

**HISTORIC PRESERVATION COMMISSION AGENDA**

**City Hall – Conference Room #6**

**November 13, 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\*\***

October 23, 2024 – Historic Preservation Commission Meeting

**PUBLIC COMMENTS:**

**STAFF COMMENTS:**

**COMMISSIONER COMMENTS:**

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

- Downtown Reconnaissance Survey Proposals
- HPC Vacancy – appointment recommendation to City Council
- Joint Commission Meeting Debriefing - Farragut Houses, County Courthouse
- Garden District historic district recognition
- CLG Grant Request
- HPC logo design and banners
- Other historic preservation priorities/concerns

**Calendar:**

- Demolition Review Code – GS/PW November 12, City Council November 19
- Downtown Reconnaissance Survey Agreement - City Council December 3?
- 2025 Retreat – January 8
- Government Way Corridor Focus Group Meeting – January 15?
- 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**

**October 23, 2024**

**City Hall – Conference Room #6**

**COMMISSIONERS PRESENT:**

Walter Burns, Chair  
Doug Harro  
Sandy Emerson  
Shannon Sardell (on Teams)  
Dan McCracken  
Anneliese Miller, Vice Chair

**STAFF MEMBERS PRESENT:**

Hilary Patterson, Community Planning Director  
Traci Clark, Admin. Assistant

Kiki Miller, Council Liaison (on Teams)

**Commissioners Absent:**

Ann Anderson, Secretary  
Rick Shaffer

**12:04 p.m. CALL TO ORDER:**

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

Motion by Commissioner Sardell, seconded by Commissioner McCracken, to approve the September 25, 2024 minutes. Motion carried.

**PUBLIC COMMENTS:**

Peter Luttrupp attended the meeting, but did not provide public comments.

**STAFF COMMENTS:**

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

- There were 11 different entities that downloaded the Request for Proposals of the Downtown Reconnaissance Survey. Two of them look like they share RFPs with others. There are 9 firms that look like they are interested, but we have not received any proposals as of yet. People are asking questions and seem to be very interested.
- We have received some information from the County Assessor. The GIS data that the City has from the County did not include the ages of the structures. She was able to share the building information with a couple of interested consultants. There are 474 buildings that are on the list and 160 of them that are older than 1964.
- On the inadvertent discovery plan we had been waiting to hear back from the State with some questions about. With the help from Dan Everhardt, she did get a response back. She forwarded that on to the city building official and the city engineer. It was more questions regarding how things would be handled in the field if items such as garbage were found and how to determine if the garbage is considered to be an historic artifact or garbage. She is not sure if city staff is going to ask for further changes. She thinks this is close to bringing the inadvertent discovery plan forward to City Council with the demolition review process. The goal is to have it attached to demolition permits.
- The vacancy for the HCP has been posted on the website and the Facebook page.
- She and Commissioner Sardell met with IDT and their consultants last week. They have prepared their draft of the archeological survey report on the I-90 project and were looking at potential impacts to any archeological or historic resources within the area of impact where I-90 will be

widened and the interchange will be in the future. Commissioner Sardell reviewed the report and provided them some feedback and was concerned that they had only really looked at some buildings and not really looked at the properties and some of the other components that might make it more eligible for a historic district. They did go into more details about the analysis. They have given us a "To Do" list.

Commissioner Sardell spoke with the Administrative Deputy of SHPO (Trisha Canaday) who firmly believes the responsibilities and the information that ITD and their consultants have asked us to gather should really be on the consultants and not on us as the volunteer committee. SHPO would back us up on that. Commissioner Sardell said she has an email composed back to the consultants and everyone involved in the I-90 report to say that we have mostly addressed the issues. She has not sent the email as of yet because she wanted to provide a heads up to the Museum of North Idaho and Deb Mitchell before she sent that because she doesn't know if they did any work with that resource. She thinks they would do well to do that. Information from us that was not included in their report included housing from the lumber industry, the tiny homes that are around the I-90 area, they are telling her these would not be affected because of the impacts being small, but the impacts she feels are quite large for the I-90 expansion because of the resources.

Ms. Patterson stated there is one on Elm Street that the consultants inquired about and said it was Victorian architecture. She looked at that one she felt it was an isolated property.

Commissioner Sardell stated the consultants did not know about the Farragut houses either. When she asked about those buildings, they had no idea what she was talking about. She said her concern was with the homes that were representative of the timber industry and some of the worker housing. She explained to them this is not high style buildings. These were for the working class. She does not have a ton of time to do their research for them. Administrative Deputy SHPO told Ms. Sardell that we should not be doing any research because that is their job and any comments, we have had with them should be part of their record. Now that we have had a discussion, she will be looking through their report for these items as well. She stated it looks like the project will not happen for this part of I-90 until 2045.

Ms. Patterson reiterated that ITD does not have the funding to construct this part of the I-90 project and that there will be future studies and consultations with the City. They are required to do this study now even though the project is in the future. The question for this group is, can we have someone from this commission find out who knows where the locations of the Farragut homes might be located and who is a good contact person and give that information to ITD and their consultants.

Commissioner Sardell knows of a gentleman in Post Falls that might be a great contact.

### **COMMISSIONER COMMENTS:**

Commissioner Emerson introduced Peter Luttrupp who is on the City's Planning and Zoning Commission who joined the meeting. He also stated that Don Pishner would like to attend a meeting.

### **ONGOING PROJECTS/PLANNING/AWARDS**

#### **Demolition Review Procedures – Approval of Application and Draft Ordinance**

Ms. Patterson commented that in the packet you will see the demolition permit application with the changes from last month's meeting and the new draft ordinance. We can bring this forward to City Council with a goal of having it adopted and put into effect in December.

Chairman Burns commented that he is worried about how this would affect the regular meetings with the amount of time it might take to review a permit.

Ms. Patterson stated the sub-committee will be reviewing it first. If something does get flagged, someone on the commission will have to go to the property to do a windshield survey of the property and if it does need to have the commission look at it, then yes that commission meeting will need to have more time set aside to talk about that permit.

Commissioner Emerson commented he would still like to have some kind of plaque for the Johnson Building that is going to be torn down when the new Sherman Tower of the Coeur d'Alene Resort will be built. He has reached out to Brad Hagadone about a possible plaque recognizing the Johnson building.

Ms. Patterson stated that is great. The commission had spoken before about keeping the plaque a certain look, quality and consistency, so that moving forward any building will have the same look.

Chairman Burns asked how long the maximum delay of days could be on a demolition permit?

Ms. Patterson replied it does depend on when the commission meets. Some months, an applicant might miss the window. She did state there is a code that states that staff has so many days to schedule a meeting following an application submittal and the commission does meet every month. Additionally, in the Historic Preservation Ordinance, HPC has to meet at least 4 times a year and this commission meets more than 12 times a year. So, she is confident that applications would be processed and reviewed by the commission in a timely manner.

Commissioner Harro asked about the definition of "contributing property," it does not make any sense to him.

Ms. Patterson replied that the eligible and non-contributing comes from the National Park Service.

Commissioner Harro stated that terminology is fine, and "are evaluated" could be removed? Could this mean the same thing.

Ms. Patterson stated if you look at the Garden District survey the nomination and which ones were contributing, if there was only once contributing resource vs if there was fifty contributing resources this would help determine if the historic arises to the level.

Commissioner McCracken commented that the sentence should read that "our definition of a contributing property is..." and we could clarify that we borrowed the definition from the National Park Service.

Commissioner Harro commented that he would like it to read "...or potential historic district when considering the historic integrity of the district."

Commissioner Sardell stated she agrees with Commissioner Harro.

Commissioner Harro commented that reading over the form it would be a good idea to know if the applicant needs to provide the photo's digitally or in a depository form.

Ms. Patterson replied she will clarify with the City's Building Official, Mr. Lantzy on how he would like the photos.

Commissioner Emerson made the motion to accept the definition as amended with the changes to the application, seconded by commissioner Harro. Motion carried.

Commissioner Sardell made the motion to bring forward to City Council with the changes that have been approved, seconded by commissioner Harro. Motion carried.

Presentation to City Council – Project Updates and Demolition Review

Liaison Miller asked if the full staff report would be in the December packet?

Ms. Patterson replied yes, she will include the full ordinance and the permit application as attachments and do a staff report.

Liaison Miller stated she will speak with other council members when she gets the packet, to get some feedback. She will give Ms. Patterson a heads up if she needs something to prepare to answer on the spot.

Ms. Patterson suggested that the item could go on the November 19 or December 3 City Council meeting.

Liaison Miller suggested the presentation should be made on November 19 meeting in case any changes need to be made.

#### Project Ideas for discussion at the Joint Commission Meeting

Chairman Burns commented that on October 25 there will be a joint meeting with the County Historic Preservation along with Dan Everhardt and Alexis Matrone from SHPO. This will be a two-hour meeting. He will be attending the County historic preservation meeting tomorrow and they will be discussing the America 2026 celebration of the 250th anniversary of the United States, and this will coincide with the 100th anniversary of the local court house. The County has been talking about putting together a program for that. He would like this commission to participate in that celebration as well. They have requested a grant to do a photographic history to put inside the building. For Preservation Month, he would like to include the County as well. He would like to push the Farragut housing survey this year. He thinks this would be important as he knows there are houses scattered throughout the county.

#### Other Historic Preservations Priorities and Concerns:

Chairman Burns stated historic preservation month for next year will be big month and the anniversary of the Court House in 2026.

Commissioner Emerson commented on a gathering for the Government Way study. He has spoken with a couple of people and he thinks doing it this around January 15<sup>th</sup> could be a good date for that Focus Group meeting.

Ms. Patterson suggested having it be just a small focus group and having it here at City Hall. She suggested to commissioner Emerson to ask the core people if they would like the day time or evening. They could also make it available on Teams for people to participate virtually if they could not attend in person.

#### November/December Commission meetings



Chairman Burns reminded the commission that the November meeting will be on November 13<sup>th</sup>. In December there will just be the one meeting held on December 11<sup>th</sup>. There will not be sub-committee meetings in November or December.

Ms. Patterson commented on the January workshop. She reminded the commission this is a two hour meeting focusing on new ideas for the year, and then assigning commissioners to those projects.

Commissioner McCracken suggested having the workshop on January 8<sup>th</sup>.

The workshop has been set for January 8<sup>th</sup> from 11:00-1:00.

Ms. Patterson commented the city will provide lunch during the workshop.

Other dates for public meetings, outreach, etc.

Chairman Burns commented that he would like some kind of signage that defines who the commission is. He would like have the commission look at the logo again. There is no budget. It would be nice to have someone sponsor this and it would be nice to have two banners.

Commissioner Miller replied she had made a little bit of progress with the logo a few months ago.

Chairman Burns would like to revisit the logo sooner than later.

Ms. Patterson commented it would be ideal to have two banners that roll up. That way they would be easy to store and would not be easily damaged.

**TRACKING TIME:**

Chairman Burns reminded the commission to track their time.

**ADJOURNMENT:**

Motion by Commissioner McCracken, seconded by Commissioner Miller, to adjourn the meeting. Motion approved.

The meeting was adjourned at 1:02 p.m.

Submitted by Traci Clark, Administrative Assistant