

**HISTORIC PRESERVATION COMMISSION AGENDA**

Hybrid Meeting Zoom/In person  
City Hall – Conference Room #6  
December 15, 2022

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

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

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

October 27, 2022

**PUBLIC COMMENTS:**

**STAFF COMMENTS:**

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

- **Recommend Historic Preservation Commission Appointments for two vacancies**
  - o Anne Anderson, Lakeshore Realty
  - o Michael Weir, Coeur d’Alene Tribe, Planning Manager
  
- **Heart of History Award** (Sandy Emerson and Subcommittee)
  - o Award Outreach Plan (e.g., press release, social media, invitations (email/hard copy), etc.)
  - o Council Meeting – possible dates for award recognition
  
- **2023 Work Plan Considerations and Assignments**
  - o Award Outreach
  - o Garden District NRHP Nomination – RFP process
  - o Inadvertent Discovery Plan
  - o Infill Guidelines
  - o Historic Overlay Zoning District
  - o Historic Building Materials Information
  - o Historic Walking Tour
  - o Other

**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 27, 2022**

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

**COMMISSIONERS PRESENT:**

Dave Walker, Chair  
Anneliese Miller, Vice Chair  
Jon Mueller  
Walter Burns  
Lisa Straza, Secretary  
Sandy Emerson  
Shannon Sardell

**STAFF MEMBERS PRESENT:**

Hilary Patterson, Community Planning Director  
Shana Stuhmiller, Admin. Assistant

**CITY COUNCIL ABSENT:**

Kiki Miller, City Council

**COMMISSIONERS ABSENT:**

Tyler Douglas Lowe  
Alexandria Marienau

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

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

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

Motion by Mueller , seconded by Miller, to approve the minutes for August 25, 2022 . Motion approved.

**STAFF COMMENTS:**

Hilary Patterson, Community Planning Director, provided the following statements.

- Ms. Patterson announced that Chairman Walker will be resigning in January and per earlier direction from the commission, she is working to find someone from the Tribe to be on the commission.
- She stated that Dan Everhart, SHPO, announced that they will be having a new CLG coordinator starting in November who will be working with all the CLG's and that we are still waiting on the grant funding authorization.
- She stated that Deb Mitchell reached out to SHPO, the Museum of North Idaho, the City and Chairman Walker regarding work in the Fort Grounds area and North Idaho College and concern about possible impacts to some historic artifacts. It was suggested in our Historic Preservation Plan and recommended by SHPO that we adopt an Inadvertent Discovery Plan.

**SUBCOMMITTEE REPORTS:**

- **Awards:** (Establish voluntary program and certificate of appropriateness; Building Heart Awards)  
Chairman Walker, Commissioner Mueller, Commissioner Emerson

Commissioner Emerson presented samples of a plaque including some written verbiage about the Hamilton House and inquired how the plaque should be displayed on the house. He added that he did get an estimate on the cost of the plaque which would be \$200.00.

Ms. Patterson explained it depends on how much text we would want on the plaque which might need to be adjusted depending on the size of the font.

Commissioner Burns suggested putting a historic photo and a current photo on the plaque. Commissioner Mueller suggested doing a landscape layout.

Commissioner Emerson inquired if we have a logo to use.

Commissioner Sardell inquired if once we pick the design of the award that would be used as a template for every award or will it change with each project. Commissioner Emerson stated that is a great question and explained that he designed this specific to the Hamilton House. Commissioner Sardell suggested designing something to be generic that could be used other times. Commissioner Emerson explained that he brought this tonight as a sample and appreciates any suggested changes. Ms. Patterson suggested putting a date somewhere on the plaque when the award was presented.

Commissioner Straza commented is this something the subcommittee can work on. Ms. Patterson stated that's a great idea to figure out the press release, invitations and a timeline when this might be scheduled for a council meeting.

- **Planning/Ongoing Projects:** (Infill standards for existing infill districts and Historic Overlay Areas and Garden District Nomination and Local Register)  
Commissioner Burns, Vice Chair Miller, Commissioner Marienau, Commissioner Straza, Commissioner Lowe, Commissioner Mueller

Commissioner Burns stated that we didn't meet this month for lack of members.

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

- Idaho Heritage Conference Highlights – Shannon Sardell, Tyler Douglas Lowe, Lisa Straza

Commissioner Straza stated that the conference was great and brought back some items to share with the committee.

Ms. Patterson said that one idea that came out of the conference and Commissioner Sardell's presentation was to come up with a handout related to historic materials that could be on our website to include third party contractors knowing that the city doesn't do referrals and suggested using Commissioner Sardell's presentation to come up with a list of materials and companies that provide the materials and do the restoration work. It would be beneficial for owners of historic properties – residential and commercial. She talked to Mr. Everhart and he said this might qualify for a grant and that there may already be something similar another community has created to model it after.

Commissioner Mueller suggested doing a joint workshop with Design Review and Planning for Commissioner Sardell to do her same presentation on historic building materials. Ms. Patterson commented that is a great idea especially since we are looking at our existing code and by explaining to the other commissions what Historic Preservation is about, it would be a great fit. Commissioner Sardell stated she would be happy to make the presentation to talk about materials. She suggested discussing the historic character of a building and the ways to help preserve those features. Ms. Patterson suggested since the holidays are close it would be a problem getting a meeting together with all three

commissions. It will have to be scheduled in 2023.

Commissioner Burns inquired would the neighborhood have to opt in regarding a Historic Overlay. Ms. Patterson explained that Council would prefer that it be written that the neighborhood would opt in. In the past when working on the neighborhood compatibility ordinance, the Council didn't want us to select a specific neighborhood. But the Commission could make a recommendation that the ordinance applies initially to specific neighborhoods, but that could be problematic if there were standards that applied to the neighborhoods without them consenting. Commissioner Burns inquired if we could define the Garden District as an Historic Neighborhood. Ms. Patterson reviewing the documents from Mr. Everhart and our city attorney what the state statues say.

- Update on Logo Design – Walter Burns

Commissioner Burns apologizes that he doesn't have an update to the logo since he has been out of town and suggested if we need something to use now could refine what he came up with and use that now until we have something else. He stated that in early discussion about a contest to design our logo but would need some connections to ask if that would be possible. Chairman Walker stated that he would contact Ali Shute who is part of the Chamber's Arts and Culture Alliance that might have some connections/suggestions. Commissioner Straza commented that she would volunteer to contact these people about a logo. Ms. Patterson suggested that we could reach out to the Arts Commission for ideas and maybe find the criteria used when the city designed their logo.

- Proposed Merger of Subcommittee Meetings – Lisa Straza

Commissioner Straza suggested merging the two subcommittees because sometimes people don't show up. Ms. Patterson stated that she would have to talk with legal how that would be noticed since it could be the full commission in attendance.

- Historik Walking Tour- Lisa Straza

Commissioner Straza stated at our seminar last month I attended a walking tour which was great and asked if the city would consider donating some money to make it happen. She commented that she recently talked with the owner of Historik who has on disk all the buildings along Sherman that we could buy for a fee between 500-\$600 dollars and she is willing to donate that to the city so we can start working on this. Commissioner Burns commented that he has had a few Beta items sent to him from Historik where some work and some don't. He added that when he spoke with him (Chris Whalen) a few weeks ago, he stated that the company was out of money and is now working another job to support his family and he is at a standstill. Chairman Walker stated that he has been doing walking tours for the museum and the last tour will be at the city cemetery and is very popular.

Ms. Patterson stated that is a great idea but suggested to start working on the award and the infill changes to the overlay district and suggested that someone on each subcommittee takes one item and starts working on it and reports back to the commission. Commissioner Sardell inquired if the CLG grant money help pay for a walking tour. Commissioner Burns inquired if we will be doing a grant this year to cover something in the next year since the deadline for the application is at the end of December.

Ms. Patterson suggested maybe training or something smaller. Ms. Patterson asked if anyone will be available to work on other items because once we get the green light will be start working on the Garden District which will be taking a lot of time and that by working on other items including the Infill standards would make a difference now. Commissioner Straza inquired what should we be working on now. Ms. Patterson suggested start reviewing the documents for the infill districts and to suggest some changes. Commissioner Sardell commented that training is important and suggested getting a grant for the walking tour.

- November/December Historic Preservation Commission meetings – Hilary Patterson

Ms. Patterson commented that our regular Historic Preservation Commission meetings fall on the holidays and suggested to cancel these meetings or find another time earlier in the month to meet.

The commission decided not to schedule anymore subcommittee meetings and for staff to look at a time in early December to have a regular Historic Preservation Commission meeting.

**TRACKING TIME:**

Commissioner Straza reminded everyone to please update your time sheets and send a copy to her.

**COMMISSION COMMENTS:**

Commissioner Mueller suggested doing a workshop before the chair leaves in January and inquired if the city would have some additional funds for the Historic Preservation Commission for a walking tour or other items that the grant won't cover.

Commissioner Burns concurs and when we do that that joint workshop if some of the council members would be able to attend.

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

**ADJOURNMENT:**

Motion by Muller , seconded by, Burns, to adjourn the meeting. Motion approved.

The meeting was adjourned at 5 16 p.m.

Submitted by Shana Stuhmiller, Administrative Assistant