically applied to porches, windows, and gables.

The facade design was often influenced by use of rectangular forms, which are vertical in emphasis including the building outline, doors, and upper windows. By studying the placement and size of openings on building facades, a number of characteristic relationships become evident. Idaho City's buildings have a rhythmic proportion of solids to openings—that is, there is an identifiable relationship between the size and number of openings to the amount of solid wall on a facade. These proportions help contribute to the city's architectural unity.

Documentary photographs disclose a great deal about the city's original design appearance and shall be consulted regularly during design and construction work. Original architectural detailing shall be preserved and repaired rather than replaced. Replace decoration where it is known to have once existed by using the remaining portions of details as a model. Do not add decorative elements that cannot be documented as existing originally.



***Figure 5. 1865 Masonic Temple reflects the historic character of Idaho City.***

## ***DIMENSIONAL LUMBER***

A number of log cabins were built during the early years, but they were considered old fashioned and out of style. Fueled by the gold boom, dimensional wood for building and mining was in demand. The earliest lumber was manually ship sawed by pit sawyers. A sawmill and sash and door planning mill was located south of King Road to take advantage of nearby Mores Creek water for steam-powered saws.

Dimensional lumber came in a variety of sizes. As discussed under “Boardwalks and Canopies” on page 24, the porch posts were typically six-by-six-inch milled lumber with chamfer corners. Boardwalks were two-by-twelve-inch planks. Gable bargeboards were two-by-twelve-inch planks. Gable bargeboards were generally simple in design, being one by six inches. Corner boards were used as trim on the external corners of wooden frame structures to give them a finished appearance. They were usually four to seven inches wide and the larger the building the wider the corner boards.

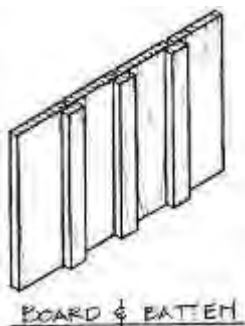


***Figure 6. Dimensional one-by material and clear siding can be purchased at most lumber yards.***

## ***SIDING***

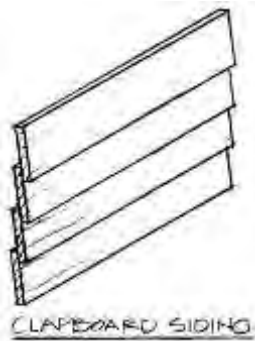
As illustrated in Figure 7, siding falls into three categories. When possible, all original materials should be repaired and preserved. Original building material shall not be covered with synthetic siding such as vinyl, cement board, aluminum, asbestos, or imitation brick. These contemporary materials should be removed wherever they have been applied.

***Figure 7. Siding***



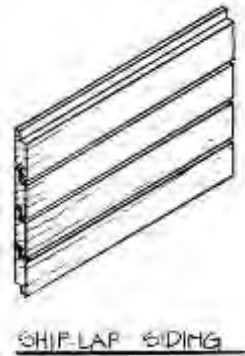
### ***Board and Batten***

Board and batten is a wall or roof finish in which a strip of wood is put over a seam between boards as a fastening or cover. This rough-cut lumber was typically six to sixteen inches wide and under twelve feet in length. The wider pieces were used for sluice box construction, leaving the narrower ones for buildings. Blue boards and batt, as they were sometimes referred to, were left unpainted and allowed to weather naturally. As mentioned, board and batten was seldom used on the front facade in Idaho City. As buildings like the Masonic Hall, IOOF Lodge, and Galbraith House illustrate, this finish was intended for the side and rear walls.



### *Clapboard*

Clapboard is horizontal wood siding with one piece overlapping the one beneath it, and with the top end thinner than the lower end. Such siding is prevalent in both Idaho City's commercial and residential buildings. It was the predominant finish used when covering the gable roof ends of brick buildings as well as the front facade of wooden structures. A few buildings such as St. Joseph's Church and the city hall (former schoolhouse) and a number of houses have clapboard or ship-lap siding on all exterior walls. Clapboard siding was always painted. For repairs or additions, clapboard lap dimensions shall be the same as the original. Clapboard siding has distinct textures and establishes repetitive patterns on individual facades.



### *Ship-lap*

Ship-lap siding is planed to overlap. It was applied horizontally and always painted. For repairs or additions, ship-lap dimensions shall be the same as the original.

## ***BRICK MASONRY***

Idaho City still possesses many "fireproofs" or "bricks," as the brick buildings were referred to. The bricks were formed from the clay found on the west side of Elk Creek and sun-fired. The red bricks were two-and-one-half by eight-by-four inches in size and laid with a lime mortar in a common bond. As Figure 8 and Figure 9 on page 16 illustrate, quality craftsmanship resulted in many attractive door and window opening arch designs. Most brick has been painted because it was soft—thus, painting the brick is an historic treatment. Where found, existing painted mortar joints should be protected.

The original finish of masonry is historically important and shall be retained. When replacing lost mortar, use a mix that is similar in color and texture to that of the original. Duplicate old mortar joint styles. Repoint only those mortar joints where there is evidence of moisture problems. Repointing with a mortar of high Portland cement content can often create a bond that is stronger than the bricks. This can result in the softer brick breaking away. Sandblasting is not permitted, as it erodes the surface of the material and creates deterioration. If brick requires cleaning, use a gentle wash method. If brick has been painted, repaint using a matching color.

# STOREFRONTS

Idaho City’s storefronts are unique to its 1860s development. Two types of commercial first floors were popular. The fireproof brick structures had large arch openings protected by metal shutters. A series of window and door openings often formed symmetrical bays for each building. Often the openings featured double doors or a central door with vertical windows flanking the door. See Figure 8. In contrast, the wooden commercial storefronts often had a series of openings that spanned the entire width of the facade. These openings often had pairs of tall double doors with numerous panes and one single lower wooden panel.

These ground-floor facades are special to Idaho City’s architectural style and shall be maintained. Where they have been altered, using a design similar to those found in documented photographs is preferred.



Figure 8. Typical brick and wood frame storefronts.

# DOORS

Idaho City’s wooden doors and metal shutters, like its windows, reflect its early architecture and history. Most commercial main entrances feature a tall door, often double doors with rows of vertical small panes and a single wooden panel at the bottom. As Figure 9 shows, such doors often had ten lights (window panes). Other wood doors and glazing styles are also illustrated. With each building having a boardwalk and covered porch, main entrances were flat rather than recessed. If replacing doors is necessary, use designs similar to those identified in historic photographs. Maintain the original position of the main entrance and preserve the original dimensions of the door frames.

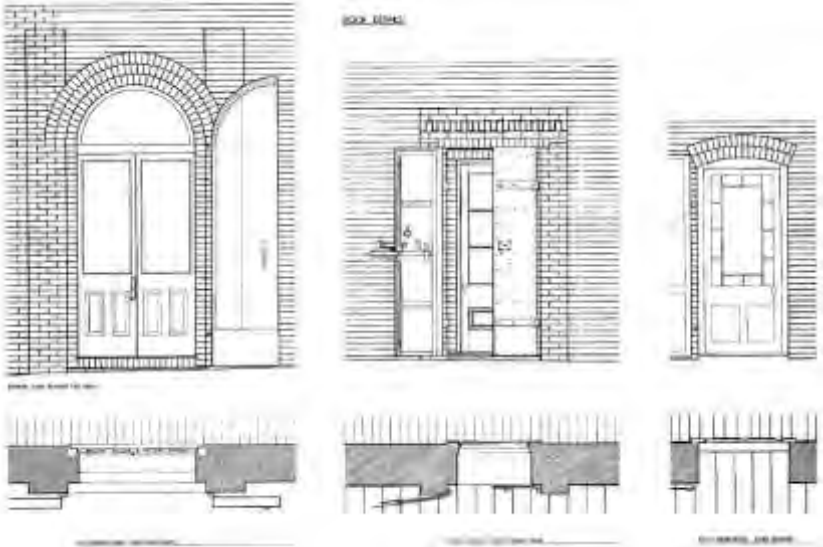


Figure 9. Door detail.

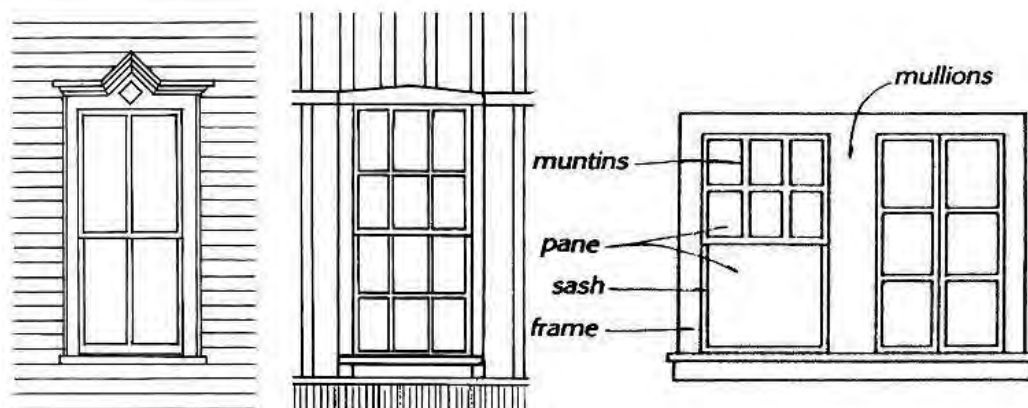
## WINDOWS

Windows are always an important part of the historic character of a building. Windows also comprise a considerable amount of the historic fabric of the wall plane and are deserving of special consideration in a rehabilitation project.

Idaho City's early windows were defined by their vertical dimension and use of small panes. Windows were generally composed of a number of glass panes divided by wooden muntins or division bars. They were defined by their window casings and occasionally by sills and lintels with a minimum of embellishments. A number of window frames and pane variations are illustrated in Figure 10. Many windows were double-hung with the upper and lower sliding sash each having two to six panes divided by muntins. Window surrounds were often flat, but some were a gable shape or peaked.

Note the following in dealing with windows:

- Repair windows rather than replace them. If windows have already been altered, consider restoring them if their original configuration can be determined.
- Avoid changing the position or proportions of windows. Typically, windows have a vertical emphasis. Wood frames, as used historically, were wider than many stock frames available today. Narrow frames will alter the proportions and are inappropriate.
- Wood is the historically appropriate window material. Anodized aluminum framing does not portray the same historic quality. Unfinished aluminum frames will not be approved. Existing raw aluminum frames should be painted or replaced.
- Vinyl windows for historic structures within the Historic District are prohibited.
- Avoid removing the original glass. If improved insulation factors are desired, the installation of storm windows is preferred over replacing original glass with double glazing. For some windows, a wide muntin size may allow the insertion of extra glazing on the interior. Consider internal storm windows.
- Where new windows are being installed replacing original designs, the use of thermal glazing (double glazing) can be considered. It is important to weigh the historic accuracy of single glazing to the energy conservation gained from two glazings in making this decision. If storm windows are desired, wood windows with sash matching the sash of the original windows are most appropriate.



*Figure 10. Window details – two over two with peaked surrounds and six over six with gabled surrounds.*



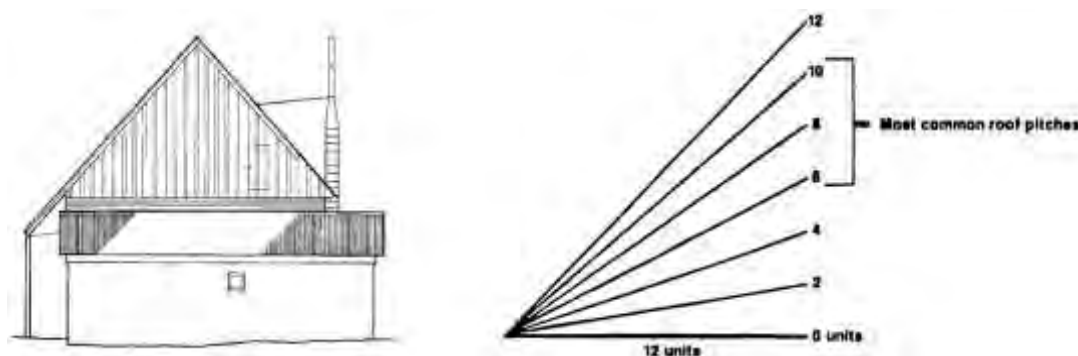
## ROOF STYLE

Roof shapes are an important element to the character of historic Idaho City. Winter snow necessitated steep slopes with most roof styles being either gable or shed. The roof orientation in most cases had the ridge of the roof set perpendicular to the street. As early photos reveal, there were very few false fronts on buildings, so roof shapes were exposed to views from the street as well as from the east hill. This visibility of the roof lines combined with repetition of the city's roof styles and steep slopes requires that efforts be made to preserve the original shape and character of the city's skyline.

As Figure 11 illustrates, most of Idaho City's buildings had a combination of roof styles. The most common is the gable roof with a double-sloping roof forming a triangle at two ends. Rear or side additions as well as the boardwalk porch roof are most often shed roofs. The shed roof has only one slope and is often built against a higher wall. There are also a few examples of hip roofs and small gable roofs covering dormer windows. Dormers were used to create more head room in finished attics and to provide windows. Most had a vertical emphasis and roof slopes on dormers were steep. Only one or two dormers were used on a side. The roof pitches of gable roofs varied from 4:12 (4 units rise to 12 units run) to 12:12. The most common pitches were 6:12, 8:12, and 10:12 or within a range of 35 to 55 degrees. See Figure 12. Flat roofs are not typical and are inappropriate for the Historic District.



*Figure 11. Variety of roofs on Boise Basin Mercantile Building.*



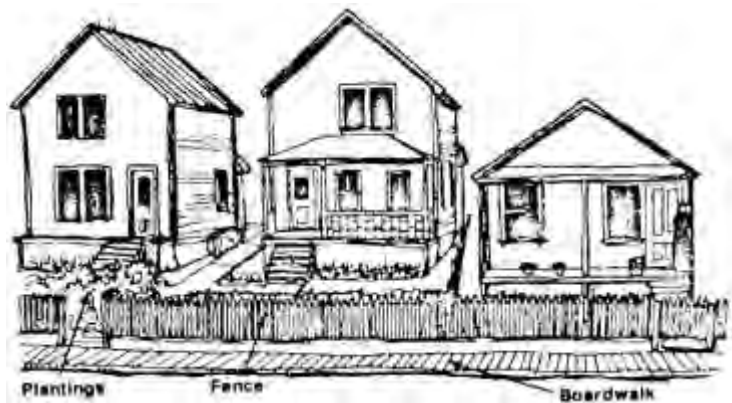
*Figure 12. Back view of Idaho World Building with gable and shed porch roof. Most common roof pitches.*

The roofs of the earliest structures were staggered layers of planks or a board and batten covering. This was often how the boardwalk porches were covered, with wood shingles used on the building structure. Wood shingles were the dominant roofing material until the turn of the century, when rolled metal became available. This corrugated or pressed metal roofing became popular, as it was easier and cheaper to re-roof and it shed snow well. Over the years, these metal roofs have weathered and turned a rust red in color. It is recommended that new roofs or re-roofing projects use a metal color that is compatible with the Historic District. Brown, gray, or rust were the dominant roofing colors of the past. Newer bright roof colors or light metal colors will not be allowed. Traditional roofing materials of neutral or muted colors are preferable. The profile of the metal roof should match the historic profile. Wood shingles, unless treated, are not recommended because of fire danger.

Adding inappropriate features such as new skylights, solar panels, antennas, or satellite dishes to roofs shall be avoided. If new features are necessary, their appearance shall be concealed from principle views. Skylights shall not be placed on any portion of the roof that faces the street. Skylights shall be mounted flush with the roof to avoid altering the lines of the roof. Skylights shall have flat surfaces rather than a bubble shape, which is not appropriate. Framing and flashing materials shall be appropriate to the historic era or painted to match the existing roof colors. Consult *The Secretary of the Interior's Standards for Rehabilitation* and the accompanying *Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings* for applicable standards.

## DWELLINGS

The rehabilitation of existing dwellings shall follow the historic design guidelines. Maintain front porches and do not enclose porches, as their open, airy quality contributes to their character. Preserve original porch materials and construct new wood members to match or resemble elements that are known to have been on the house or others like it. Don't make it fancier than it really was. Local houses traditionally had simple wood detailing with some grillwork and brackets. Locate additions on the back so as not to affect the building's front. Retain outbuildings such as sheds and barns that were used to support the needs of the owners. Use a similarity of materials on a lot and retain and match siding. For further information, see the information and illustrations under "Siding" on page 14 and "Roof Style" on page 18.



*Figure 13. Examples of traditional local residences.*

## II. NEW CONSTRUCTION AND REHABILITATING NON-HISTORIC BUILDINGS



*The Boise Basin Public Library, an excellent example of new construction in the Historic District featuring a boardwalk, shiplap siding, and multipane windows.*

These guidelines for new construction are intended to guide commission members, city officials, owners, architects, and developers in planning and designing buildings that complement Idaho City's Historic District. Use the information in this section when making decisions about the most appropriate design and materials to use in order to make a non-historic buildings fit into the Historic District. Some leniency can be given by the commissioners when dealing with new construction (as opposed to historic buildings), but the closer a proposal can get to using historically appropriate materials and design, the better. Pay especially close attention to door and window design.

New construction in the Historic District is allowed as long as the design, siting, and construction are compatible with the district. It is preferable to design compatible structures rather than duplicate or mimic the design of historic buildings in the district. Because lot size, lot coverage, and building placement vary within the district, siting decisions are expected to relate to the immediate context of the site and the block.

Important design considerations for new buildings include height, massing, scale, form, rhythm of openings and material, spacing of buildings, and orientation. The compatibility of proposed foundations, porches, landscaping, utility systems, and other site features are also important.

New construction should both respect the authentic character of existing building stock and make its own contemporary statement.

New construction in the Historic District must be approved by the Idaho City Historic Preservation Commission and follow the typical design styles described and illustrated in this section.

## ***NEW CONSTRUCTION DESIGN***

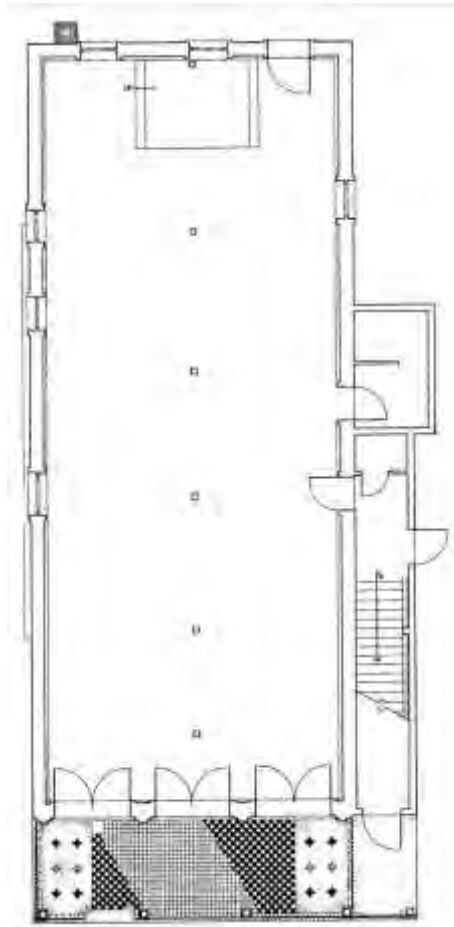
Figure 14 shows typical design styles for Idaho City historic buildings. Plans for new construction should include drawings of the front and side facades and a floor plan such, as illustrated in Figure 15 and Figure 16 on page 22. *A detailed description of materials and dimensions must be included in the application for a Certificate of Appropriateness.*



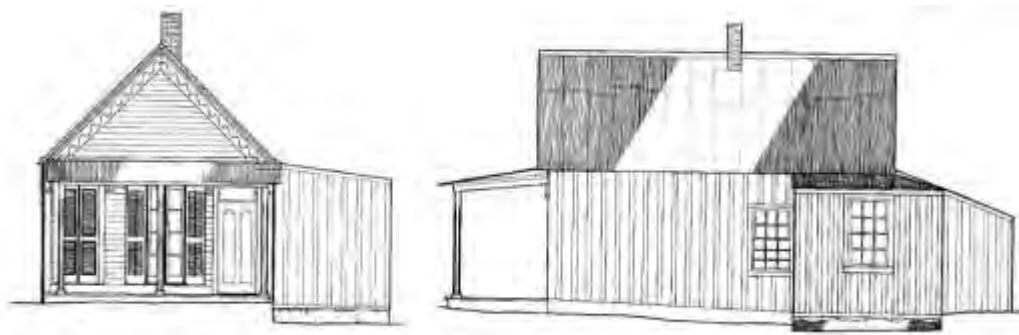
***Figure 14. Depictions of Idaho City streetscape.***

The Idaho City historical buildings were not all built at one time but over an extended period of years. A large group within the commercial center date from the 1860s and represent a special historic resource that shall not be compromised.

The location of buildings on the lots was influenced by the high cost of frontage in the booming mining town. In order to minimize lot costs, commercial buildings often abutted one another, although occasionally space between structures did occur. Commercial structures were most often deep and narrow, minimizing frontage costs and therefore reducing land costs. Often a number of buildings were built on the same lot, presenting a congested appearance with one building jammed against the next. Commercial buildings and most early residences were built up to the street property line along the edge of the boardwalk. The buildings' structures were generally rectangular with the narrow side facing the street

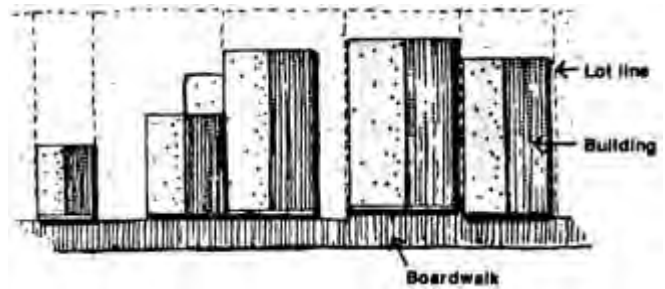


*Figure 15. Example architectural plan for proposed new construction.*



*Figure 16. Example drawings of front and side facades for proposed new construction.*

Main and Montgomery streets from Walulla to Wall streets were composed of a continuous Band of buildings on either side of the street. The spacing of this area consisted of a series of building facades periodically broken by small gaps. This siting pattern resulted in a linear strip of buildings on both sides of the street (see Figure 17).



**Figure 17. City center commercial and residential buildings were built directly on the property line fronting the boardwalk.**

The Historic District allows a mixture of commercial and residential uses. New uses must be compatible with the surrounding structures in use, scale, mass, and circulation. The *Design Guide* encourages either new buildings that are compatible with the historic buildings or reconstruction of actual Idaho City buildings lost over the years.

New buildings that imitate historic styles never existing in Idaho City are *not allowed*. Such buildings compromise the integrity of the genuine historic structures. Also, a contemporary design will detract from the architectural unity of the city's early buildings and will not be allowed. An historic style for a new function such as a drive-in bank is also discouraged.

Building reconstructions such as the Luna House and Cody-Wells Fargo Building may be considered if they are accurate reconstructions of buildings that actually existed in Idaho City. A reconstruction shall be on its original site and in its original orientation. Reconstruction will be based upon research and analysis of historical documents and photographs. The principles of style must be used correctly. The rules of proportion, use of materials, and sense of ornamentation must be in character. A plaque shall be mounted on the building to designate the date of construction and give a history of the original building.

Siting of new buildings in the commercial area must maintain the basic alignment of the historic buildings with the boardwalk as well as the typical spacing pattern. Small frontages are compatible in size with the city's historic origin. (See Figure 17.)

For residential areas, follow the siting and mass of other adjacent dwellings. Notice the setbacks, heights, and building shapes, and maintain and respect the natural land features. Hillside development will require sensitivity. Significant public views shall be preserved. (See Figure 14 on page 21.)

Building design calls for maintaining the size and shape of the historic facade. Retain the important elements that are repeated throughout Idaho City, such as certain roof pitches, window shapes, and porch orientation. Notice how building materials such as shingles, siding, and window trim have traditionally been used. (See Figure 14 on page 21.)



**Figure 18. Good example of an appropriate wood-panel garage door.**



## *COLORS*

Choice of color for building exteriors shall be consistent with the historical character of early Idaho City and be based on historical precedent. Try to go back to the original color scheme, which can be discovered by carefully scraping back paint layers with a pen knife. Since the paint will be faded, moisten it slightly to get a better idea of the original hue. An alternative is to focus on the manner in which color was used typically in the past. Also, it is important to choose colors that complement nearby buildings.

Typically, log and board and batten finishes were left natural, while clapboard or ship-lap siding was painted. Leave unpainted masonry unpainted. If brick has been painted, try to match the original color. Painting done on building exteriors shall harmonize with the other colors of the building and support the overall historic character of the street. Commercial and residential buildings were often painted a light tone on the body (most often white), with mid-range to dark-tone trimmings. Trimmings in most cases included window and door surrounds, corner boards, and cornices. Most doors would have simply been stained. One or two accent colors, often with the same tone, could be applied in addition to the base color. Little research has been conducted on the actual colors of early Idaho City. However, a wide variety of paint colors were possible throughout the 19<sup>th</sup> century by combining paints made with naturally occurring earth pigments. Colors such as maroon and mauve, however, were not possible until the late Industrial Revolution. Paint colors that were not produced during Idaho City's early years shall be avoided.

## *BOARDWALKS AND CANOPIES*

Idaho City's boardwalks and wooden porches or canopies are a significant part of the city's unique character. Almost every commercial building had a wooden porch that extended across the main facade, supported by milled columns. The majority of the boardwalks and porches were located in the street right of way. Large balconies were prevalent on two-story buildings such as lodge halls and hotels and often wrapped around the sides of the building. The porch roof either extended directly off the gable roof or formed a shed roof attached to the facade. These porches were a practicality, shedding winter snow out away from the building and creating a protected sidewalk to support the heavy pedestrian activity of those bustling 1860s.



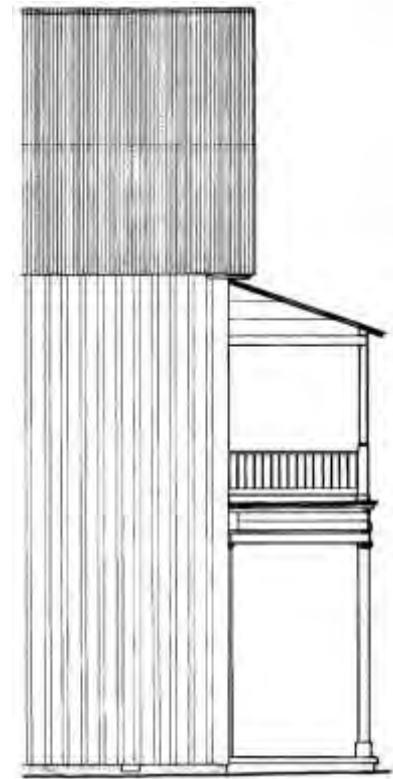
*Figure 19. Wall Street looking west.*

Wooden boardwalks under the porches were elevated to relate to the finished floor level of the building, most being six to eight inches above the dirt streets. These boardwalks were extended between buildings, edging both sides of the street. Changes in elevation were accommodated by ramps or steps. This pedestrian network of wooden sidewalks extended throughout the city's blocks and south across Mores Creek and west over Elk Creek to Buena Vista. In residential areas, the boardwalk generally extended directly from the street to the front door.

The boardwalks and porch space also influenced other uses. For example, seating (often benches along the side of a building) was quite common outside hotels and saloons. Also, wooden chairs were often brought outside. Business signs were often hung from inside the porch and oriented to pedestrians on the boardwalk (see "Signing" on page 34).

The planked boardwalks followed the contour of the buildings and varied in width from eight to ten feet on Main Street and five to eight feet on the narrower side streets. Table 1 on page 26 shows inventories of existing boardwalks and porch characteristics and their dimensions. Over the years, some of the boardwalks have been converted to concrete sidewalks. Future boardwalk repairs and expansions will be of wood. Similarly, some porches have been modified using materials such as round logs for posts. As illustrated in Figure 21, posts were all cut lumber with single chamfer corners. Early photos (such as Figure 19 on page 24) further illustrate Idaho City's boardwalk and porch architectural design.

As Idaho City's boardwalks and porches are an integral part of the city's historic buildings and its overall architectural style, this *Design Guide* recommends the repair and expansion of the boardwalk system. As the boardwalks and porches are generally located in the street right of way, the city will strive to work in concert with private property owners in repairing and upgrading the boardwalks.



*Figure 20. Masonic Hall porch*



*Figure 21. West side of Main Street looking north from Commercial Street. Notice milled posts.*



**Table 1. Idaho City Boardwalk Information**

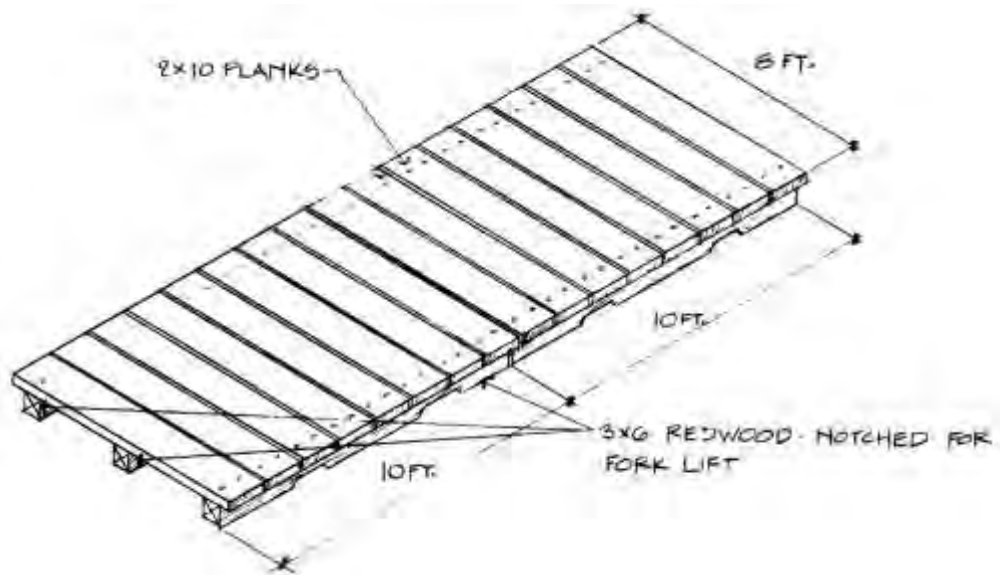
Location	Building	Boardwalk Width	Post Height	Post Dimensions
Main Street	Courthouse	8' 9"	13' 4"	5½" x 5 ½"
Main Street	Miner's Exchange	9' 7½" (C)	12'	6" x 6"
Main Street	Diamond Lil's	8'	8'	Round (I)
Main Street	Idaho World	7' 11"	11' 4"	8" x 8"
Main Street	Boise Basin Merc.	9' 8½"	12' 6"	6" x 6"
Main Street	Blacksmith/Idaho World	8'	7'	4" x 4"
Main Street	Calamity Jane's	6'	7' 3"	6" x 6"
Main Street	Vigilante Complex	6'	6' 3"	Round (I)
Montgomery St.	Boise Basin Museum	7' 7" (C)	10'	6" x 6"
Montgomery St.	Galbraith House	7' 1" (P)	7' 3"	5½" x 5½"
Montgomery St.	Idaho City Hotel	7' 9"	8' 4"	6" x 6"
Wall Street	Masonic Hall	8' (C&Tile)	12' 4"	8" x 8"
Wall Street	Boise Basic Museum	6' 7" (C)	10'	6" x 6"
Wall Street	Courthouse	9'	13' 4"	5½" x 5½"
Wall Street	County/Miner's	8'	9' 8"	6" x 6"
Wall Street	Healthy Connection	5' 9"	9' 3"	3½" x 3½"
Wall Street	Frank Miller/Young/Corum House	5' (P)	8' 1"	4" x 4"
Commercial St.	Pon Yam House	6' 6" (P)	8' 1"	6" x 6"
Commercial St.	Boise Basin Merc.	5' 6"	11' 2" x 8'	4½" x 4½"
Commercial St.	Idaho World	4' (C)	9' 2"	5½" x 5½"

**KEY:**

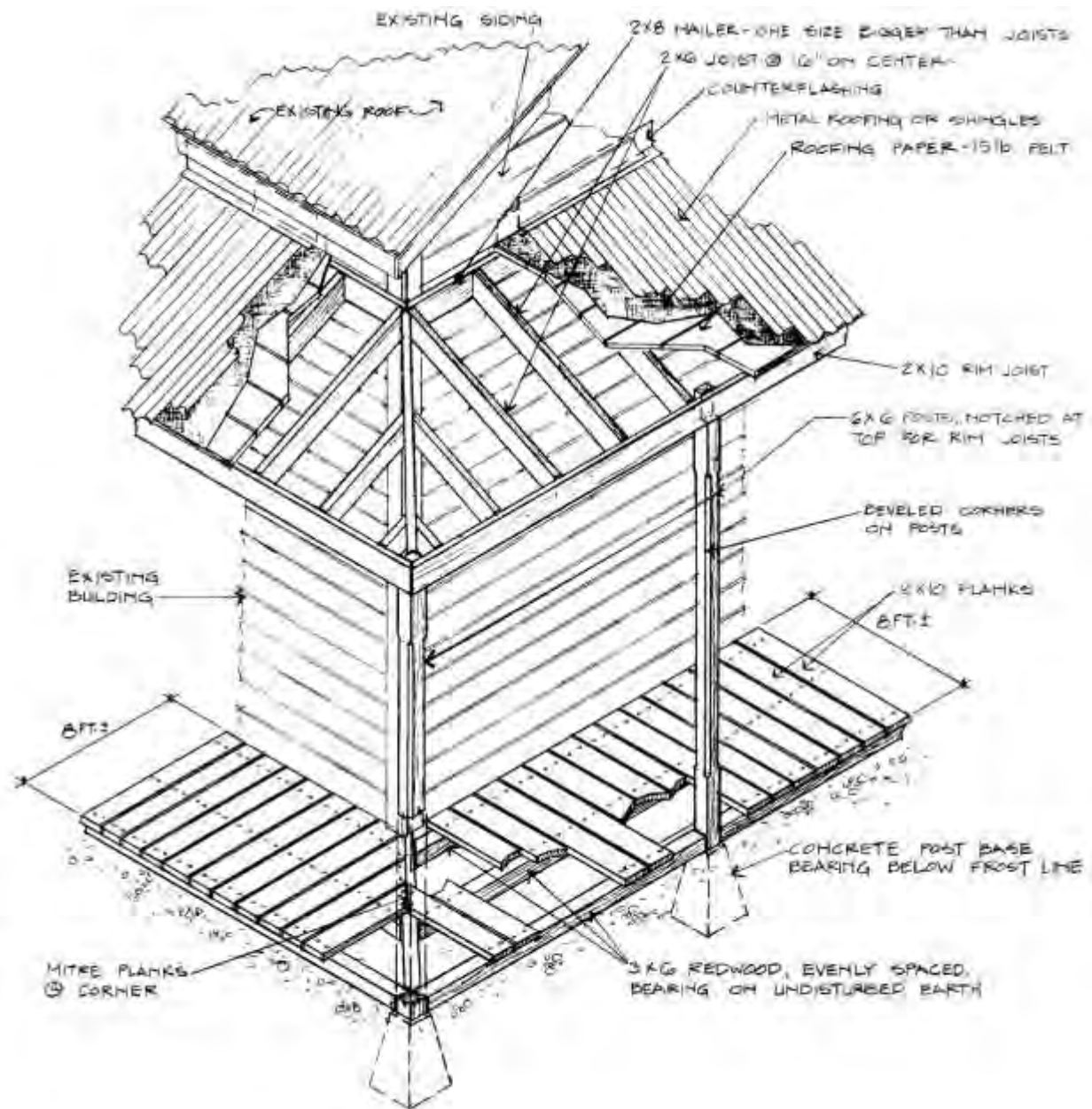
- C Cement
- P Porch
- I Inappropriate

*Source:* Planmakers

Figure 22 below and Figure 23 on page 28 illustrate construction specifications developed to provide minimum standards for the construction of boardwalk/porch improvements within the city. Following the historic precedent, boardwalks shall be between five-and-one-half to six inches wide and ten feet in length depending on the size of the building and the available street width. All boardwalks will be constructed of natural wood. Posts are generally six inches square, although some are scaled down on smaller buildings and residences. Lumber sizes and other specifications are also given. (See Table 1 on page 26.) The porch roofs can be either board and batten, wooden shingles, or metal roofing of a neutral or rust color. (See “Roof Style” on page 18.)



*Figure 22. Boardwalk construction detail.*



*Figure 23. Boardwalk and canopy construction detail.*

## ***TRASH RECEPTACLES***

If trash cans visible on Main St. or Montgomery St. are used, they should be concealed by open-ended wooden barrels or other wooden container.

## ***STREET LIGHTS***

Historically, the streets and buildings had very little external lighting. Outdoor lighting is used more frequently today and must be used sparingly so as not to overpower the Historic District. Currently, street lights consist of contemporary fixtures attached to utility poles. Earlier electric lights were simply a bulb with a reflector. As illustrated in Figure 24, the first lights were large kerosene lanterns. These removable lamps hung on pegs from the boardwalk posts. It is recommended that this boardwalk lamp be recreated and electrified and used on historic buildings within the commercial area. In the outer areas of the Historic District, light standards and electric hardware shall conform to earlier years. Simple bulb and reflector lights will be supported by wooden brackets on fifteen-to-twenty-foot utility poles (see Figure 25). Such improvements would be undertaken jointly by the city, project owner, and utility companies.

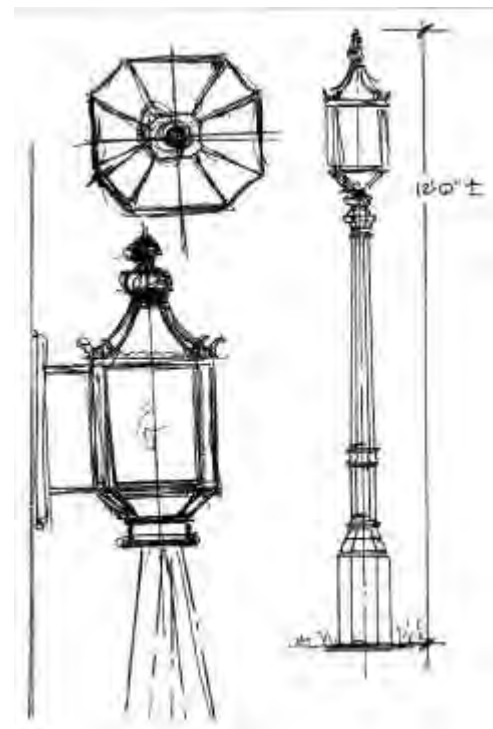
Buildings also had little external lighting, possible only to illuminate some signs. Again, building fixtures illuminating signs, entrances, or ornamentation shall be simple in form. Fixtures that predate Idaho City (such as colonial lights) or fluorescent lights are not appropriate. If security or other outside lights are used, they should illuminate only the property itself and not contribute to light contamination by shining up.

## ***SECURITY LIGHTS***

Security lighting should illuminate only your property.



***Figure 24. Kerosene lantern hanging in front of the Miner's Exchange.***



***Figure 25. Historical replica of a street light.***

## ***LANDSCAPING***

While landscaping will not require a certificate of appropriateness, the suggestions in this section can be utilized by property owners to enhance the historic quality of their projects. Consult the *Secretary of the Interior's Standards for Rehabilitation* ([www.nps.gov/hps/tps/tax/rhb/guide.htm](http://www.nps.gov/hps/tps/tax/rhb/guide.htm)). In addition, an expanded discussion of appropriate landscape treatment can be found in the *Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings* ([www.cr.nps.gov/hps/tps/index.htm](http://www.cr.nps.gov/hps/tps/index.htm)).



***Figure 26. Luna House with rows of Lombardy poplars.***

Both public and private areas require appropriate landscaping to complement this historic city. Public landscaping covers the street and alley right of way, parks, and creeks. From reviewing historic photographs, it is evident that Idaho City had a variety of street trees edging the boardwalk. In most cases, street trees were in clumps or groups rather than in a formal row. One row example was a line of Lombardi poplars planted around the former Luna House. These trees matured after the gold rush boom, during which time all nearby trees were cut for lumber and fuel. Street trees were willows, cottonwood, black locust, or Lombardy poplars. These trees help define the streetscape and are a part of the city's character. For example, the height and distinctive shape of the Lombardi poplars create a visual rhythm that enriches the city. Because few street trees remain today, a tree planting program is recommended. Clumps of trees should be planted fronting the boardwalk at spaces between historic buildings, adjacent to open space, or to screen noncompatible development. Masses or clumps of trees should occur sporadically. A special tree-planting program should be undertaken with adjacent property owners, the city, and the Idaho Transportation Department in planting poplars and evergreens along Highway 21. Such trees, along with hedges, would screen existing noncompatible buildings.

## ***CONSERVATION OF EXISTING TREES, SHRUBS, AND OTHER LANDSCAPING***

Retention of the trees, shrubs, and other landscaping presently within the Historic District is encouraged. (Ordinance No. 270, 9-8-1998) A variety of species should duplicate those found locally and be relatively maintenance free.

All trees should have a minimum trunk size of three inches when planted to ensure visual impact and durability. Young trees should also be protected by snow fencing and stakes. The following varieties of species do well in Idaho City.

<i>Trees</i>	<i>Shrubs</i>	<i>Flowers</i>
Willow	Wild rose	Pink daisy
Lombardy poplar	Lilac	Galardi daisy
European mountain ash	Syringa	Shasta daisy
Cottonwood	Snowberry	California poppy
Black locust	Choke cherry	Lupin
Apple		Snowball
Evergreen		Fern
		Clematis
		Hops

## *LANDSCAPING PLANS*

Landscaping plans are suggested for new development within Idaho City, excluding single-family homes. Numerous opportunities exist to reinforce the natural environment by planting trees, shrubs, and ground cover. Do not disturb existing vegetation native to the area. An irrigation system is essential for survival and low maintenance. Picket fences, rock walls, or flower gardens also can add to the city's charm.

Service areas for storage, trash, and mechanical and electrical equipment should be carefully planned to avoid detracting from an otherwise well-

designed site. Likewise, utility meters or satellite dishes should be located so as to not be visible from the street and to successfully integrate into the building's design.



*Figure 27. Landscaped Idaho City home including picket fence, trees, and rock headers boarding path.*

## *PAVING*

Paving should be avoided in the Historic District whenever possible. Large areas of asphalt and/or concrete are generally undesirable, unattractive, and historically inappropriate. Instead, paved areas should be macadamized. An alternative to asphalt, this consists of layers of compacted small stones bound with a cement clay. Such a material provides a smooth surface that is practically dustless. Rocks were often used to border walks and drives. Sometimes the rock headers were painted white.

# FENCES

As illustrated in Figure 27 on page 31, fences were common to early Idaho City. Fences were frequently designed to define property lines. Fences can add variety while creating a boundary between public and private spaces. They also reinforce the human scale of Idaho City.

Most fences were picket but a few were wire or wood frame. Most were of a simple design and were usually painted white or left unpainted. They usually abutted against the boardwalk and had a one-by-six-inch face board along the fence bottom.

Fences ranged between two and one-half to four feet high. No fence should be of a height that obstructs the street view of the building or house. The points of the pickets varied in shape, as illustrated in Figure 28. Most pickets were two and one-fourth to three inches wide and were painted white. Figure 29 shows wood plank and log options.

Gates swung inward and were generally designed to stand out from the fence to clearly mark the entrance. Gate posts were usually six-by-six inches and corner posts were simple but often stood out from the rest of the fence.

Stone retaining walls, as illustrated in Figure 30, are appropriate for the east hill area. Located along the end of the street or alley, they are often accompanied by landscaping and a picket fence. Six-foot privacy fences are appropriate to screen parking, back lots, work areas, or storage areas, a six-foot-high vertical board fence shall be constructed. Such a fence is also appropriate for spaces between buildings. Chain link and vinyl are not appropriate materials in the Historic District and will *not be allowed*. A wire fence with wooden trim is more compatible.

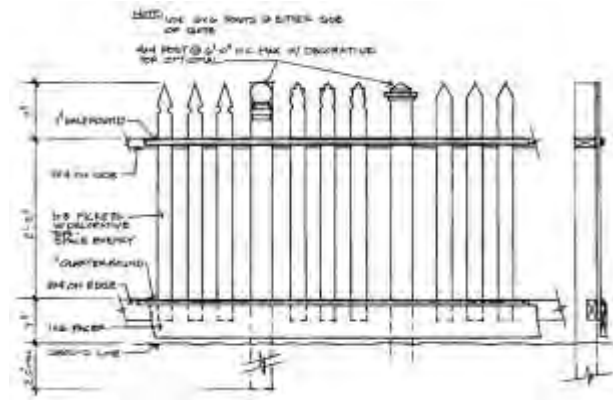


Figure 28. Picket fence detail.

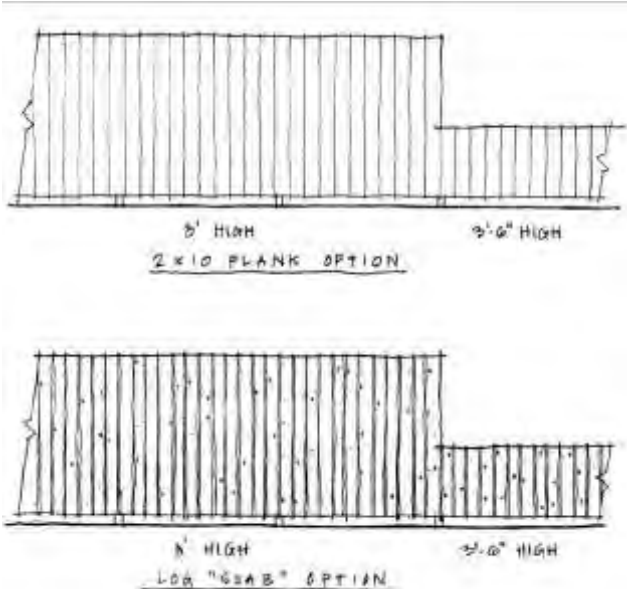


Figure 29. Wood plank and log options for fences.

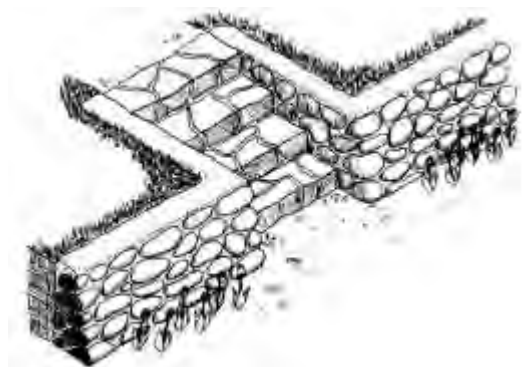


Figure 30. Stone retaining walls proposed for east hill residential area.

## ***DRY GRASS, WEEDS, DEAD BRUSH, AND RUBBISH ABATEMENT***

The person in charge of each lot within the Historic District shall comply with all applicable regulations pertaining to removal of dry grass, weeds, dead brush, and rubbish. (Ordinance No. 270, 9-8-1998).

## ***MOBILE HOMES***

No mobile home may be moved into the Historic District after the effective date hereof. Any mobile home existing within the Historic District on the effective date hereof may not be moved to another location within the Historic District and may not be altered unless it is brought into compliance with the design guidelines adopted by the City Council. (Ordinance No. 270, 9-8-1998)



### III. SIGNING



*An attached boardwalk sign featuring individual letters on the porch sign, paint on the glass window sign, and creative “Open” sign.*

Signing plays a significant role in Idaho City. For local business, it communicates to residents and visitors alike the type of business or service offered. Through the use of easily read type styles and good design, effective signing can contribute to the success of each business. Each sign can enhance the image of the entire Historic District or detract from it. Due to the city’s historic theme, it is important to realize the type of signing that is appropriate and the type that does not contribute to the historic character of Idaho City.

Because of the importance of good signing for the Historic District, a proposed sign ordinance will regulate all media used and displayed to the public for purposes of advertising or providing directions. It will be illegal for anyone to erect or change any sign in Idaho City without having first obtained a sign permit. If the sign will be erected within the Historic District (as defined by the list of Historic District addresses in Appendix I), a Certificate of Appropriateness will be needed. This section prescribes the size, location, type, and materials that are appropriate. (If a Certificate of Appropriateness is issued by the Idaho City Historic Preservation Commission, then a sign permit will automatically be issued.)

## ***CERTIFICATE OF APPROPRIATENESS***

When applying for a Certificate of Appropriateness for a sign, specify the location of the sign. Provide a color rendering and scaled drawing, and include dimensions of all sign faces and materials to be used.

## ***STYLE***

Traditionally, signs were rectangular and square-shaped and were usually pedestrian oriented. Lettering styles were either simple and bold or sometimes highly stylized. Uppercase lettering dominated most signage. Strong colors such as reds and blacks were often used. Simple, clear graphics reflecting the Victorian era and a limited number of colors are recommended. See Figure 33 and Figure 34 on page 37 for typical examples.

## ***MATERIALS***

In the 19<sup>th</sup> century, signs were predominantly constructed of wood and were hand-painted. Plastic has no historic precedent and will not be allowed in the Historic District. No neon signs will be permitted on the exterior of a building. Neon is discouraged in windows. Letters shall generally not exceed ten inches in height. On a residence, address numbers shall not exceed six inches in height. When purchasing a sign, insist on high-quality, durable materials that will continue to look good as the years pass. Idaho City's seasonal extremes will cause poorly fabricated signs to deteriorate quickly. It is important to deal with designers and fabricators who understand Idaho City's design guidelines and who have the facilities and expertise to produce signs that will serve the business and enhance the Historic District.



*Figure 31. Sign painter.*

## ***NUMBER OF SIGNS***

One primary-use sign and three permanent, secondary signs will be permitted.

## ***PRIMARY-USE SIGN REQUIREMENTS***

Each building or business (if there are multiple buildings under one roof) will be permitted one primary-use sign. Such signs shall not exceed a size of more than one square foot of sign area per linear foot of frontage along a given street. For example, if a business or building has 20 feet of frontage, it would be allowed one primary-use sign, not to exceed 20 square feet, which might be, for example, 2 feet by 10 feet long.

## ***LIGHTING***

Signs shall be illuminated by indirect or concealed light. Exposed flood lights without reflectors are *not allowed*.

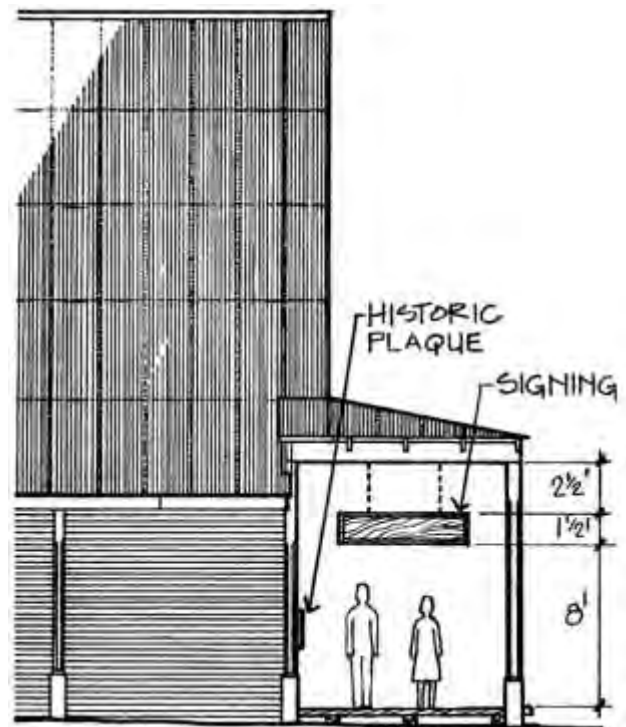
## ***TYPES OF SIGNS***

Idaho City signing has been displayed in several basic forms. When planning a sign change, consider the entire building front as one composition. In that respect, the whole front shall function as a sign that makes a stronger image than any visual sign could convey. In this case, the conventional sign becomes a label identifying the occupant of the building and services offered because the sign is a part of a greater design. Using this approach of coordinated signing in an overall facade composition allows the character of the building to come through. Symbols used for signing are also encouraged because they add interest to the street and are quickly read and remembered better than written words.

The following types of signs are permissible.

### ***Building Surface Signs***

Building surface signs are those signs that are placed above the porch on the street-side surface of a building. Such flush-mounted signs are designed to be legible to pedestrians across the street and motorists passing by. Examples of this type of signing are the Idaho World Building and the Boise Basin Mercantile Building, where the company name is painted directly onto the building in large uppercase letters. The maximum height of the sign shall not exceed two feet and the lettering shall be a maximum of eighteen inches. Only one surface sign per building is permitted.



***Figure 32. Boardwalk sign location.***

### ***Hung Boardwalk Porch Signs***

Hung boardwalk porch signs are hung from the underside of the porch and extend over the boardwalk. Pedestrians can read these signs as they walk down the boardwalk. As illustrated in the drawing in Figure 33, this type of sign is very appropriate and most effective. Centered over the entrance door of each business, they shall not exceed ten square feet for each side and shall be hung eight or more feet above the boardwalk.



***Figure 33. Historic signing hung from the underside of the porch.***

### ***Attached Boardwalk Porch Signs***

These signs are attached to the posts. These signs are to be read by pedestrians across the street and by passing motorists. The lettering on the signs should be a maximum height of one foot and the sign should not exceed fifteen inches high. These signs will be located one foot below the roof and will fit between the porch posts.



***Figure 34. Good example of a boardwalk porch sign that fits between the posts.***

### ***Window and Door Signs***

These signs are painted directly on storefront window surfaces. Window graphics are usually most effective when they are simple and clearly displayed. Black with gold-leaf highlighting is suggested. The signing shall not exceed 20 percent of the window. Neon signs are not appropriate and, if used, should be turned off during the day. Flashing neon lights are prohibited.

### ***Building History Plaques***

These plaques are interpretive signs located on the facade of historic buildings. Such signs will describe the building's history using text, anecdotes, photographs, or sketches. They will help give visitors an accurate picture of Idaho City's past. Historic building plaques can be of wood or brass.

### ***Special Historic Signing***

Some special signing may be approved if it is in keeping with the historic era of Idaho City. Examples could be canvas panels supported by a wooden frame or a self-supported wooden sign. In some cases, small wall murals may be approved. Often it was the case to tack temporary notices and advertisements onto bulletin boards or poles. This type of temporary signing is one way to advertise trademark services or commodities. Other trademark signs that promote a nationally distributed product are prohibited.

### *Portable Signs*

Any sign that is put out whenever the business is open and then placed inside at closing (such as a daily open sign, sandwich board, or easel-type board) is not considered a temporary sign and would therefore require a Certificate of Appropriateness. Materials and design of these signs should also reflect the historic character of Idaho City.

### *Temporary Signs*

Temporary signs are signs, of any material, erected by businesses or private individuals for less than three weeks. They typically advertise special, one-time events, or replace a permanent sign:

Examples of temporary signs include banners advertising upcoming events, “Grand Opening” signs, garage-sale notices, and banners that are put up until permanent signs are erected.

Temporary signs do not require a Certificate of Appropriateness.

**Note:** These limitations shall not apply to temporary real estate sale and rental signs, official government flags, temporary political campaign signs, or temporary displays or signs in the nature of decorations associated with national, local, or religious holidays.

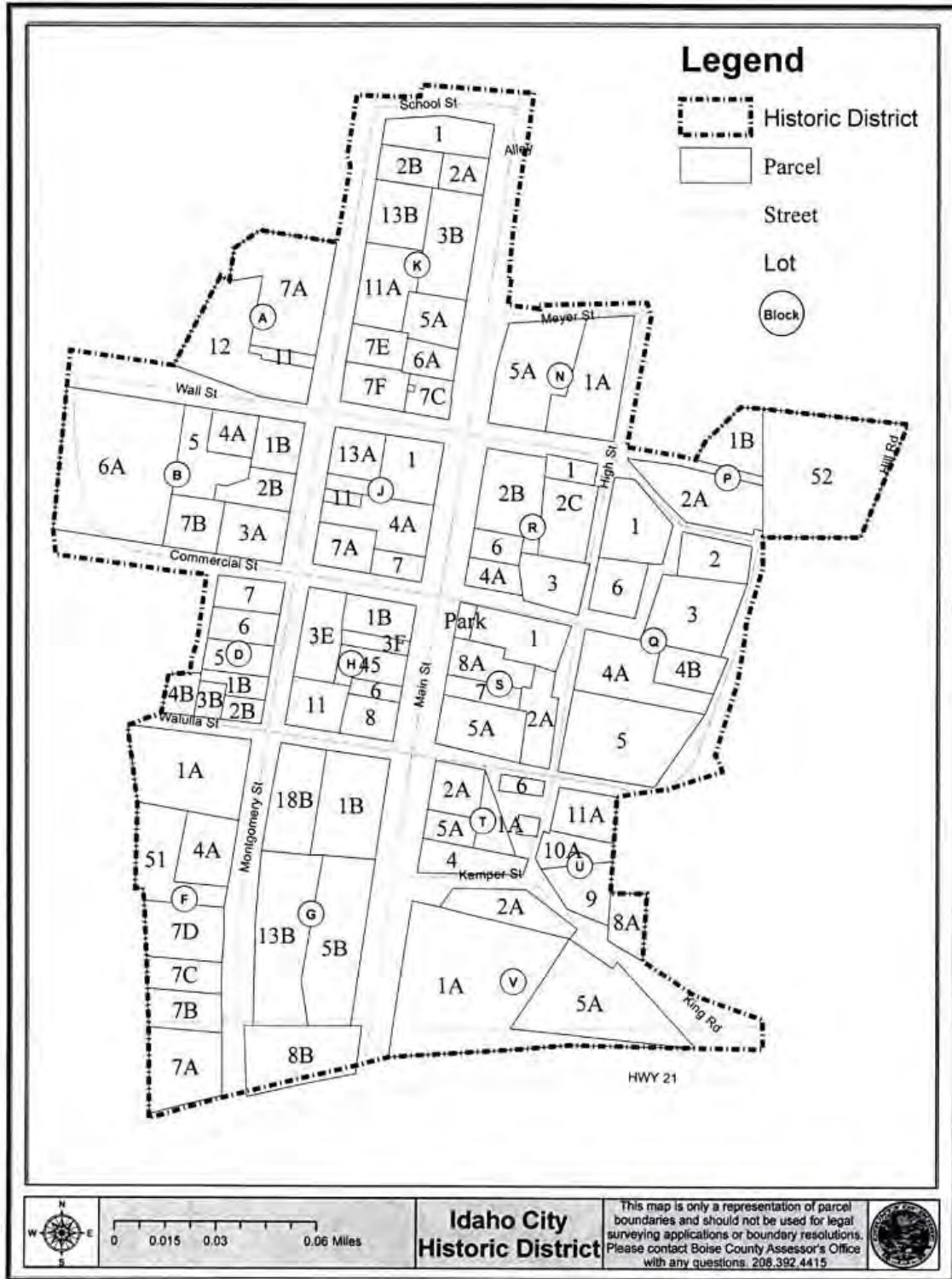
## *SUMMARY*

In summary, sign size and design shall complement building facade and be appropriately scaled to a building. The number of signs on each building shall be kept to a minimum. Consolidate sign information whenever possible and consider directories when more than one business is located in a building.

These guidelines for signs will enhance the economic vitality and visual character of the Historic District. By working together in designing signing, Idaho City can create a cohesive visual environment.



# APPENDIX I: MAP AND LIST OF ADDRESSES IN THE HISTORIC DISTRICT



## Historic District Listing

Description	Address	Block Lot	Description	Address	Block Lot
Dwelling	107 E. Hill Rd.	N/A 52	Courthouse	H 419 Main St.	J 1
Galbraith House	H 303 Montgomery St.	A 7A	P&Z	413 Main St.	J 1
Blacksmith Shop	H 303 Montgomery St.	A 7A	City Hall	H 311 Main St.	K 1
Post House/Jail	H 303 Montgomery St.	A 7A	Dwelling	309 Main St.	K 2A
Halley House	H 303 Montgomery	A 11	Dwelling	310 Montgomery St.	K 2B
Museum/Post Ofc	H 301 Montgomery St.	A 12	Dwelling	306 Montgomery St.	K 11A
Firehouse	H John Brogan Park	A 12	Prospector Motel	307 Main St.	K 3B
Miner's Cabin	H John Brogan Park	A 12	Back in Time	302 Montgomery St.	K 7E
Dwelling	H 403 Montgomery St.	B 1B	Wells Fargo site		K 7C
Ice House	H 403 Montgomery St.	B 1B	Brogan House	H 102 Wall St.	K 7F
Office	H 401 Montgomery St.	B 2B	Dwelling	H 303 Main St., A&B	K 3A
Dwelling & shed	200 W. Commercial St.	B 3A	Dwelling	H 108 E. Wall St.	N 1A
Luna House site	200 W. Commercial St.	B 3A	Dwelling	GFI 302 Main St.	N 3A
City Shop	201 W. Commercial St.	B 7B	Dwelling	208 E. Wallula	P 2A
Masonic Temple	H 201 W. Wall St.	B 4A	Dwelling	402 High St.	Q 3
Old Penitentiary	H Montgomery St.	B 5	Odd Fellows Hall	H 206 E. Wallula	Q 2
EMT Bldg.	204 W. Commercial St.	B 5A	Catholic Church	H 200 E. Wallula St.	Q 5
Dwelling	301 Montgomery St.	D 2B	Dwelling	202 E. Wallula	Q 4A
Schoolhouse	313 Montgomery St.	D 7	Miner's Exchange	H 420 Main St. +	R 2B
Dwelling	311 Montgomery St.	D 6	Dwelling	H 109 E. Wall St.	R 1 & 2C
Straus House	H 309 Montgomery St.	D 5	Dwelling	109 E. Commercial	R 3
IC Hotel/Lodge	215 Montgomery St.	F 1A	Idaho World	H 400 Main St.	R 4A
Dwelling	201 Montgomery St.	E&F 31	"Wells Fargo" lot	302 Main St.	S 7
Allan's Corner	101 Montgomery St. +	F 7A	Dwelling	102 E. Wallula St.	S 2A
Apartments	101 Montgomery St. +	F 7A	Aita Health	300 Main St.	S 5A
Cabin & Shed	105 Montgomery St.	F 7B	Gorman House	H 100 E. Wallula	S 5A
Library Garage	107 Montgomery St.	F 7C	Smokejumper's Park	Main/Commercial	S
Library	123 Montgomery St.	F 7D	Dwelling	H 304 Main St.	S 8A
Dwelling	203 Montgomery St.	F 4A	Dwelling	108 E. Commercial St.	S 1
Retail/apt/Ofc.	225-245 & 229 Main St.	G 1B	Dwelling	202 Main St.	T 4
Title Co., trailers	GFI 101, 210, 225 W. Wallula	G 18B	Retail&Dwelling	204 Main St.	T 5A
Trailer	GFI 204 Montgomery St.	G 13B	Blacksmith/Retail HNC	206 Main St.	T 2A
Vigilante Complex	GFI 201-219 Main St. +	G 5B	Storage Bldg.	107 King Rd.	T 1A
Idaho City Dentist	219 Main	G 5B	Dwelling	H 206 High St.	T&U 10A
Mercantile Bldg.	H 309 Main St. +	H 1B	Dwelling	HNC 104 King Rd.	U 9
Harley's Pub	305 Main St.	H 4&5	Dwelling	H 201 E. Wallula St.	U 11A
Dwelling /shop	304 Montgomery St.	H 3E	Dwelling	102 King	U 8A
Dwelling	303 Main St.	H 8	Dohina's Place	200 Main St.	V 2A
Pan Yam House	H 400 Montgomery St.	I 7A	Visitor's Center	100 Main St.	V 5A
Veteran's Park	401 Main St.	I 7	Rupert Thorne Park	100 Main St.	V 1A
Dwelling	402 Montgomery St.	I 11			
Diamond Lifts	HNC 403-411 Main St. +	J 4A			
P. Attorney Office	406 Montgomery St.	J 13A			

NOTE: Lots not listed do not have structures.  
If empty lots are built on, they must follow  
"New Construction" sections.

### KEY

"+" => 1 address    "GFI" Grandfathered Intrusions noted    "H" - Historic, pre-1920 (Follow Historic Bldg. sections.)  
"HNC" Historic/Not Contributing (Restoration is encouraged, or historic part of bldg. is not visible.)

# GLOSSARY

**bargeboard**

A sometimes richly ornamented board placed on the incline of the gable to conceal the ends of rafters.

**batten**

A narrow board used to cover gaps between siding boards or sheathing.

**building**

An enclosed structure with walls and a roof, created to serve some residential, industrial, commercial, agricultural, or other human use.

**chamfer**

A beveled edge on the corner of a post, common to Idaho City boardwalk columns.

**historic site**

A landscape significant for its association with an historic event, activity, or person.

**Certificate of Appropriateness (COA)**

Certificate issued by the Idaho City Historic Preservation Commission to indicate its approval of an application to alter, demolish, move, or add on to a protected resource.

**cornice**

The projection at the top of a wall; the top course or molding of a wall when it serves as a crowning member.

**design**

The combination of elements that create the form, plan, space, structure, and style of an historic property.

**documentation**

Drawings, photographs, writings, and other media that depict cultural and natural resources.

**dormer**

A vertical window projecting from the slope of a roof; usually provided with its own roof.

**facade**

The principal face or front elevation of a building.

**gable**

The triangular upper part of a wall under the end of a ridged roof.

**Historic American Buildings Survey (HABS)**

Architectural and engineering documentation programs that produced a thorough archival record of a number of Idaho City buildings in 1974 under the Idaho City Project.

**historic character**

The sum of all visual aspects, features, materials, and spaces associated with a property's history.



**historic district**

An area that generally includes within its boundaries a significant concentration of properties linked by architectural style, historical development, or a past event.

See Appendix I for a map of the Idaho City Historic District and the addresses of the properties in it.

**jointing**

The use of mortar as horizontal and vertical spacing between adjacent bricks. Also known as **striping**. Painted mortar joints occur on a number of Idaho City historic buildings and should be preserved.

**light**

A pane of a window

**measured drawings**

Drawings depicting existing conditions of historic structures, landscapes, and objects.

**metal roofing**

Tin-plate and galvanized iron, which is coated with a layer of zinc to resist rust, are common to roofs of Idaho City. Similar corrugated steel roofing is available today.

**mobile home**

A vehicle designed to be used for human habitation, including a motor home, a travel trailer, or a trailer house.

**National Register of Historic Places**

The comprehensive list of districts, sites, buildings, structures, and objects of national, regional, state, and local significance in American history, architecture, archeology, engineering, and culture kept by the National Park Service under authority of the National Historic Preservation Act of 1966. The Idaho City Historic District was placed on the national register in 1975, making it one of the first such districts in Idaho.

**outbuilding**

An auxiliary structure that is located away from a house or principal building (for example, a root cellar, wood shed, or privy).

**period of significance**

The span of time during which a property attained its historic significance.

**pitch**

The degree of slope of a roof

***Preservation Briefs***

*Preservation Briefs* provide guidance on preserving, rehabilitating, and restoring historic buildings and can be found at

<http://www.nps.gov/history/hps/tps/briefs/presbhom.htm>.

***The Secretary of the Interior's Standards for Rehabilitation and the accompanying Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings***

The Secretary of the Interior's standards are intended to promote responsible preservation practices. The four treatment approaches, explained below, are preservation, rehabilitation, restoration, and reconstruction. For additional information, visit <http://www.nps.gov/history/hps/tps/standguide>

**preservation** — Places a premium on the retention of all historic fabric through conservation, maintenance, and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.

**rehabilitation** — Emphasizes the retention and repair of historic materials, but more latitude is provided for replacement because it is assumed that the property is more deteriorated prior to work. (Both preservation and rehabilitation standards focus attention on the preservation of those materials, features, finishes, spaces, and spatial relationships that, together, give a property its historic character.)

**restoration** — Focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.

**reconstruction** — Establishes limited opportunities to recreate a nonsurviving site, landscape, building, and structure, in all new materials.

**shed roof**

A roof consisting of one incline plane.

**sketch plan**

A plan, generally not to exact scale although often drawn from measurements, where the features of a structure or landscape are shown in proper relation and proportion to one another.

**State Historic Preservation Officer (SHPO)**

An official within each state appointed by the governor to administer the state historic preservation program and carry out certain responsibilities relating to federal undertakings within the state.

**striping**

See **jointing**.

**temporary sign**

A sign erected by a business or private individual, of any material, erected for less than three weeks. Examples include banners advertising an upcoming event, "Grand Opening" signs, and garage-sale signs.

**valley**

The depressed angle formed at the meeting point of two roof slopes.

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**Lewiston Historic District  
Application for Certificate of Appropriateness**

<b>Applicant Name:</b>	<b>Property Owner Name &amp; Address:</b>	<b>HPC Review Date:</b>  LHD#
<b>Historic District Address:</b>		
<b>Applicant Contact Details:</b> email: _____ Phone: _____ Fax: _____ Address (If not the same as above): _____		
<b>Description of Work:</b> (Please provide any drawings, photographs or other information that can describe the exterior work being conducted)		
<b>Project Start Date:</b>	<b>WCF Review</b> Y / N	<b>Estimated Project Value:</b>
		<b>Proposed Use:</b> COMMERCIAL OR RESIDENTIAL
<b>Will you be using a Contractor: Y / N</b> <b>Name &amp; Contact Details of Contractor(s):</b>		
<b>Signature of Applicant:</b>		<b>Date:</b>
<b>Name of Staff Person Receiving Application:</b>		<b>Date:</b>
<b>Staff Comments:</b> (Please clip all documents to this application)		

\* No Fees are required for this application, but there maybe fees associated with building permits or other.



## HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS PROJECT CHECKLIST GUIDELINE

In order for the Historic Preservation Commission to review a proposed project in a timely manner, applications must be complete and thorough. The following checklist will assist applicants in providing the required supplemental materials to be submitted with the application for various project elements. City Staff will assist in determining required information and drawings that must be included.

Failure to submit required items may result in a project review being delayed or denied.

### 1. All Projects

- Completed Application Form
- Photographs of existing conditions (digital preferred)
  - Photographs from any/all public right-of-ways (streets, sidewalks, trails, et cetera)
  - Photographs of elements to be modified
- Historic photographs/images (if any)
- If not applicable please check

### 2. Masonry

- Proposed brick pattern
- Color, locations, and joint profile for mortar repairs
- Brand/type of mortar to be used (cut sheets)
- Cleaning methods proposed (including any chemicals to be used)
- If not applicable please check

### 3. Siding

- Photographs and description of existing siding materials
- Brand/type of siding proposed (cut sheets)
- Color(s) proposed
- If not applicable please check

### 4. Painting

- Colors to be used (chips with brand name, color numbers)
- Locations of specific colors
- If not applicable please check

### 5. Windows/Doors

- Windows / doors to be installed / replaced, their existing conditions
- Manufacturer's cut sheets, with measurements
- Information on pane / panel configuration
- Material of new windows / doors
- Exterior hardware (if any)
- Design, materials, colors of any trim
- If not applicable please check

### 6. Roofing

- Materials, colors of roofing to be replaced, its existing condition

- Materials, colors of proposed new roofing
- Manufacturer's cut sheet(s)
- Sample of material(s)
- If not applicable please check

**7. Ornamentation (porches, awnings, light fixtures, decorative trim, skirting, et cetera)**

- Location(s) of proposed work
- Information on proposed modifications
- Manufacturer's information / cut sheets for materials
- Colors to be used (chips with brand name, color numbers)
- If not applicable please check

**8. Storefronts**

- To-scale drawings of proposed design, with measurements
- Information on materials, colors to be used
- Information on proposed windows / doors
- If not applicable please check

**9. Signage / Awnings**

- To-scale, color drawings of the proposed sign(s) / awnings(s)
- To-scale drawings / photograph showing proposed location of the sign(s) / awning(s) on the structure / site
- Information on proposed illumination (if any)
- Information on materials to be used
- If not applicable please check

**10. Additions / New Construction**

- To-scale site plans, showing the existing structure, the proposed addition, the parcel lines, and the outline of any structure within 20ft of the parcel lines
- To-scale drawings showing proposed work in relation to existing conditions, with measurements
- To-scale elevations showing proposed final design
- Description of materials and colors to be used
- If not applicable please check

**11. Site Features (parking lots fences, walls, decks, sheds, garages, et cetera)**

- To-scale site plans, showing the existing structure, the proposed feature(s), the parcel lines, and the outline of any structure within 20ft of the parcel lines
- Manufacturer's information/cut sheets for materials
- Information on the design, materials, colors of proposed feature(s)
- If not applicable please check

**12. Demolition**

- Documentation of current condition of the structure
- Plans for future / intended use of the site
- If not applicable please check

## MEMORANDUM

TO: PLANNING COMMISSION  
FROM: JOHN J. STAMSOS, ASSOCIATE PLANNER  
DATE: OCTOBER 11, 2001  
RE: BUILDING HEART AWARDS PROCEDURE

On October 9, 2001 the Planning Commission discussed the Building Heart Award Program and determined that the award would be presented quarterly of each year (March, June, September and December) using the following procedure:

1. The recipient would be selected from one or more of 5 general categories:
  - A. Community Character
  - B. Neighborhood Character
  - C. Site Design - including site and parking lot landscaping and design (large and small lots)
  - D. Building Design – including preservation of historic or older buildings
  - E. Other
2. The recipient of the award would be selected using the following criteria:
  - A. Compatibility with the neighborhood – color, overall design, storage facilities for commercial buildings, etc.
  - B. Landscaping
  - C. Originality in design concepts
  - D. Access to streets
  - E. Signage
3. Planning Commissioners would survey the community and nominate worthy projects for the award at the February, May, August and November Planning Commission meetings.
4. Between the nomination and selection meetings, Planning Commissioners would individually site visit each nominated project using the evaluation sheets supplied.
5. At the March, June, September and December meetings, The Planning Commission will discuss each nominee and select a project for the Building Heart Award.
6. The Planning Commission Chairman will present the Building Heart Award to the winning project at the next available City Council meeting.