

**HISTORIC PRESERVATION COMMISSION
MINUTES**

September 25, 2024

City Hall – Conference Room #6

COMMISSIONERS PRESENT:

Walter Burns, (Chair)
Doug Harro
Sandy Emerson
Shannon Sardell
Dan McCracken

STAFF MEMBERS PRESENT:

Hilary Patterson, Community Planning Director
Traci Clark, Admin. Assistant
Kiki Miller, Council Liaison (On Teams)

Commissioners Absent:

Anneliese Miller, (Vice Chair)
Ann Anderson, (Secretary)
Rick Shaffer

12:05 p.m. CALL TO ORDER:

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

Commissioner Harro commented that Kathy Kincel's name was spelled incorrectly from the August minutes. It is spelled Kathi with an "i."

Motion by Commissioner Sardell, seconded by Commissioner Emerson, to approve the August 28, 2024 minutes with the correction to Kathi Kincel's name. Motion carried.

PUBLIC COMMENTS:

None.

STAFF COMMENTS:

Ms. Patterson, Community Planning Director, provided the following comments:

- The Garden District documentation has been submitted for the grant closeout for the year. Everything is on tract.
- Regarding the demolition review process, there is a question regarding if the inadvertent discovery plan and whether it has been approved by council. It has not. She is still waiting on some feedback from Lindsay Johannson with the Idaho State Historical Society. Mr. Everhardt is helping get some responses from her. The goal is to bring that plan forward to City Council at the same time as the demolition review process.
- She has some follow-up information on the HREI building. She sent some information to Chairman Burns and Commissioner Sardell. There is some work that is happening to help shore up the building with some guidance that Commissioner Sardell had provided in terms of protecting the wall that faces the park. There are no plans to remove the building or let it fall into disrepair so that it would be demolished. She is trying to coordinate a meeting with Troy Tymesen, Bill Greenwood, and some Building officials to discuss the building and what repairs and costs are needed.

Commissioner Emerson commented he is happy to hear about the building that it will not be removed as he has heard rumors for years. He appreciates the information.

COMMISSIONER COMMENTS:

Commissioner Emerson stated he received a call from Don Pishner - he is the head of the State Historic Society for this region. He would like to come to a future meeting.

Chairman Burns commented he thinks that would be a great connection and please have him come to any meeting.

Chairman Burns stated it is unfortunate about the timing that there is a grant opportunity through Idaho Heritage Trust that ends at the end of the month. He does not think the commission would have the time to turn in the paper work for it.

Commissioner Sardell stated she can still try. She is willing to help put together the grant paperwork, but it would need to be approved by the owners of the building. The City would need to write a letter saying that they support the use of the money which would be \$15,000.00 that could be used towards whatever else the money is being put into the stage of stabilizing the building. It is a way of making the money go further. There is only one week left to turn in the paperwork.

Commissioner Emerson asked if there is a requirement match?

Commissioner Sardell replied it is a 50/50 match, dollar for dollar. They do require building insurance on the building and the professionals working on the building need to be licensed, bonded and insured. The commission cannot use volunteer hours as match for that grant opportunity.

Ms. Patterson asked Liaison Miller for her thoughts as a City Council member – is it worth trying to submit for the grant with such a short deadline?

Liaison Miller replied that she thinks it's worthwhile but where is the match funding coming from?

Ms. Patterson replied she does know, and she would not know how much would be spent at this time.

Commissioner Sardell stated that the money would need to be spent by the City after January 1, 2025. She does not know what will be done to stabilize the building. The report states they will do a cut in the concrete floor and do a soil boring to see what the soil conditions look like. They are doing exploratory work at this time. If the project were to be planned in phases and if there was a phase of the project to start after January 1, 2026, then we can allocate and plan for it. If \$10,000.00 came from the City and \$10,000.00 came from Idaho Heritage Trust you have a \$20,000.00 dollar project. If it were to come from some other donation or fundraising effort then this will need to be figured out. She thinks it might be a good idea to wait and see how many repairs that are needed.

Ms. Patterson replied she knows the City also wants to put in some posts and beams as well. Her time will be limited to help put anything together as she will be out of town for the rest of the week.

Commissioner Sardell suggested that Idaho Heritage Trust would be a great way to get some funding with repointing, mortar and the bricks for the outside of the building. We might be able to get a matching grant funding and make that happen after January 1, 2026.

Chairman Burns stated he would like to wait and work on the grant for next year.

Ms. Patterson commented that Commissioner Lowe resigned. She will advertise for the vacant position.

Chairman Burns stated he was going to meet with the Daughters of the American Revolution about the

grants that they might provide, he did not meet with them.

Commissioner Emerson commented that he has a book called The Politics of Historic Districts by William Edgar Schmickle he thinks the commissioners would enjoy reading it.

ONGOING PROJECTS/PLANNING/AWARDS

Downtown Reconnaissance Survey

Chairman Burns asked if everyone has had the opportunity to review the RFP document because the request needs to be approved for the RFP to be sent out.

Commissioner Sardell stated she reviewed the document and is happy with it.

Commissioner Harro asked about the boundaries and that they are not very firm. He asked do we negotiate them with the consultant?

Ms. Patterson replied that SHPO suggested the language. The boundary that we have locked in now is better than the two optional versions we submitted with the grant request.

Commissioner Harro commented that he was surprised that people would bid on something that they did not have firm boundaries.

Commissioner Sardell stated she has bid on these before and with a survey and inventory there are a lot of things that are contingent on other things. Part of it depends on what was surveyed previously, what type of buildings are being surveyed and what is the density of those buildings and those three things make it hard to estimate exactly how many buildings and how much time it is going to take, which turns into a cost problem. When you do a National Register nomination and you have an RFP for an actual nominated property or district, like we have done previously, everything has very firm boundaries because everything has been researched to a reconnaissance level, so we have a firm understanding and we think we know what that boundary is going to be and what is going to make the significance or the history and bind everything together. RFPs for the National Register nominations and districts tend to be very concrete. When it comes to survey and inventory with the money that we have been given through the CLG grant program, this is how this is being reflected in the RFP. We are trying to get the consultants to survey the Downtown Core as close as possible with the boundaries.

Chairman Burns asked commissioner Sardell if she thinks the ambiguity of the RFP is alright?

Commissioner Sardell replied yes, she sees it a lot more in other places. She has been reaching out to other community of preservation professionals that are between here and Missoula and to the East, because we will be advertising this soon. The question that she receives are how many resources and what is the square area of it. These are things they can be looked up on a scaled map, there is research to be done. They have to take pictures of each and every resource that is over 50 years and how many buildings are in that area. It becomes part of the price and if this price cannot be met that is where scaling it down comes into place and scaling back the boundary.

Commissioner McCracken commented that we did give them the \$16,000 dollar budget in the RFP so the consultant does know the budget they need to work with and if they can tailor their proposal to that project.

Ms. Patterson commented that she noticed a typo on page 7 of the RFP that she would like to fix under the project area. It says various maps of the downtown area are provided. She can change the sentence to read the desired boundaries of the survey are provided in attachment 1.

The commission agreed with new verbiage for Ms. Patterson to change.

Commissioner Harro asked if there was any overlap with the Gardin District?

Ms. Patterson replied that the Garden District boundary is overlapped just slightly.

Chairman Burns would like to make a motion to adopt this document as amended?

Commissioner Sardell made the motion to adopt the RFP document, seconded by commissioner McCracken. Motion carried.

Ms. Patterson stated there will be a notice in the press this Friday and it will be posted in the bid web page. She has drafted emails to go to six consultants that Commissioner Sardell and Chairman Burns reviewed.

Definition of Historic Property/Building

Chairman Burns stated this has been discussed in the subcommittee meeting.

Commissioner Sardell commented that she likes the definition that is in the packet. She did ask if it is too long?

Chairman Burns replied that it does seem long and cumbersome but it is more specific than anything that the commission might do. He thinks that will outweigh the length of it.

Commissioner Harro stated he is confused; archeology is mentioned and everything is referenced to the City of Coeur d'Alene, but it does not talk about prehistory. Are we talking about prehistory too?

Ms. Patterson replied that is a good point.

Commissioner Harro stated there is historic archeology when you look at buildings, he thinks the tribe should be included as well.

Ms. Patterson asked if the commission would like the definition to be reworked to remove "City of" and if they would like the Coeur d'Alene Tribe and prehistory to be added?

Commissioner Harro suggested history, prehistory, and archeology.

Commissioner Sardell suggested putting the Tribe in that sentence.

Chairman Burns would like to make a motion with the changes.

Ms. Patterson suggested taking out the "City of" and possibly add the word region.

Commissioner McCracken would like to make a motion to accept the definition of historic of property and building with the amendments of adding prehistory before the word history and deleting the word City of, seconded by Commissioner Sardell. Motion Carried.

Demolition Review Authority and Process

Chairman Burns stated Ms. Patterson has been doing a ton of work on this for the last few weeks.

Ms. Patterson stated she sent out an email to the Commission. Building Official Ted Lantzy had some feedback and questions for us on the permit. He wanted to know if the commission was requesting interior photos with the permit application as well, or just exterior photos. He thought it would be easier to ask of the contractors to take photos of the exterior. If we want interior photos, that needs to be clear.

Chairman Burns stated he thought they should take photos of the interior but he would like the commission to weigh in on that. When we talk salvage, we are speaking about interior items. He was hoping that Britt Thurman would be at the meeting today. The museum would be involved in many of the decisions and also if we do salvage any items, they would be responsible for housing those items. We could possibly be salvaging a lot of stained glass windows, doors, etc.

Ms. Patterson stated on Page 2 of the permit that they agree that a member of the HPC and or a representative of the Museum of North Idaho come and take some photos of the structure prior to demolition if it is determined that the structure has historic significance. If we want photos of the inside to be submitted with the demolition permit application, let's be specific.

Commissioner Harro pointed out there are different criteria's – the age and whether it's in an Historic District, or if it's an historic house. If it's the age, we just take photos of the exterior, but if it is historic, we could request photos of the interior as well.

Commissioner Sardell stated from her historic procedural perspective and doing the applications for demolition permits in other locations, keeping the photos as simple as possible for the sort of reconnaissance level, with the amount of paper work, imagery or data that we are trying to get them to submit, it will be hard for them to do. She suggested no more than 4 photos total. Working with the Idaho Cultural Resource Information System (ICRIS), they ask for 2 photos of a historic resource when you put it into their catalogue system to review for Section 106 or for adverse effects and the formal viewpoints. The photos of the exterior should be from the front, street facing and back yard and simplify the process and a discussion can take place of historic significance and the conversations with the owners at a meeting that would be a question and then ask for more information for more character defining features. We might be able to salvage more pieces from the building.

Chairman Burns stated he would like to designate 2 or 4 photos with the permit application. If we are interested in the interior, we can ask as a commission.

Commissioner Emerson stated he is puzzled by a lot of this. He is new to all of this. He as an appraiser and has found at least twice doing appraisals that two homes had amazing interiors that were hidden by the exterior because the people did not want the homes to be obvious.

Chairman Burns stated he is very focused on the interior of homes, but from the definition of the National Parks Service, they only look at the exterior of homes.

Commissioner McCracken commented if you are sending in a demolition permit you will most likely not be sending in photos of your beautiful ornate fireplace, you will send us the 1980's remodel kitchen that looks terrible.

Chairman Burns stated he would like to clarify that the commission likes the idea that there should be two exterior photographs.

Commissioner Sardell commented that the Commission can do a lot by looking at the date of the construction and that would give enough of a red flag to have the conversation with the homeowner to have access to the interior and do a walkthrough of the property.

Ms. Patterson also brought up a couple of more questions that Mr. Lantzy would like to know what level of detail are expecting with the plan, for example their site plans are really simple hand drawn and not to scale. Are we expecting architectural renderings and elevations in response to what are their plans that they will be submitting that will be replacing the existing structure?

Chairman Burns suggested the façade and perhaps a rough floor plan.

Ms. Patterson replied the commission will want a sketch that will show what will replace the building with some kind of basic elevation or a photo showing some kind of inspiration of what it will look like.

Commissioner Harro commented that when we first started this discussion, we talked about having a sit down and trying to convince them to not build something that was not going to be a big eye sore. The demolition is now what will be torn down and what will be lost and now we will be documenting it. We are also worried about what will be put in its place. That will be harder to control especially if they do not have plans. Is something that goes through the building permit stage?

Chairman Burns replied once it goes through Planning & Zoning and a lot of things can be done by right. If it fits the zoning codes and we might miss the opportunity to have that discussion.

Commissioner Emerson stated that city codes and ordinance and historic neighborhoods will dictate and impose what can be built on that property.

Chairman Burns stated we did walk a fine line. We are talking about a different angle, which is the Overlay tool – for example the Government Way corridor.

Commissioner Sardell stated the goal is for the homeowner to have a conversation with the Historic Preservation Commission. She agrees with Chairman Burns. It would be nice to see some sort of street elevation and roof lines for the commission to provide input on how the proposed structure may look like and fit in with the neighborhood, as part of the demolition review process.

Ms. Patterson commented that Mr. Lantzy also wanted to clarify that on the second page the last bullet on the items if it's determined by the Commission if items need to be salvaged, his questions was what if the owner wants to keep that item? She would like to add a sentence that reads if you are going to salvage it keep it, but if you it's going to the dump, we reserve the right to have it.

Commissioner Harro asked if the homeowner does not follow these rules, can we have them get some kind of building code violation with some kind of fine to add some teeth to it?

Ms. Patterson replied if the homeowner does not submit these documents, they will not get a demo permit.

Chairman Burns stated he would like to know if the commission is ready to make a motion to recommend this document with modification as per discussion.

A motion could not be made because there was not a quorum, commissioner McCracken left the meeting early.

Ms. Patterson stated the process can continue forward and the code will need to be reviewed at a later date.

Downtown & Infill Development Standards & Design Guideline Review

Chairman Burns stated the group is looking at the current requirements and zoning for the Downtown area and adjust Infill areas. They have not looked at these codes since 2008 and are now updating the codes in response from City Council.

Government Way corridor Possible Overlay District

Commissioner Emerson stated he did another tour of the 1st and 2nd Street area about a week ago. He took photos and sent them to Chairman Burns. It is notable that there is a private area on 1st street. There was an old railroad right-of-way. It is blocked at both ends by fences and gates because it is privately

owned. The neighborhood bought the railroad right-of-way from the railroad years ago. On 2nd Street, there are a couple of 3-story homes that are very historic and palatial.

Chairman Burns stated in the last meeting he would like to see a focus group be put together in January. He would like commissioner Emerson and commissioner Shaffer to work on that.

Other historic preservation priorities/concerns

Commissioner Emerson commented that John Wood, a historian from Oregon, is coming here for a historic presentation. He is a native of Coeur d'Alene. His presentation will be about the early days of Coeur d'Alene. The presentation will take place tomorrow night in the Library Community Room from 5:30 - 6:30.

TRACKING TIME:

Chairman Burns reminded the commission to track their time.

ADJOURNMENT:

Motion by Commissioner Sardell, seconded by Commissioner Harro, to adjourn the meeting. Motion approved.

The meeting was adjourned at 1:14 p.m.

Submitted by Traci Clark, Administrative Assistant