

HISTORIC PRESERVATION COMMISSION AGENDA

City Hall – Conference Room #6

August 23, 2023

12:00 P.M. CALL TO ORDER:

ROLL CALL: Burns, Emerson, Lowe, Marienau, Miller, Anderson, Sardell

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

July 26, 2023

PUBLIC COMMENTS:

STAFF COMMENTS:

PRESENTATION:

Jewett House Update on Garage Reconstruction – Bill Greenwood, Parks and Recreation Director

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

- **Nomination for Secretary**
- **Subcommittee Reports & 2023 Work Plan Project Updates:**
 - Historic Building Materials Guide, including Wood Window Research
(Burns, Sardell and Lowe)
 - Infill Guidelines, Historic Overlay Zone, and Local Districts
(Anderson, Miller, Burns, Marienau, Sardell, Lowe)
 - Awards/Outreach
(Emerson, Burns, and ??)
 -
- **Fall Presentation to City Council**

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.

Coeur d'Alene Tribe Land Acknowledgement

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

**HISTORIC PRESERVATION COMMISSION
MINUTES**

JULY 26, 2023

City Hall – Conference Room #6

COMMISSIONERS PRESENT:

Walter Burns, Chair
Anneliese Miller, Vice Chair
Ann Anderson
Tyler Douglas Lowe (Teams)
Alexandria Marienau
Shannon Sardell

STAFF MEMBERS PRESENT:

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

CITY COUNCIL LIASON:

Kiki Miller, City Council

COMMISSIONERS ABSENT:

Sandy Emerson
Lisa Straza, Secretary

12:00 p.m. CALL TO ORDER:

ROLL CALL:

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

June 8, 2023

Motion by Anderson, seconded by Miller, to approve the minutes for June 8, 2023. Motion approved.

STAFF COMMENTS:

- **Update to Historic Preservation Code** – Hilary Patterson

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

- She stated staff went before City Council on July 18th with a code amendment. The City Council supported the amendment and liked the addition of possible commission members representing organizations with an interest in preserving Coeur d'Alene's history, but rejected the change to allow members living outside of Kootenai County if not affiliated with an organization.
- She commented that she reached out to Michael Weir with the Coeur d'Alene Tribe who had recently been appointed to see if he was still interested in serving on the commission. She said he said he wasn't sure that his contract would be renewed with the Tribe and that he reached out to the Tribe's Cultural Resources Department to see if someone else would like to be a representative from their department. Ms. Patterson indicated that she would follow up with the Tribe to help fill this position.

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

- **Formal Change to Commission Meeting Day/Time** (4th Wednesday at noon)

Motion by Marienau, seconded by Anderson, to change the Historic Preservation Commission meeting from the fourth Thursday at 4:00 to the fourth Wednesday starting at 12:00 p.m. Motion approved.

- **Update on Garden District Nomination** – Chairman Burns and Hilary Patterson
 - Ms. Patterson noted in the packet there is an attachment from Mr. Huffaker with an update on what he did after the Garden District meeting that included a lot of field work.
 - She stated that Mr. Huffaker was able to get additional information from the library, museum and Deb Mitchell.
 - She added they decided to extend the Garden District survey to the end of the month hoping we would get a few more responses.
 - Chairman Burns stated that Mr. Huffaker told him he wasn't needing additional help from Historic Preservation Commission members or the neighborhood board at this time, but he did mention that the commission could look through old newspaper articles on other historic buildings in the area and to please forward those articles to him.
 - Councilmember Miller explained that she recently had a discussion with Steve Hudson who is the owner of Hudson's Burgers and that the restaurant used to do a "Walk" through the Garden District explaining the history of homes in the neighborhood and they even created a map and brochure that had photos of houses.. She offered to contact him to see if he might have copies of the maps and properties that were on the tour.

- **City Council Presentation on Historic Preservation Commission Efforts** – Chairman Burns

Chairman Burns replied that he discussed with Councilmember Miller and that the soonest a presentation could be done would be sometime in the fall. Ms. Patterson explained that might be better timing since we would have more things to report on such as subcommittees work etc. Chairman Burns said he would like to keep this item on future agendas to plan for the presentation.

- **2023 Work Plan Considerations, Updates, and Assignments**

Discussion:

Chairman Burns explained from the survey results that commission members want to focus more on project assignments and maybe discuss redesigning our current subcommittees and asked if we had a list of those assignments. Ms. Patterson explained that we did assign people to specific groups and decided instead of three groups that it made sense to combine the subcommittees into two groups. She listed the projects and commission members previously assigned to each before the commission changed over.

- Awards/Outreach – Walker, Mueller and Emerson
- Planning Infill Standards/Infill Guidelines/Historical Overlay – Burns, Miller, Marineau and Straza
- Ongoing projects Garden District Nomination/Local Register – Burns, Lowe and Mueller

Ms. Patterson then listed the projects and requested assignments. The Historic Building Materials had a clear assignment of commissioners, the other projects had interest from the majority of commission members.

- Historic Building Materials – Burns, Sardell and Lowe
- Infill Guidelines – Anderson, Miller, Burns, Marienau, Sardell
- Historic Overlay – Burns, Miller Marienau, Straza, Sardell
 - Could include the Sherman Avenue homes
- Creation of Local Historic Districts – Burns, Lowe and Miller
- Awards/Outreach – Emerson and Straza

Chairman Burns noted on the Historic Building Materials list that he has some additions and would like to continue in the group.

The group provided the following suggestions:

- Chairman Burns suggested working with another group besides the Garden District and suggested the 10 houses along Sherman that would be a smaller scale project to begin getting our foot in the door.
- Commissioner Anderson suggested when working on Infill Guidelines that commissioners could bring some examples to the subcommittee meeting for discussion.
- Commissioner Sardell suggested before working on the Historic Overlay it would help to put together some goals of what we are trying to achieve be the first thing discussed. Commissioner Miller explained that anything we decide is only be a recommendation. Ms. Patterson commented in previous discussion the commission wanted demolition review authority and a Certificate of Appropriateness for additions, new construction etc. She added this would go beyond a recommendation. Chairman Burns suggested putting together a list of what we want to do. Ms. Patterson explained that we have an informal agreement that the Building Official would notify us when a historic property on a list has a request for a demolition permit, but there is nothing in the code.
- Commissioner Anderson suggested looking at a way to incorporate Historic Guidelines in the current Infill Regulations. Ms. Patterson listed the areas with Infill Guidelines, which include: Downtown North, Downtown East, and Midtown. She said the commission assignment on the Infill Guidelines is to review the current standards and suggest changes that would support historic preservation and add clear guidance for historic elements with new development, including language and images. She noted that these guidelines are appropriate to review and update because they do contain historic buildings. She added the city has one historic district and that is the Fort Grounds but there are no guidelines .
- Chairman Burns suggested combining Historic districts with Historic Overlay for the project assignments. Ms. Patterson suggested working with our local Zoning Code since the State Code has many restrictions and requirements. She suggested looking at the list from the State Code to see what the commission likes and then customize it in an Historic Overlay. She added that she would send to the group the previous email containing guidelines and other information.
- Commissioner Sardell stated that we should discuss what the goal is for all of these things such as having a dialogue with building owners/Community, and what is the goal of the Historic Commission by looking at all of these design standards. She added that it's important to establish a goal to see which item to work on first. She suggested talking to property owners about heritage and history within the city.
- Chairman Burns suggested putting restrictions on new construction only.
- Commissioner Anderson suggested the group on Infill Guidelines could come up with a goal and report back at our regular commission meeting.
- Chairman Burns asked if we should include the topic Public Outreach. There was discussion about the existing subcommittee for Awards/Outreach and that it was a good fit for that subcommittee to focus on public outreach and could assist with the presentation to City council.
- Ms. Patterson suggested getting the subcommittees organized and discuss the project assignments and goals as part of the presentation to City Council, as well as to see input from the Council whether they support the commission's priority projects before spending too much time on them.
- Chairman Burns inquired about the Awards/Outreach subcommittee. Ms. Patterson suggested the whole commission should be part of that not just one commission member. Commissioner Sardell said that would be considered public outreach and suggested the month of May as the National Historic Preservation month and could do awards or education and if there were no awards for this upcoming May, the commission could instead work on education that could be a walking tour or tea at the Jewett House.
- Commissioner Lowe commented that he recently attended Riverside/Avondale Historic Preservation Awards in Jacksonville, Florida earlier this year and explained this is a once-a-year

event where there was wine meet/greet where local architects, general contractors and Homeowners with seven or eight homes that were restored. There was consensus from the commission that this could be a good model and could be done in May.

- Commissioner Sardell commented it would be nice to have some “startup” money since we can’t fund plaques using a CLG Grant money and would have to come up with donations to get something started.

Chairman Burns inquired how everyone wants to organize the subcommittee meetings and felt in the past everyone showed up and was hard to be focused and asked the commission for their input. Ms. Patterson explained that Commissioner Straza mentioned during those meetings that she and other commissioners felt frustrated having to be here for two hours rather than one since the commissions were broke up into two different times which isn’t ideal. She reminded the commission that they can’t do business outside of the meeting since it needs to be advertised. Chairman Burns suggested to breaking up into groups during that hour. Commissioner Anderson commented that she likes where the groups are working on stuff within the subcommittee meeting and then reporting back their progress at the regular Historic Preservation Commission meeting.

COMMISSION COMMENTS:

Commissioner Sardell announced that Verdis won an Orchids Award from Preservation Idaho for Rocky Point Lodge at Heyburn State Park which was closed for 20 years and recently restored. She added that she saw an article in the paper about the Jewett House garage being rebuilt and was curious if there have been any updates regarding future plans to update or restore the Jewett House, as was discussed a few months ago. Councilmember Miller explained the restoration on the garage was funded with insurance money since they had to bring the garage up to code that includes ADA Compliance restroom facilities. She added that a restoration for the Jewett House is still being discussed but is not on the “front burner”. She suggested that maybe Bill Greenwood, Parks and Rec Director, come and do a presentation to the commission on the garage project. She said she would contact him to see if he could come to the next meeting. Commissioner Sardell explained the reason she was interested in the restoration of the garage because when you do a replacement there are preservation standards that should be included to make sure that it won’t affect the other property. She also noted that it would be nice for the building, since it is public, to consider historic preservation and for the commission to be updated and have a chance to weigh in.

Commissioner Sardell explained at the first of the meeting she was discussing with staff about providing research regarding the energy efficiency of wood windows and suggested that this could be an educational piece that is shared with the community.

Ms. Patterson mentioned receiving a welcome wagon packet called Bright Beginnings and provided a sample to show to the commission. She noted that there was a discussion at a previous commission meeting about including the historic building materials guide in this type of packet for new home owners. The suggestion was to see if the business would be willing to include that brochure in the packet. Commissioner Sardell commented to include the brochure in all neighborhoods because there might be historical homes disbursed in all neighborhoods.

Chairman Burns suggested the commission start thinking about a grant from SHPO this year

ADJOURNMENT:

Motion by Anderson, seconded by Sardell, to adjourn the meeting. Motion approved.

HPC SUBCOMMITTEE 12:00 MEETING NOTES 08/09/2023

In Attendance: Emerson, Marienau, Miller, Sardell

Historic Building Materials/Educational Literature –

- The Commission has discussed assembling resource material that can be shared with the public on the City's website. Commissioner Sardell has done lengthy research and has assembled a resource titled, "Historic Wood Window Repair vs. Replacement Information". She will share this information with the Commission.
- Discussed formatting a template that would allow us to assemble examples of local architecture both residential and commercial properties. Take photographs and then convert the image into line art with commentary on the architectural features and details that make this style unique.

Creation of Local Historic Districts -

- How do we know what to protect? Tax lot information should have the date of construction, so over 50 yrs. old would be a property to review.
- The Government Way neighborhood was discussed again. How do we get them engaged? Invite them to one of our meetings? Coordinate a neighborhood meeting which would include the adjacent neighbors on (A street, 1st-2nd Street)?
- Apply for a SHPO grant to start the survey process of the Government Way District.

Infill Guidelines/Historic Overlay –

- Demolition Permits – If there is a historic property scheduled for demolition, it would be great to have the opportunity to survey the property prior to demo.

Awards/Outreach –

- With the National Register of Historic Places nomination for the Garden District underway, it makes sense to select a property or two to receive the next "Heart of History" awards.
- Follow through with requesting that the City designate May as Historic Preservation Month and awards from our Commission would be presented then.