

**HISTORIC PRESERVATION COMMISSION AGENDA**

**City Hall – Conference Room #6**

**October 23, 2024**

**12:00 P.M.**

**12:00 P.M. CALL TO ORDER:**

**ROLL CALL:** Burns, Emerson, Miller, Anderson, Sardell, Shaffer, Harro, McCracken

**MINUTES: \*\*ITEMS BELOW ARE CONSIDERED TO BE ACTION ITEMS\*\***

September 25, 2024 – Historic Preservation Commission Meeting

**PUBLIC COMMENTS:**

**STAFF COMMENTS:**

- Downtown Reconnaissance Survey Proposals Update
- Feedback on Inadvertent Discovery Plan
- HPC Vacancy Update
- ITD request for information on I-90 project draft Archaeological and Historic Survey Report

**COMMISSIONER COMMENTS:**

**ONGOING PROJECTS/PLANNING/AWARDS: \*\* ITEMS BELOW ARE CONSIDERED ACTION ITEMS\***

- Demolition Review Procedures – Approval of Application and draft Ordinance
- Presentation to City Council – project updates and demolition review
- Project Ideas for discussion at Joint Commission Meeting (e.g., 2026 Court House Centennial, Preservation Month, Farragut Housing survey, etc.)
- Other historic preservation priorities/concerns

**Calendar:**

- November/December commission meetings
- 2025 Retreat
- Other dates for public meetings, outreach, etc.

**Assignments/Subcommittee Reports**

**TRACKING TIME:**

**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.*

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# MINUTES



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**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 1<sup>st</sup> and 2<sup>nd</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> 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

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**Demolition  
Application  
Permit &  
Draft  
Demolition  
Ordinance**

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# CITY OF COEUR D'ALENE Demolition Permit Application

Address: \_\_\_\_\_ Approximate Square Footage: \_\_\_\_\_

Legal Description: Lot \_\_\_\_ Block \_\_\_\_ Subdivision \_\_\_\_\_ OR Serial Number \_\_\_\_\_

Check all that Apply:  Commercial  Residential  Outbuilding  Interior only  Partial Demo  Complete Demo  
 Has a basement  No Basement

DESCRIPTION OF WHAT IS BEING DEMOLISHED: \_\_\_\_\_

Year structure was originally constructed (applicant to provide from County Assessor's data) \_\_\_\_\_

Is the structure historic (Listed in the National Register of Historic Places and/or located in a Historic District)?  Yes  No  Unsure

Photos of the structure are required if the demolition is of a structure with an original date of construction that was prior to 1960. (Provide a minimum of two exterior photos, one of the front street view and one of the rear) Have photos been submitted?  Yes  No

A site plan is required for a complete demolition and/or if there is a basement. Has a site plan been submitted?  Yes  No

If it is a partial or interior demolition, you must provide a floor plan reflecting where the demolition is taking place and what is being removed. Has a floor plan been submitted?  Yes  No

For structures that were originally constructed prior to 1960, image(s) showing the proposed structure(s)/additions must be provided. (Provide a front building elevation and/or photo example of what is proposed to replace the existing structure)

Have image(s) been submitted with this application?  Yes  No

Owner: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contractor Registration No.: \_\_\_\_\_ Expiration: \_\_\_\_\_

Permit Fee:  \$70 Residential  \$110 Commercial



## CITY OF COEUR D'ALENE Demolition Permit

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By signing this application, I acknowledge the following:

- I understand the requirements for capping any abandoned sewer, water, or gas lines on the property and will arrange for inspections by the City Departments involved.
- I understand that I must also contact the Building Department for a final inspection after the site is cleaned and graded.
- I understand that I may need to contact the Environmental Protection Agency (EPA) regarding any possible asbestos containing materials on site.
- I understand the demolition is subject to the Inadvertent Discovery Plan requirements. Further, I acknowledge I will have a copy of the plan on the job site with project-specific details, and that the demolition will be in compliance with all requirements.
- I understand there are new historic preservation measures in place that may require the permit to be reviewed by the Historic Preservation Commission if the original date of construction is prior to 1960, which may delay my permit being issued. If review is required, I will be required to work with the Planning Department to provide the necessary information and participate in an informational meeting with the Commission and members of the public, which takes place the fourth Wednesday of the month at noon.
- I agree to have a member of the Historic Preservation Commission and/or a representative from the Museum of North Idaho come take photographs of the structure prior to demolition, if it is determined that the property has historical significance.
- I agree to allowing a member of the Historic Preservation Commission and/or a representative from the Museum of North Idaho to salvage items from the property prior to demolition (e.g., door, windows, mantle, fireplace, stained glass, mouldings, etc.), if they are determined to be of historical significance and will otherwise be discarded.

### APPROVALS/CONDITIONS:

- The attached sheet from the City Wastewater Department (WWTP) must be made available to the City Plumbing Inspectors for inspection of the capped sewer line. The owner/contractor must schedule an inspection (after the sewer line is capped and prior to covering the line) with the City Building Department at 208-769-2391. The signed WWTP sheet must be returned to the City Building Department after inspection.
- The attached sheet from the EPA has been provided for information only. Please contact the EPA office in Boise 208-323-8287 to obtain information about their requirements.

Owner/Authorized Agent \_\_\_\_\_

Date: \_\_\_\_\_





## CITY OF COEUR D'ALENE Demolition Permit

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### NOTICE

This attachment is part of the Demolition Permit number \_\_\_\_\_ issued \_\_\_\_\_ for  
(address) \_\_\_\_\_

When demolishing buildings that have a connection to the City water and wastewater system, it is necessary to cap the existing abandoned sewer and water line. The City's plumbing inspectors must approve the caps before you backfill the excavation. **All sewer stubs are to be capped 5 feet from the property line. All water lines should be capped back to the meter stub. You are required to have the capped lines inspected prior to backfilling.** Call the City Building Department at 769-2391 a minimum of one business day prior to the time you need the inspection. Capping of the abandoned line is necessary to prevent damage to the City's water and wastewater system.

I have read the above and I understand that a sewer and water inspection is required prior to backfilling and, it is my responsibility to schedule this inspection with the City Building Department. I will make this form available to the City inspectors at the time of inspection. **After obtaining a sign-off, I will return the completed form to the City Building Department.**

\_\_\_\_\_  
Owner/Authorized Agent Signature

\_\_\_\_\_  
Date

#### INSPECTION SIGN-OFF

Capped sewer line inspected and approved by: \_\_\_\_\_

Date: \_\_\_\_\_

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ORDINANCE NO. \_\_\_\_  
 COUNCIL BILL NO. \_\_\_\_\_

AN ORDINANCE PROVIDING FOR AN AMENDMENT TO COEUR D’ALENE MUNICIPAL CODE § 2.85.020; PROVIDING FOR THE ADOPTION OF A NEW SECTION OF THE COEUR D’ALENE MUNICIPAL CODE, § 2.85.055, DEMOLITION REVIEW PROCESS FOR HISTORIC BUILDINGS; PROVIDING FOR THE ADOPTION OF A NEW SECTION OF THE COEUR D’ALENE MUNICIPAL CODE, § 15.08.077, DEMOLITION REVIEW PROCESS FOR HISTORIC BUILDINGS; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THE ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE THEREOF.

WHEREAS, it is deemed by the Mayor and City Council to be in the best interests of the City of Coeur d’Alene that said amendment be adopted;

NOW, THEREFORE,

BE IT ORDAINED, by the Mayor and City Council of the City of Coeur d’Alene:

**SECTION 1.** *That section 2.85.020 of the Coeur d’Alene Municipal Code be amended as follows:*

**2.85.020: DEFINITIONS:**

The following words and phrases when used in this Chapter shall have the following meanings, unless the context clearly indicates otherwise:

CITY:	The City of Coeur d’Alene.
COMMISSION:	The Historic Preservation Commission of the City of Coeur d’Alene.
<u>CONTRIBUTING PROPERTY:</u>	<u>A property that significantly contributes to the historical character of an existing or potential historic district, and are evaluated when considering the historical integrity of a district.</u>
DESIGNATED HISTORIC PROPERTY:	Property designated under this Chapter, as well as the National Register of Historic Places, as Historic Property.
<u>ELIGIBLE PROPERTY:</u>	<u>A property that meets the criteria to be listed on the National Register of Historic Places.</u>
HISTORIC PRESERVATION:	The identification, evaluation, recordation, documentation, curation, acquisition, management, protection, restoration, rehabilitation, stabilization, maintenance, interpretation, conservation, and education of buildings, structures, objects, districts, areas, and sites significant in the history, architecture, archaeology or culture of this community, the City, the State, or the Nation.

<p>HISTORIC PROPERTY/<u>BUILDING</u>:</p>	<p>Any building, structure, district, area, or site that is significant in the history, architecture, archaeology, or culture of <del>Coeur d'Alene</del><u>this community, the City, the State, or the Nation</u>, or that has made a significant contribution to the prehistory or history of the region. Buildings may be considered historic if originally constructed prior to 1960 and have unique characteristics that contribute to the history of a neighborhood, district, and/or are deemed important for their architectural style, craftsmanship, use of materials, and visual qualities and character, and/or have been the site of a historic event, and/or where a famous historic person resided or worked. Properties listed in the National Register of Historic Places and those on local historic registers are also considered historic.</p>
<p><u>NONCONTRIBUTING PROPERTY</u>:</p>	<p>A property within an existing or potential historic district that does not contribute to the historical significance of the district due to alterations or being built outside the period of significance.</p>

**SECTION 2.** *That a new section, 2.85.055, be added to the Coeur d'Alene Municipal Code as follows:*

**2.85.055: DEMOLITION REVIEW PROCESS FOR HISTORIC BUILDINGS:**

A. **Purpose and Goals.** The purpose of this Section is to establish a review process whenever the owner of property requests a demolition permit for a building or structure originally constructed prior to 1960. The goals of the Demolition Process are to provide education about historic preservation to owners of such buildings and structures, ensure photographic documentation of Historic Buildings and Structures, preserve items of historical interest, provide input on new design opportunities and community context, and encourage feedback on historic preservation.

B. **Applicability.** Any building or structure originally constructed prior to 1960 is subject to the review process established by this Section.

C. **Process.** The following process will apply to applications for a demolition permit for a building or structure originally constructed prior to 1960.

1. When an owner or the owner's representative submits an application for a demolition permit to the Building Department, the Building Official or designee shall ~~determine~~verify if the building or structure was originally constructed prior to 1960. If so, a demolition permit shall not be issued and the Building Official or designee shall notify the Community Planning Director of the application.

2. Within seven (7) days of receiving notice from the Building Official or designee of the application for a demolition permit for a building or structure originally constructed prior to 1960, the Community Planning Director or designee shall ~~verify the age of the building or structure, and~~ determine if it is located within an historic district, or if it is individually listed on the National Register of Historic Places or is considered to be eligible for listing, whether as a contributing or noncontributing property.

3. If Community Planning Director or designee determines that the building or structure was originally constructed prior to 1960, and/or it is located within an historic district, and/or individually listed on the National Register of Historic Places or is considered to be individually eligible for listing, whether as a contributing or noncontributing property, the Community Planning Director or designee shall refer the application for a demolition permit to the Commission subcommittee charged with reviewing applications for demolition permits. Otherwise, the Community Planning Director or designee shall inform the Building Official that a demolition permit may be issued.

4. Within seven (7) days of the referral, a member of the Commission subcommittee shall review the application and conduct a windshield survey of the property. The member shall determine whether to refer the application to the Commission for further review or approve the issuance of the demolition permit.

5. If the matter is referred to the Commission for further review, it shall be placed on the agenda for the next regular Commission meeting. The applicant, and any abutting and adjoining property owners will be notified of the meeting by mail or personal service at least forty-eight (48) hours prior to the meeting. The matter shall be the first action item on the Commission agenda and the Commission shall take public comment from any interested person. No public hearing will be conducted, but the applicant and staff will be allowed to present to the Commission. Following any presentations and receipt of public comment, the Commission shall make recommendations to the property owner for preservation, if feasible, and possible modifications to the building or structure if the building or structure is to be preserved. The Commission may request a site visit to take photographs to document the interior and exterior of the building or structure, and/or salvage of significant items such as doors, windows, mantles, fireplaces, stained glass, molding, etc. The Commission will forward its recommendations to the property owner and the Community Planning Director.

6. The Community Planning Director or designee shall promptly notify the Building Official of the Commission's recommendations and whether the demolition permit may be issued or if additional documentation is required prior to demolition.

7. Nothing in this Section shall be construed so as to deny a property owner the right to demolish any building or structure on his or her property, subject to the process outlined herein.

D. **Exemptions.** A building or structure that is determined by the Building Official or designee to be dangerous and that is ordered demolished by the Building Official or designee pursuant to the Uniform Code for the Abatement of Dangerous Building, Chapter 15.09, Coeur d'Alene Municipal Code, is exempt from the process established in this Section. Interior-only demolition permits would also be exempt from the process established in this Section.

E. **Appeal.**

1. An appeal may be taken to the City Council by an aggrieved party from any administrative determination or interpretation made by the Commission under this Section. Such appeal shall be in writing and filed with the Community Planning Director within fifteen (15) days following the date of the Commission decision. The appeal shall state specifically the objections to the decision or identify an abuse of discretion or where the decision is not supported by the evidence. The appeal shall be accompanied by such information as may be required to facilitate review, and by the fee as referenced in the fee schedule.

2. The City Clerk shall fix the time for consideration thereof and the City Council shall hear such appeal between seven (7) and twenty-one (21) days after the filing of the appeal. Written notice shall be given to the appellant and to any known interested parties, or their representatives, of the time and place of the hearing on the appeal at least five (5) days prior to the hearing date.

3. The City Council shall hear presentations by the applicant and staff, and public comment. In its review, Council shall consider the purpose and intent of the pertinent provisions of the Coeur d'Alene Municipal Code, and may affirm, modify, or reverse the Commission's determination or interpretation.

**SECTION 3.** *That a new section, 15.08.077, be added to the Coeur d'Alene Municipal Code as follows:*

**15.08.077: DEMOLITION REVIEW PROCESS FOR HISTORIC BUILDINGS:**

A. When an owner or the owner's representative submits an application for a demolition permit, the Building Official or designee shall ~~determine~~-verify if the building or structure was originally constructed prior to 1960. If so, a demolition permit shall not be issued and the Building Official or designee shall notify the Community Planning Director of the application.

B. The process outlined in Municipal Code § 2.85.055 shall be followed prior to the issuance of a demolition permit for buildings or structures originally constructed prior to 1960.

**SECTION 4.** All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 5.** The provisions of this ordinance are severable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, or unconstitutional or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words or parts of this ordinance or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this ordinance would have been adopted if such illegal, invalid or unconstitutional provision, clause sentence, subsection, word, or part had not been included therein.

**SECTION 6.** After its passage and adoption, a summary of this Ordinance, pursuant to the provisions of the Idaho Code, shall be published once in the official newspaper of the City of Coeur d'Alene, and upon such publication this Ordinance shall be in full force and effect.

*Passed under suspension of rules upon which a roll call vote was duly taken and duly enacted an Ordinance of the City of Coeur d'Alene at a regular session of the City Council on \_\_\_\_\_, 20\_\_.*

APPROVED, ADOPTED and SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Woody McEvers, Mayor

ATTEST:

\_\_\_\_\_  
Renata McLeod, City Clerk

SUMMARY OF COEUR D'ALENE ORDINANCE NO. \_\_\_\_\_  
Amending Section 2.85.020 of the City Code, and  
Adding new sections 2.85.055 and 15.08.077 to the City Code

AN ORDINANCE PROVIDING FOR AN AMENDMENT TO COEUR D'ALENE MUNICIPAL CODE § 2.85.020; PROVIDING FOR THE ADOPTION OF A NEW SECTION OF THE COEUR D'ALENE MUNICIPAL CODE, § 2.85.055, DEMOLITION REVIEW PROCESS FOR HISTORIC BUILDINGS; PROVIDING FOR THE ADOPTION OF A NEW SECTION OF THE COEUR D'ALENE MUNICIPAL CODE, § 15.08.077, DEMOLITION REVIEW PROCESS FOR HISTORIC BUILDINGS; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THE ORDINANCE; AND PROVIDING FOR AN EFFECTIVE DATE THEREOF. THE FULL TEXT OF THE SUMMARIZED ORDINANCE NO. \_\_\_\_\_ IS AVAILABLE AT COEUR D'ALENE CITY HALL, 710 E. MULLAN AVENUE, COEUR D'ALENE, IDAHO 83814 IN THE OFFICE OF THE CITY CLERK.

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Renata McLeod, City Clerk



**STATEMENT OF LEGAL ADVISOR**

I, Randall R. Adams, am City Attorney for the City of Coeur d'Alene, Idaho. I have examined the attached summary of Coeur d'Alene Ordinance No. \_\_\_\_\_, Amending Section 2.85.020 of the City Code, and Adding new sections 2.85.055 and 15.08.077 to the City Code, and find it to be a true and complete summary of said ordinance which provides adequate notice to the public of the context thereof.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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Randall R. Adams, City Attorney