

**HISTORIC PRESERVATION COMMISSION AGENDA**

Virtual Meeting  
DECEMBER 17, 2020

**\*ZOOM LOGIN INFORMATION\***

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Join by Phone (Toll Free): 888 475 4499 or 877 853 5257

Meeting ID: 947 2924 4223

Passcode: 128895

**4:30 P.M. CALL TO ORDER:**

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

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

November 18, 2020

**PUBLIC COMMENTS:**

**STAFF COMMENTS:**

**PRESENTATION:**

J.C. White House - Britt Thurman, Museum Director

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

1. Coeur Housing Code Update and Discussion – Hilary Anderson
2. Historic Preservation Plan Update and Discussion – Katie Pratt & Spencer Howard, Northwest Vernacular
  - Public Outreach Strategy
  - FAQ's
  - Background Review Update

**SUB-COMMITTEE REPORTS:**

**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  
NOVEMBER 18, 2020  
"ZOOM MEETING"**

**COMMISSIONERS PRESENT:**

Dave Walker, Chair  
Anneliese Miller, Vice Chair  
Lisa Straza, Secretary  
Alexandria Marienau  
Jon Mueller  
Robert Singletary  
Courtney Beebe  
Sandy Emerson

**STAFF MEMBERS PRESENT:**

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

**CITY COUNCIL COUNCIL LIAISON PRESENT:**

Kiki Miller, City Council

**COMMISSIONERS ABSENT:**

Walter Burns

**4:30 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

October 22, 2020

Commissioner Marienau noted a correction that the minutes said she had attended that meeting, but she didn't.

Motion by, Mueller, seconded by, Beebe to approve the amended minutes for October 22, 2020

**PUBLIC COMMENTS:**

None.

**STAFF COMMENTS:**

Hilary Anderson, Community Planning Director provided the following comments.

- The City has scheduled a virtual community meeting tomorrow on Coeur Housing that will be on Zoom from 5:30 to 7:00 p.m. Details and a link with the press release were sent to the Historic Preservation Commission. Planning Department staff have been working with a subcommittee on infill housing. One of the considerations is how to address neighborhoods that have a historic designation or that might be in the process, such as the Garden District. She stated if the commission has any comments on the process it would be helpful. Some questions that will be asked are if historic neighborhoods should have limited types of Coeur Housing, should they be excluded or treated the same, or should there be further discussion with the commission and neighborhoods. There will also be live polling during the meeting and questions and answers at the end of the meeting.

Chairman Walker noted it would be good for the commissioners to attend the Coeur Housing meeting and hear what the public says.

Kiki Miller, Council Council Council Liaison, said she was asked by the Hamilton House, Musical Conservatory group to provide a statement of support for their fund-raising efforts which is posted on their website. She wanted the commission to know.

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

1. Historic Preservation Plan Kick-off – Katie Pratt & Spencer Howard, Northwest Vernacular
  - Introductions (5 minutes)
  - Schedule (5 minutes)
    - Review schedule
  - Table of Contents (15 minutes)
    - Review chapters and sections to be included within the historic preservation plan
  - Data Needs (5 minutes)
    - Review list of data items needed
    - Review list of data sources
  - Questions and Discussion (10 minutes)

Katie Pratt provided the following comments.

- Spencer and I have been working together for almost 12 years and started our own company 3 ½ years ago.
- We have worked on many preservation plans, such as Wallace and Oregon, and do a lot of historic survey work and we consider ourselves a full-service Historic Preservation firm which helps with the Historic Preservation Planning process.
- We think about our roles as Architectural Historians who regularly interact with commissions.
- We both do National Register Nominations and have served on different commissions so we understand the process.

Spencer Howard provided following comments.

- In the months of November, December and January we are going to be busy with the first two deliverables, which will be the Existing Conditions Report and the Public Outreach Report, with drafts due to the commission and State Historic Preservation Office (SHPO) at the end of January.
- The next 2-3 months will be key, and we will be working with staff on data collection, identifying stakeholders, both entities and individuals, and being able to get contact information for them,
- We will also be working on a public survey with staff and the commission on what is the best medium to use, timing on when the survey should be released to be able to have a longer comment period for the public and enough time for them to process data before the January 31<sup>st</sup> deadline.
- Because of the pandemic, the first public meeting will be using Zoom and we will need input from staff and the commission on what is the best time/date to get the word out when the public meeting will be. Once those things are done, we will be able to take that information and combine it into a draft Historic Preservation Plan.
- Recently, SHPO sent a cut from their GIS database which will be a great help to use as a resource for tracking down information.

- Ms. Pratt explained the sections of the plan.
  - **Executive Summary** – A portion of the summary applies to various people which contains what the plan is, the purpose and process they went through in putting it together, including the benefits of Historic Preservation since a lot of people don't understand why they are talking about Historic Preservation. She noted that it will be helpful to provide a summary of goals and policies when everything is reviewed.
  - **Historic Context** – They will summarize what's been done to date and be able to identify development periods. She stated it will be a great reference tool when completed.
  - **Current Status of Historic Preservation** – Mr. Howard will do an in-depth dive into the city ordinances to make sure everything looks good, and provide suggestions on things the City might want to change, including what has been done today. She added that they will also include what is on the National/local Historic Register, survey work that has been done to date, and provide a summary of the financial incentives and benefits that are available for property owners who have historic property.
  - **Goals policies and proposals** – They will develop a vision/mission statement for the program including a goal plan and policies and how to implement them.
  - **Recommendations** will be a review of the previous activities, suggestions from the stakeholders/public in a summary listing those recommendations on what they recommend to fix and included in that chapter, plus next steps. She commented that SHPO likes to see their money at work.

Ms. Anderson asked if they will need the commission to provide examples of existing documents. Ms. Pratt commented that it would be helpful to know about any published history including examples of local history that everyone refers to that they can use to help them summarize those existing documents.

### Commission Comments

Commissioner Beebe asked if the commissioners personally have resources to share, where would you like those resources sent. Ms. Pratt said they can send their information to staff and they will send staff a folder to place the pdf's and photos for them to upload. Commissioner Beebe asked if they would also like a list of specific people to contact about resources. Ms. Pratt said that would be great.

Ms. Anderson said that staff also has a contact/stakeholder they can share and asked if they have a specific list of the types of people they want. Ms. Pratt replied that they will send a list of the types of people they are looking for and suggested the commission/staff do the same.

Mr. Howard provided a list of the items he will need to collect from the staff and the commission.

#### Data Needs list:

- City GIS coordination
- Parcel data, including property type (res/com...), year built, including any assessor data
- Park layer
- Tree layer
- Building footprint layer
- City limits and Area of City Impact
- Inclusive: Lake Coeur d'Alene and Spokane River waterfront areas
- Neighborhood or any other sub areas within the city
- Streets
- Datum used
- Existing planning documents
- Comprehensive Plan and associated background through the Envision Coeur d'Alene Project
  - Previous inventory data and community assets

- Previous evaluation for the Garden District Neighborhood
  - Historic images
  - Stakeholder list

Data Sources:

- Kootenai County Historic Preservation Commission, preservation efforts and programs
- Museum of North Idaho
- North Idaho College
- Historic Preservation groups
- USGS maps
- SHPO GIS

Ms. Anderson commented that it is helpful to know the items the consultants need and that they are fortunate to have many of their commissioners who can also provide great resources.

### **Commission Comments**

Commissioner Mueller said it was previously discussed for them to identify historic sites within the City where historic events have happened. For example, at the south end of Hubbard where it dead ends, to West Lake Shore, there was a “rail head” and a walkway that went into the lake that was used as a giant mill pond where they brought logs and loaded logs and in the low water and today you can still see the piles of logs driven into the lake bed. He cited another example of John Mullan’s account of when they built the northern route of the Mullan Road from Walla Walla to Fort Benton, and how they came from west to east not east to west to Coeur d’Alene. He added that the area around East Sherman is an area that has historic significance and inquired if the Historic Preservation plan could include a list of those things for public benefit.

Mr. Spencer said that would be great and helpful to also include the geographic location to place those types of things on maps as to how they fit within the City and asked if there have been any walking tours, heritage tourism or any programs in the City, it would be helpful to have that information.

Ms. Anderson asked about the archeological areas of the Tribe and if that information could be considered. Mr. Howard explained that it is important and the archeology at the City level is the most critical component from looking at what mechanisms are in place relative to ground disturbing activities that could be undertaken through building permits, construction etc., and how those are factored in at the City level in terms of being aware of their potential impacts, and for the Tribe to be able to review or comment on those, which is a more complex process. He added that location, data and specifics on resources is confidential and they would not want access to that as it is something better kept out of the preservation plan as it is considered to be a “public document,” but the relationship with the Tribe is important.

Ms. Anderson said that a few of their commissioners serve on the County Historical Preservation Commission and are currently working on one of the historical neighborhoods, “The Garden District,” to determine if the neighborhood merits historic preservation. She asked if the consultants would like a current version of that document to include it in the plan, if that is appropriate. Mr. Howard replied that would be great but only if the consultants are comfortable sharing that information; but, if they are still in the early stages of the survey work and feel that they don’t have anything to share, a copy of a boundary map of the area surveyed would be fantastic because that would allow them to block that out on the map to say “survey work happening here,” and once they are further along in their plan, they can go back and get updates on that material once it is available to the public.

Commissioner Singletary explained that the survey for the Garden District has been extended to the end of November and is close to being completed.

Ms. Anderson asked if they have any dates available to try and schedule upcoming meetings now because of the upcoming holidays. Ms. Pratt replied that they can send multiple dates that they are available to meet.

Commissioner Beebe asked if there is a way to do the meetings without them being in person so people can participate who don't want to participate in an in-person meeting at this time since the rules are changing about what they can and can't do in person because of the pandemic. Mr. Howard concurred that doing the meetings virtually seems the safest route for everyone and it is easy to do. He suggested doing one or two public meetings, or if the commission knows of any groups that have an interest in participating, they would be able to do a separate meeting. He explained that a big hurdle is getting access to technology and as long as people have an internet connection, a phone or laptop to call in works well. He noted that he is happy that the City is using Zoom, because it is easy for people to use. He added that an important step is to provide a call-in phone number and get the date or information out to interested parties to have the ability to participate.

Commissioner Mueller asked if it would be better to wait until January to get started because of the holidays, pandemic etc. Ms. Howard explained that they have a deadline for a draft due at the end of January, and can discuss dates available in January, but she suggested to schedule a public meeting in early January 2021.

Ms. Anderson said that she could discuss an extension with Pete L' Orange, SHPO, if needed. She asked if it would be a benefit to have an information board at City Hall or another location, in addition to an on-line survey/ community meeting. Ms. Pratt explained that it depends on the City. As an example, in Wallace before the pandemic was taking off, they did well with posters/flyers placed around town that worked, but they are a small city. She doesn't know if that would work for the City, but suggested maybe a mailer/postcard option that they could put together or an information packet mailed to neighborhood groups, the Chamber, etc.

Chairman Walker commented that the recent move of the White House got the public curious because a video of the event was placed on social media which is a great way for the community to give/get input on various topics. Ms. Pratt concurred and noted that not everyone has/or uses it and explained that in an area they previously worked at, the city had an active community Facebook group and used that a lot to share information regarding future meetings and sharing documents. She noted that it is a great tool.

Ms. Anderson asked the commissioners and Council Liaison if they feel posters/flyers might be helpful downtown with other activities going on because of the holidays and to place the poster/flyers at businesses, or just use social media or CDA TV.

Council Liaison Miller commented that, having worked in marketing and on the mask campaign, she would not pursue posters/flyers in her opinion, especially during the holiday season. Commissioner Marineau suggested having the CDA Press do a short story to get the word out for people not using social media. Council Liaison Miller said that they have a lot of civic groups that include people who have been in the community for a long time and suggested getting names of those groups and placing information in their newsletters.

Chairman Walker asked what are some important things that they as a community/individual can do to get the process started.

Ms. Pratt suggested sharing sources such as written or individual contacts would be helpful. She also noted that when putting together the community survey, it will be sent out first to staff and the commission to get their perspective before the survey is sent to the public.

Commissioner Emerson concurred with Council Liaison Miller's idea to have a graphic, handout or poster to distribute to explain what the process is about.

Chairman Walker suggested one sheet with information on it that is something that would be easily distributed to various committees/clubs in the City.

Council Liaison Miller suggested a fact sheet with frequently asked questions (FAQ) placed as a link on the city website since they are approaching some “dark COVID-19” days, so trying to get a group together will be a challenge.

Commissioner Emerson suggested having a graphic to identify the Historic Preservation Commission/Plan would be great. Council Liaison Miller stated that the CDA 2030 group is a powerful board who is connected in the community and would be a great resource.

Commissioner Mueller suggested doing a video and placing it on the City website where staff is discussing the effort and an FAQ is a great idea for people to look at.

Mr. Howard said the discussion has been educational and helpful and he will follow-up with staff to move it forward.

Chairman Walker asked if they need to set a date for another meeting. Mr. Howard replied that another meeting would be great, but before they do that, they will need to process the information. He suggested a meeting in early December and will send those dates to staff.

Commissioner Mueller suggested to get the Mayor or Council Liaison McEvers to participate or others to get the word out.

Council Liaison Miller suggested when Ms. Pratt gets the FAQ sheet done, they could use the FAQ as the dialogue for the show.

## 2. Hamilton House Nomination

It was agreed that the Hamilton House nomination update will be tabled to the next Historic Preservation Commission meeting.

### **TRACKING TIME:**

Commissioner Straza commented that she sent out emails last week to the commission requesting some updates and did not receive anything, but will resend it again.

### **COMMISSION COMMENTS:**

Commissioner Beebe suggested that Britt Thurman, the new director of the Museum of North Idaho, present the building and design plans that were approved on Monday so they have graphics and designs from Architects West. She added that it would be a great opportunity for Ms. Thurman to introduce herself to the commission. She asked Council Liaison Miller if the City Council would like a presentation from them and, if so, contact Ms. Thurman to set that up.

Council Liaison Miller said that she will let the Council know at the next council meeting that the plan is in place and being presented to the Historic Preservation Commission and if council wants to see the plan, she will have the Council Liaison get ahold of Renata McLeod, City Clerk and let Ms. Thurman know to schedule the presentation as an agenda item.

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

Chairman Walker asked about future meetings. Ms. Anderson explained that they have “future agenda

items” as an action item, and noted that because of the holidays their normal meeting falls on a holidays and needs to be rescheduled. She reminded the commission that they are not required to have a meeting every month but they need to meet posting requirements for the agenda.

**ADJOURNMENT:**

Motion by Mueller, seconded by Miller, to adjourn the meeting. Motion approved.

The meeting was adjourned at 6:08 p.m.

Prepared by Shana Stuhlmiller, Public Hearing Assistant

DRAFT





Coeur Housing is a change to the Zoning Code to allow infill housing that is unique to the City of Coeur d'Alene. The primary focus of the Coeur Housing code is to allow for additional housing product types that are house-scale and quality in design, in areas of the city that are appropriate.

Coeur Housing is inspired by the Missing Middle Housing concept by Opticos Design but it is being customized for Coeur d'Alene, and the code is being written in-house by staff. Missing Middle Housing includes housing product types that have been missing in our communities for a number of years that fall in between single-family detached housing and mid-rise apartments. It includes townhouses, triplexes, fourplexes, live/work units, cottage courts, courtyard apartment, and multiplexes that are house-scale and generally on individual lots. Coeur Housing will also include stacked triplexes and tiny house courts. Historic examples of Missing Middle Housing or Coeur Housing are large homes that were converted into four or five units in the downtown neighborhoods. Newer examples are the townhouses along Sherman Avenue/9<sup>th</sup> Street and 11<sup>th</sup> Street/Mullan Avenue. Coeur Housing does not include duplexes, accessory dwelling units (ADUs), or apartment complexes. Those are addressed elsewhere in the Zoning Code.

An infill housing committee was formed in February of 2020. The committee is advising staff in development of the code with input from the community, neighborhood groups, Planning Commission and City Council. This effort builds off of the Missing Middle Housing Forum that was held in 2019 in partnership with the City of Coeur d'Alene, Coeur d'Alene Association of REALTORS, CDA 2030, and Opticos Design, and the 2019 amendments to the City Code that allow for expanded opportunities for Accessory Dwelling Units (ADUs). The committee has been meeting and working with the City's planning staff on infill housing topics that pertain to properties within the City of Coeur d'Alene with the goal of amending the Zoning Code to allow additional housing product types on existing lots. The committee has discussed many topics regarding infill housing such as what areas of the city are appropriate, lot sizes, types of housing, and design considerations to ensure compatibility in existing neighborhoods.

Coeur Housing incorporates walkability with aspects of the transect planning model. In regards to transect planning, Coeur Housing allows for greater densities and unit types closer to the city center that lessen as the distance from the city center increases. Coeur Housing is walkable and will be allowed in areas of the city that are near jobs, employment, services, the downtown, public transportation, and walking/biking trails. It is anticipated that Coeur Housing will be primarily be new housing units constructed on vacant or underutilized lots, generally in existing neighborhoods.

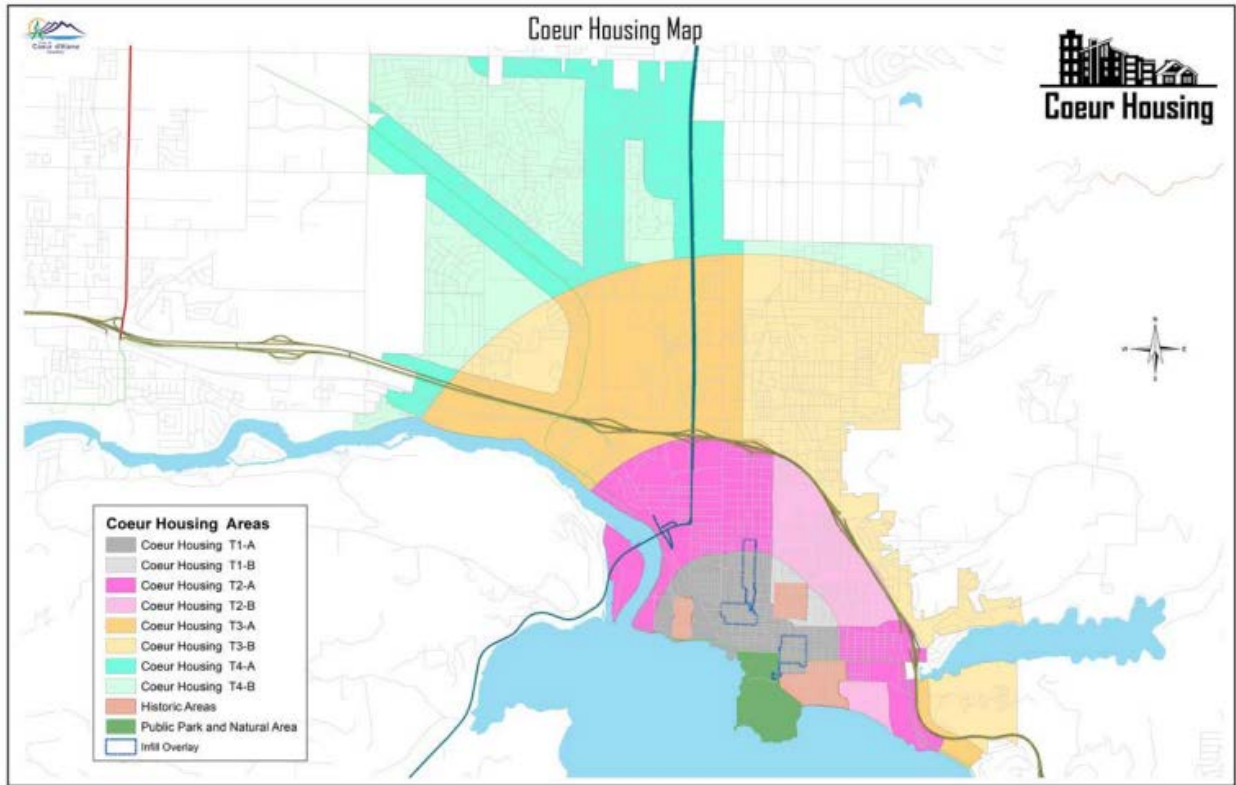
The Envision Coeur d’Alene update to the City’s Comprehensive Plan and CDA 2030’s Vision and Implementation Plan is underway with anticipated adoption in the second quarter of 2021. Based on community input, several **draft** goals, objectives and action items are related to infill housing and historic preservation (see below).

**DRAFT** Envision Coeur d’Alene Comprehensive Plan Related Goals, Policies and Action Items:

<b>Goal GD 1</b>	<b>Develop a mix of land uses throughout the city that balance housing and employment while preserving the qualities that make Coeur d’Alene a great place to live.</b>
<b>Objective GD 1.1</b>	<b>Provide for a range of housing forms within existing urbanized areas to discourage sprawl.</b>
	<ul style="list-style-type: none"> <li>• <b>Action GD 1.1.1</b> Study of the number of affordable housing options in relation to demographic needs. Facilitate the creation of additional affordable and attainable housing as needed.</li> <li>• <b>Action GD 1.1.2</b> Create standards that promote quality infill growth and redevelopment on vacant parcels within existing neighborhoods via bonus densities, and zoning incentives.</li> <li>• <b>Action GD 1.1.3</b> Amend the zoning code to allow for additional types of housing in appropriate areas of the community, including infill, live-work units, duplex, triplex, rowhouse, and cottage cluster development and “Missing Middle” housing options, especially near services, transit, and employment centers.</li> </ul>

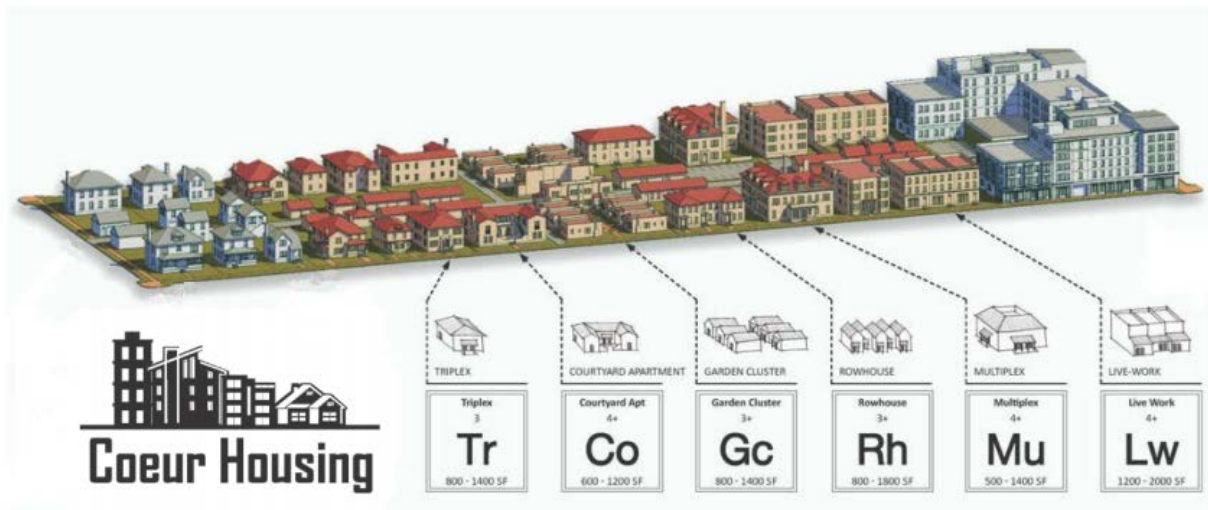
<b>Goal GD 4</b>	<b>Protect the visual and historic qualities of Coeur d’Alene</b>
<b>Objective GD 4.1</b>	<b>Encourage the protection of historic buildings and sites.</b>
	<ul style="list-style-type: none"> <li>• <b>Action GD 4.1.1</b> Create a citywide preservation plan that identifies historical sites, buildings, and resources throughout the community, and includes recommendations for historic preservation efforts.</li> <li>• <b>Action GD 4.1.2</b> Work with the Historic Preservation Commission to evaluate the benefit of creating historic overlay districts or different standards and protections for historic districts or neighborhoods.</li> <li>• <b>Action GD 4.1.3</b> Provide tax incentives and/or grants for historic preservation.</li> <li>• <b>Action GD 4.1.4</b> Provide for construction/development flexibility in building codes, where possible, to preserve the character of old sites/buildings.</li> <li>• <b>Action GD 4.1.5</b> Inventory and map historically and architecturally significant buildings, open spaces, and natural resources in the Comprehensive Plan and create an overlay protection on their future development.</li> </ul>

# Coeur Housing Map



(Note: Historic Areas are color-coded)

# Coeur Housing Types



# Existing Examples of Coeur Housing



*Historic Example of Coeur Housing in the Garden District*



*Current Example of Coeur Housing on East Sherman Avenue.*

# Coeur Housing

## FAQ's - Frequently Asked Questions

### 1. What is Coeur Housing?

*Answer:* It is a change to the Zoning Code to allow additional housing units that are house-scale and quality in design, in areas of the city that are appropriate. It is the type housing that was historically built in communities through the United States and is seen in several of the older neighborhoods in Coeur d'Alene. Coeur Housing is inspired by the Missing Middle Housing concept by Opticos Design but it is being customized for Coeur d'Alene. Missing Middle Housing includes housing product types that have been missing in our communities for a number of years that fall in between single-family detached housing and mid-rise apartments. It includes townhouses, triplexes, fourplexes, live/work units, cottage courts, courtyard apartment, and multiplexes that are house-scale and generally on individual lots. Historic examples are large homes that were converted into four or five units in the downtown neighborhoods. For Coeur d'Alene, it will not include duplexes or accessory dwelling units (ADUs) since those are already permitted and addressed in the Zoning Code. Coeur Housing also does not include apartment complexes.

Many communities are changing their codes to allow and encourage Missing Middle Housing to allow more choices and allow infill development to occur that is compatible with existing neighborhoods (see question 11 below for examples of communities that are incorporating this concept into their codes). Coeur d'Alene is customizing the Missing Middle Housing concept to work for our community and is also adding in a tiny house court option. Coeur Housing will be allowed in areas of the city that are near jobs, employment, services, the downtown, public transportation, and walking/biking trails, if they have the correct zoning. It is anticipated that Coeur Housing will be primarily be constructed as infill housing on vacant and underutilized lots. But some newer development projects (including future Planned Unit Development [PUD] projects) may also choose to include these Coeur Housing product types to allow more diversity of housing choices and create stronger neighborhoods.

For more information about the effort please visit the below link to the recording of the virtual community meeting, the PowerPoint slides from the virtual community meeting with the live polling results, and the project webpage.

- [Video](#)
- [PowerPoint Slides with Live Polling Results](#)
- **Project webpage:** [cdaid.org/coeurhousing](http://cdaid.org/coeurhousing)

**2. What is infill housing?**

*Answer:* Infill housing is defined as new housing units constructed on vacant or underused lots, generally in existing neighborhoods. Infill also utilizes existing infrastructure.

**3. Has Coeur d'Alene had an infilling code before?**

*Answer:* Yes, the City previously had a Cluster Housing Code and a Pocket Housing Code. They have both been repealed. Coeur Housing will take the place of these with the goal of more neighborhood compatibility with smaller project sizes and better design criteria.

**4. Can Coeur Housing be located on a typical sized Single-Family lot?**

*Answer:* No, Coeur Housing is not allowed on lots less than 8,250 SF in area. Typical single family lots are 5,500 SF in area which is less than the minimum lot area needed in order to qualify for a Coeur Housing development. There may also be restrictions based on zoning and/or proximity in the City even if a minimum lot size can be achieved. Additionally, see the answer to question 5.

**5. What are the minimum and maximum lot sizes to be eligible for Coeur Housing?**

*Answer:* Minimum Lot Size = 8,250SF (+/- 1.5 City Lots)

Maximum Lot Size = 33,000SF (+/- 6 City Lots)

**6. If I live in a neighborhood that was approved by special use for single family only, or as a planned unit development (PUD) and has codes, covenants, and restrictions (CCR's) that prohibit units other than single family, then is Coeur Housing allowed in these types of developments?**

*Answer:* No, Coeur Housing is not allowed in areas that were approved by special use permit for single family only or as a planned unit development if the housing types are restricted to single family.

**7. Is Coeur Housing the same as R-34 Zoning?**

*Answer:* No, Coeur Housing is not the same thing as R-34. Coeur Housing is intended to be house-scale and generally would result in one building on one lot depending on the type of housing that is constructed. R-34 special use permits are a discretionary process requiring a public hearing with the Planning Commission. If granted, an R-34 special use permit would allow 34 units per acre and 63 feet maximum height. There is no maximum project size with an R-34 special use permit, and they can be part of a larger

apartment complex or could be a smaller project near a major roadway. Coeur Housing types have lot size and project size maximums and height limits that are less than allowed with the R-34 special use permit. The Coeur Housing Code is being drafted to be allowed by-right if all of the zoning, lot size, location and allowable housing type requirements can be met.

See answer to question 9 below for building height information.

See answer to question 13 about By-Right Development.

**8. What is the maximum number of units allowed in a Coeur Housing project?**

*Answer:* The Coeur Housing Committee has made the below recommendations in regards to the number of units allowed per Coeur Housing Type. The types of Coeur Housing Units and where they are allowed will be defined in the Coeur Housing code. There will be additional community input to determine which housing types are appropriate in various zones and neighborhoods.

**Housing Types: Unit Counts**

- (3) Tri-plex
- (4) Four-plex
- (3-16) Cottage Court
- (4-16) Tiny House Court
- (7-20) Courtyard Apartment
- (1) Townhouse
- (1) Live/Work
- (6-10) Multi-Plex: Small
- (11-20) Multi-Plex: Large

**9. What are the appropriate building heights for Coeur Housing?**

*Answer:* The Coeur Housing Committee has made recommendations that if a Coeur Housing development is located in a residential neighborhood, then the building should be house-scale in nature and generally mirror allowable building height of the underlining zoning.

## **10. What is a Second Story Stepback?**

*Answer:* A secondary story stepback is the stepping back of a structure away from the neighboring property at the second level so that it lessens the impact of blocking the air and light on the neighboring property. The second story stepback is currently part of the City's Accessory Dwelling Unit (ADU) code. For more information on the second story stepback please see the below link to the City's ADU Handout.

<https://www.cdaid.org/files/Planning/ADU-Handout-2019-Master.pdf>

## **11. What is medium density housing development?**

*Answer:* Medium density housing is typically residential developments that falls between detached suburban housing and multi-story apartments.

<https://www.strongtowns.org/journal/2019/7/19/5-ways-to-make-the-missing-middle-less-missing>

## **12. What communities have a Missing Middle Housing code?**

*Answer:* Communities across the United States have incorporated various aspects and housing types modeled after Opticos Design's Missing Middle Housing into their zoning codes. Below is a list of some cities that have incorporated parts of the missing middle housing concepts into their zoning codes.

- 1) Flagstaff, Arizona
- 2) Kauai County, Hawaii
- 3) Beaufort County, South Carolina
- 4) Decatur, Georgia
- 5) Novato, CA

As noted in other answers to these FAQ's, the City of Coeur d'Alene is getting inspiration from the Missing Middle Housing strategy, but our Coeur Housing Code is not a copy and paste of another community's code. It is being written in-house and customized to fit our community based on valuable local input and existing conditions.



### **13. What is By-Right Development process?**

*Answer:* By-right development establishes a rule-based development approval process that allows someone to simply apply for a building permit if they have the appropriate zoning in place and can show staff that they meet the code requirements to proceed with their project. Pulling a permit for a single-family home or an ADU is considered by-right development. It allows someone to go straight to the building permit process for administrative review by staff versus requiring discretionary approval, which requires a public hearing before a hearing body such as the Planning Commission, Design Review Commission, and/or the City Council. Examples of discretionary approval are a zone change and special use permit requests. By having a by-right development process in place, it improves the ability of the housing market to create new housing in response to increased demand in a more expedited manner.

Please see below link for more information on By-Right Development.

[https://housingtoolkit.nmhc.org/wp-content/uploads/2019/04/F2\\_NMHC\\_PDF-Sections\\_Tools\\_By-Right-Dev\\_PG-63-TO-73.pdf](https://housingtoolkit.nmhc.org/wp-content/uploads/2019/04/F2_NMHC_PDF-Sections_Tools_By-Right-Dev_PG-63-TO-73.pdf)

### **14. Is an Accessory Dwelling Unit (ADU) part of the Coeur Housing code?**

*Answer:* No, accessory dwelling units are not part of the Coeur Housing Code. ADU's are currently allowed in the City. All ADU's must be accessory to a single-family dwelling. Please see below link to the ADU code handout.

<https://www.cdaid.org/files/Planning/ADU-Handout-2019-Master.pdf>

### **15. Is Coeur Housing an Affordable Housing code?**

*Answer:* No. Coeur Housing is not an affordable housing code. It is intended to allow for more housing types that will result in more housing choices for families and individuals, but with a focus on quality design and compatibility. By creating more supply and a variety of housing choices at different price points for renters and buyers, it may indirectly help with some of our affordability challenges.

### **16. Who is drafting the Coeur Housing Code?**

*Answer:* Planning Department staff is drafting the code with the assistance of the Coeur Housing Committee and input from the community (including neighborhood groups), Planning Commission and City Council. No consultants are drafting of this code. See answer to question 1 about Coeur Housing and its inspiration from Missing Middle Housing.

### **17. Will the Coeur Housing Code be modeled after major metropolitan areas in Washington and California?**

*Answer:* No. While the virtual community meeting shared examples of design standards from other communities, such as Spokane, Seattle and Bellingham, those communities' codes are not being used for Coeur d'Alene; however, some of their design standards may get incorporated and/or customized if they would ensure quality design and result in Coeur Housing projects that are compatible with existing neighborhoods.

**18. How did we notice the virtual community meeting on November 19, 2020?**

*Answer:* We noticed the community of the meeting using the following methods:

- 1) *Sent Press Release to local media*
- 2) *Posted the Press Release on the City's Facebook site and Twitter*
- 3) *Posted the Press Release on the City's homepage under "Latest News"*
- 4) *Posted a second time on City's Facebook site*
- 5) *Posted the meeting on the City's online calendar*
- 6) *Posted information on Nextdoor for all neighborhoods to see*
- 7) *Sent email invitation to downtown neighborhood groups*
- 8) *Sent email invite to local builder and realtor associations*
- 9) *Sent meeting invitation to Planning Commission, Historic Preservation Commission and Coeur Housing Committee*
- 10) *Created a Facebook Event with a link to the Zoom meeting*

**19. What is required for public notice for a code amendment?**

*Answer:* The Coeur d'Alene Municipal Code provides the requirement for public notice of a code amendment in Section 17.09.120: B, which reads as follows:

*Notice of Public Hearing: Notice of such public hearings shall contain a description of the property or properties under consideration, a summary of the request, the time and place of the hearing, and any other pertinent information. Such notice need be given only by publication in a newspaper of general circulation in the County, and by mailing a notice not less than fifteen (15) days prior to the date of the hearing, to the owners of property within the subject property and within a radius of three hundred feet (300') from the external boundaries of the subject property as required pursuant to section 17.09.115 of this chapter. Notices shall also be posted on the premises not less than one week prior to the hearing. **Changes to the zoning ordinance text will not require mailing of notices to property owners. When notice is required to two hundred (200) or more owners, notice shall be given only by publication, and not by mailed notice.** (emphasis added)*

**20. Will there be more opportunities for public input?**

*Answer:* Yes. At a minimum, the City is required to hold one public hearing on a Zoning Code amendment such as the Coeur Housing Code. The hearing would be with the Planning Commission. The City can opt to hold an additional hearing with the City Council as well. Based on feedback and questions at the virtual community meeting on November 19, staff and the Coeur Housing Committee will be doing more outreach with the neighborhood groups and engaging the City's Historic Preservation Commission and consultant preparing the Historic Preservation Plan to receiving more input on the code and ensure that it won't result in negative impacts on neighborhoods. Staff plans to host another virtual community meeting with neighborhood groups in January (tentatively scheduled for January 27<sup>th</sup> from 5:30-7:00 pm.) and to do outreach with neighborhoods, Historic Preservation Commission and historic preservation consultant before the code is developed. Future public meetings and hearings will be advertised in the same manner.

# Frequently Asked Questions

## Historic Preservation

1. What is historic preservation?
  - a. Historic preservation is a movement in planning that seeks to preserve older buildings and areas, recognizing their inherent value and also as a way to tie a place' history to its population and culture. The core parts of this process are identify, evaluate, educate, and nominate.
2. What is a historic preservation plan? And why does the city want/need one?
  - a. A historic preservation plan is a planning document that develops a vision for historic preservation in the city and a series of goals, policies, and actions that will help the city pursue that vision. Now is a great time for the city to create a historic preservation plan since the city's program is new and a plan will help build momentum. It also provides an opportunity for the public to comment on the direction of the program.
3. What is historic?
  - a. The city's historic preservation ordinance defines a historic property as "any building, structure, district, area, or site that is significant in the history, architecture, archaeology or culture of this community, the City, the State, or the Nation. Survey work supports the identification and evaluation of historic properties within the city. Property owners can then nominate their property for designation as historic property under the city's historic preservation program or for listing in the National Register of Historic Places.
4. What is the public's role in historic preservation?
  - a. The public, including residents and property owners, hold an important role as many live in, run their businesses from, and work on historic properties within the city. Public perception of historic preservation informs the goals and polices for historic preservation in the city.
5. What is the National Register of Historic Places?
  - a. The National Register is the official Federal list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering, and culture. National Register properties have significance to the history of their community state, or the nation. The National Register is administered by the National Park Service.
6. What does it mean to be historic?
  - a. Designating a building, landscape, or site as historic brings awareness for the role the property holds as a tangible connection to our history and cultural memory. Listing in the National Register does not restrict a property owner's private property rights. Financial incentives are available to designated historic properties, recognizing their community value.
7. What is the value of historic preservation?
  - a. There is a lot of value in historic preservation. It identifies significant places that support a stronger sense of shared community. Historic buildings and sites offer

aesthetic and cultural value. Historic districts are less vulnerable to market volatility and economic downturns. For local businesses, it can positively impact the local economy by enhancing visitation and tourism. At a city-wide level, it can also make it easier to attract and recruit workers who are looking for a special place to live and work.