

HISTORIC PRESERVATION COMMISSION AGENDA

City Hall – Conference Room #6

September 25, 2024

12:00 P.M.

12:00 P.M. CALL TO ORDER:

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

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

August 28, 2024 – Historic Preservation Commission Meeting

PUBLIC COMMENTS:

STAFF COMMENTS:

COMMISSIONER COMMENTS:

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

- Downtown Reconnaissance Survey - Approve Request for Proposals (RFP) (*Burns*)
- Definition of Historic Property/Building (*Burns/Sardell*)
- Demolition Review Authority and Process (*Burns/Sardell*)
- Downtown & Infill Development Standards & Design Guideline Review (*Burns/Miller/Sardell*)
- Government Way Corridor Possible Overlay District (*Emerson/ Shaffer/Burns/Anderson*)
- Other historic preservation priorities/concerns

Calendar

- Identify public meetings, stakeholder outreach, deadlines and target dates

Assignments/Subcommittees

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**

August 28, 2024

City Hall – Conference Room #6

COMMISSIONERS PRESENT:

Walter Burns, (Chair)
Anneliese Miller, (Vice Chair)
Sandy Emerson
Shannon Sardell
Rick Shaffer
Dan McCracken
Ann Anderson, (Secretary)

STAFF MEMBERS PRESENT:

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

Commissioners Absent:

Tyler Douglas Lowe
Doug Harro
Kiki Miller, Council Liaison

12:01 p.m. CALL TO ORDER:

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

Motion by Commissioner Anderson, seconded by Commissioner Shaffer, to approve the minutes for July 24, 2024. Motion carried.

PUBLIC COMMENTS:

None. (*Kathy Kincel from the public attended*)

STAFF COMMENTS:

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

- SHPO has received the Downtown Survey from the commission, but they have not received the official agreement from the National Parks Service, they do want us to start the RFP process to get that going. She suggested to have the subcommittee review that proposal. She has the sample form from the Garden District proposal and she asked Dan Everhardt for any other examples.

COMMISSIONER COMMENTS:

Chairman Burns stated he met in April with Daughters of the American Revolution and they asked what could they do for us, such as making a donation. The next meeting will be on September 4 and he will be attending. If anyone has any thoughts on any specific spending needs, please let him know. He thinks they might give a couple of thousand dollars to give to the commission for a specific project.

ONGOING PROJECTS/PLANNING/AWARDS

Garden District Nomination Update

Ms. Patterson commented that Jason Tippeconnic Fox has asked Kirk Huffaker for a few photos to be renumbered and reordered and this should be on track to get the grant closed out.

Chairman Burns stated that the National Park Service has 45 days to review it. We should have the district listed by the end of the year.

Downtown Reconnaissance Survey

No update, other than what Ms. Patterson provided about the RFP process above.

Downtown & Infill Development Standards & Design Guideline Review

Ms. Patterson stated that the seventh meeting will be taking place today with the Downtown/Infill working group. Staff met with a professor this morning from the University of Idaho's Architecture program that will help with some modeling with some graduate students.

Definition of Historic Building request by DC Infill Working Group

Commissioner Sardell asked for input from the commission on the use of awnings and canopies on historic buildings. She also said that the Downtown/Infill working group needs input on the definition of historic building or resource.

Ms. Patterson replied the Downtown/Infill working group would like input from this commission so it can get into the actual guidelines for looking at for both the Downtown and for the Infill areas to protect historic resources and give someone the density increase bonus.

Commissioner Sardell asked if the September meeting would be too late in that process.

Ms. Patterson replied not at all.

Commissioner Sardell stated if we put together that definition of historic property for the guidelines and also get more input on the appropriateness of using awnings, and if it should be a bonus or requirement, for the Downtown Core, it can be voted on by this commission. She had read an article about providing floor area ratio (FAR) bonuses to try to incentivize specific things you want to see in your area of your downtown, such as preserving historic buildings. That preservation component of it should be discussed in this group at the next meeting to just approve all of the pieces that would go to the Downtown/Infill working group. The one thing that she does see that she was reading yesterday, if you preserve 50% of historic property you get a bonus, but what 50%, it is a very vague terminology. Highlighting and deciding as a commission what these things are and putting this on the agenda with a deadline would be helpful, so this commission has a say.

Chairman Burns stated we should specifically require all building façades facing a street are preserved instead of the 50% in order to get a bonus.

Commissioner Sardell stated that would be the character defining features. We can define what those elements are and put it in the definition. Then clearly outline what qualifies as a bonus. We could bring this to the subcommittee.

Chairman Burns stated he has strong feelings not only preserving historic buildings but also context and character in the neighborhoods and how we can include some of that language.

Kathy Kincel, a member of the public, commented she has a roof line that has a pitched curve look. She has been exploring trying to get it re-roofed for years. Most roofers do not know how to do the roof line or they do not think it would be up to code. She points out as a homeowner there is that element of the

character of the historic homes that is important to preserve, but that there can be a lot of road blocks. There are no longer craftsman to do the work. She lives at 621 E. Foster Ave.

Ms. Patterson stated that there are different provisions in the building code that do apply to older homes, but a lot of the contractors and subs want to just do things for cheap and quick instead of keeping the character and context. This commission has been working on a guide for homeowners that would provide information on local contractors, people and suppliers related to historic properties. She said she is not aware of any code issues with re-roofing.

Commissioner Sardell commented that she has seen rolled roofing done with composition shingles. It can be done. You can use modern materials on those challenging roofs. She recommended Granite Roofing from Rathdrum Idaho.

Ms. Patterson commented one of the discussions with the Downtown/Infill working group this afternoon will be the Design Guidelines and the bonuses. Some other communities have a bonus for Historical Cultural Resources documentation. This would be good for the September meeting for this group to decide. Do we think this would be worth as much as someone that is physically restoring a whole structure? It would allow them to identify what was there before, help collect the history that the commission wants and to do a plaque for the home.

Commissioner Sardell also saw that. She thinks it would be a good idea to encourage more people to do this. She was thinking the Johnson building that will be coming down maybe put a plaque to represent where that building once stood or some kind of historical display in a window would be a great way to preserve the history. She suggested there is so much history to have some kind of fun activity making a scavenger hunt walking tour maybe down the road.

Commissioner Emerson asked if there was some kind of grant that could help fund that walking tour. He knows the museum has Steve Shephard he does a lot of work on the history of Coeur d'Alene.

Chairman Burns suggested Deb Mitchell.

Commissioner Emerson suggested presenting this to Mr. Hagadone. He might be willing to help get it done.

Commissioner Shaffer stated the City of Wallace's Chamber of Commerce did a walking tour brochure with a QR code that you could scan to get more information on each property.

Chairman Burns commented that Mr. Whalen has done a lot of historic research and he might be a good resource to use; but he would want to have some compensation. He has created an APP on historic sites in Coeur d'Alene. This would tie in with a walking tour and plaques using QR codes.

Commissioner Sardell stated this could be used to get some kind of (floor area ratio) bonus.

Ms. Patterson replied she had read that one community bases the value that they spend on the documentation for the bonus, such that for every \$1,000 they spend, then would get the bonus.

Commissioner Sardell asked is it the floor area ratio bonus? So, they get more square footage?

Ms. Patterson replied yes. So, 40 bonus points are allowed for every \$1,000. dollars of documented costs of interpretive markers or construction costs of space dedicated to collect, interpret or exhibit items. She suggested talking with the working group about this.

Chairman Burns stated we need to finalize the definition of the historic building. Commissioner Sardell and Ms. Patterson have both brought up some great examples.

Ms. Patterson replied the minutes from last month on page 2 and 3 are what the commission discussed last time. She has combined and refined it and sent out a new version for the commission to vote for next month's meeting.

Chairman Burns stated the commission needs to look that over and to tackle that at the next subcommittee meeting in September.

Commissioner Emerson asked about the age of the historic buildings as part of the definition. He thought the commission talked about 50 years?

Ms. Patterson replied that the definition was 50 years old, but for the demolition review process it was discussed to possibly make it be older than 1960.

Commissioner Shannon stated the rationale was that we don't want to be looking at the Brady Bunch houses if we are looking at buildings that were constructed in the 1970's. In the meantime, she thinks what would capture pre-1960 is the best thing for demolition review. In terms of the definition of historic building, we decided to leave it at 50 years. This is good for a whole host of things that will be evaluated. The survey and inventory that we will have the RFP that will be created and that professional will look at the Downtown with the lens of things that are 45 years and older. For the demolition permits, 1960 or 1965 makes more sense. That bonus is on us as a commission to then review and how many Brady Bunch buildings do we want to review? Maybe we need a little more time in Coeur d'Alene to still preserve those things that are pre and post WWII, Farragut housing, and stop right there for now.

Commissioner Emerson commented if it relates to a building boom where a lot of work was done, that makes more sense to him than an arbitrary number.

Chairman Burns stated when you get into 50 years, we cross into the other side of the freeway and we get into things we have not focused on, many of which are not of interest. The one that are of interest north of the freeway are some great little farm houses and Farragut houses.

Commissioner Sardell stated by doing it by a date would capture those things that maybe are of significance across all of Coeur d'Alene rather than targeting specific neighborhoods.

Chairman Burns stated if something does get flagged as being within our definition of 65 years, maybe the first thing we want to do is drive by and see if it's worth it because there a lot of things that are old but they have modified so badly or they have no historical value now.

Commissioner Sardell stated that is why we just want to do photographs. She knows that Planning Commission is not supposed to go do site visits they are supposed to be making decisions on. She does not know the procedure and she does not know if that is okay for HPC to have that same procedure.

Ms. Patterson replied that is very specific to Planning & Zoning it is part of the Quasi-Judicial process. The HPC is not subject to the same procedures.

Commissioner Shaffer asked for confirmation that the Planning & Zoning cannot do any site visits.

Ms. Patterson replied, that is correct. The Commission is acting like judges for a hearing. They can only review any evidence that has been presented to them during the hearing per se. Staff and the applicant have to share all the information during the hearing and any testimony. That is what the decision is based off of.

Demolition Review Authority and Process

Ms. Patterson commented that Commissioner Sardell and the City's Building Official Ted Lantzy met at the subcommittee meeting to discuss the demolition review process. They talked through what the commission expressed as wanting to achieve through the process. Mr. Lantzy was comfortable if we established something prior to 1960. She suggested updating the City's demolition permit application. The permit application does not ask a lot of the questions we would like it to. Mr. Lantzy says he needs to update it anyway. They looked at examples from Boise, Pocatello, and Twin Falls. They discussed adding the age of the structure, asking if it is in a historic district, and if it's a historic property. Then staff can verify the information. They can submit plans for what they are wanting to put in its place. We did not want the questions to have them to declare if it's a dangerous building. That would only be done through the abatement process, which is conducted by the Building Department. Staff would review if it was already contributing or not contributing, if there was already a survey done of the area. We discussed the need to have some educational information on the website for the public. We do need to clearly outline the process. She would like to figure out if this would live in the Building Code section of the Municipal Code, or Historic Preservation Code, or both. She thinks it probably makes the most sense to be in the Historic Preservation Code and referenced in the Building Code. She said she will consult with the City Attorney on that.

Chairman Burns commented that it sounds like the meeting was very productive and that Mr. Lantzy was very supportive and wants to work with the commission.

Commissioner Sardell stated the cost of the permit is very low and Mr. Lantzy is looking at a range of updating the cost of the permits. We have the moratorium in place until December. We need to look at putting something in place before November, so there is work and discussion moving forward.

Chairman Burns replied yes, it needs to be finalized.

Commissioner Sardell stated there are two things that need to be done next month that are essential. 1. Satisfy the Downtown Core/Infill working group's request for the historic building/property definition. 2. Really have a good proposal and approve and maybe vote where we review for the demolition permit and then send it to the attorney for what language we need for next month.

Ms. Patterson replied do you want to have a presentation to City Council in November?

Commissioner Sardell replied yes, and maybe we could have some education on the website, how things are changing for the new year, etc.

Chairman Burns stated this would allow us to let them know that we have been working hard on this.

Ms. Patterson commented that Mr. Lantzy was also supportive of the proposal for the demolition review process and that it wouldn't add much time to the permits being issued or much staff time for his permit techs. If front load some of the required information and put that onto the demolition contractors to provide with the permit application. Ms. Patterson said Planning staff could review some things. Ted and the permit techs would know to put a hold on some permits, and they would flag them until we would do the initial drive by and say if it's good to issue the demolition permit or if it requires a meeting the next month with the commission. Then, they would hold it until the commission has its meeting and Planning staff gets back to the permit techs to let them know the process is complete.

Chairman Burns stated he would like to have happen at the subcommittee meeting to have a clear process to put together the flow chart that was started by Commissioner Harro.

Ms. Patterson stated that Boise has a certificate of appropriateness which is part of their demolition permit. It has a matrix that could be used in a flow chart and she can send this out to the commission again.

Ms. Patterson commented that she would like Commissioner Sardell to coordinate to get photos of the Johnon Building before the demolition of that structure, which is expected to take place by the end of December to get ready for the Sherman Tower. The commission has determined that the two buildings do not have significant historic value. But we would like to take photos to memorialize it.

Chairman Burns stated he would like the subcommittee meeting in September to focus on the demolition review process and the definition of historic building. We need to pin those down. He would like to have everyone at the September 11th meeting.

Historical Overlay District

Chairman Burns commented that Commissioner Emerson and Commissioner Shaffer have started work on the Government Way corridor.

Commissioner Emerson stated they did a visual survey. They walked much of the neighborhood. They started at the Hamilton House and went to Foster up to Harrison on both sides of the street and were able to do some of the ABC Streets. Along the way they did meet some neighbors and spoke with some people, who were very enthusiastic. There were some builders along the way working on some houses. They were not the owners of the homes. They spoke with Mr. Art Grant at his home and spoke about the additions that he had done at this home. Mr. Grant told them some history regarding an effort that at been done in the 1960's when the City had received some money from the Department of Transportation to cut down the trees that were blocking views for traffic control. They were going to cut down the trees on Government Way. The neighbors formed a committee, and the neighbors won the battle. The City did not cut the trees down. He spoke with Ken Roberge. He would be happy to be part of the neighborhood core group. Liaison Miller gave him some names in the ABC areas, one of which was Betty Stone, whose husband was mayor.

Commissioner Shaffer stated he noticed there was a mixed bag of architecture throughout the whole area. There are some buildings that are far gone, but some are really maintaining their looks, like the row houses.

Chairman Burns stated he had been reviewing the minutes from the last meeting when we spoke about making it a priority starting in January 2025. During the interim, he would like Commissioners Emerson and Shaffer to get a focus group of neighbors together to meet in January.

Commissioner Emerson stated that when the Garden District met, they had their neighborhood meeting at a church community room. He thinks the Courthouse might have some really nice big meeting rooms as well.

Chairman Burns stated we can find the space; he is pleased with the progress that has happened so far.

Commissioner Emerson stated he likes the ABC Streets; he feels these are really interesting. The core is Government Way. They are different neighborhoods with the characteristics and the era. 1st and 2nd St are also very interesting.

Chairman Burns commented that the west side of 3rd Street are pretty commercial.

Commissioner Emerson asked if the Garden District boundary overlaps with the properties along 3rd Street?

Chairman Burns replied it does not overlap. The Garden District boundary ends at 4th Street. They butt up against one another with the midtown corridor. He would like Commissioner Emerson and Shaffer to keep working on this project and maybe contact Zoe Ann Thurman who has a lot of contacts as well.

Commissioner Shaffer asked if maybe the commission should send out a leaflet regarding some information about the January meeting to inform the neighborhoods.

Commissioner Sardell suggested sometimes if people knowing about it, it could be a great thing, but on the other hand we need to make sure if we are drumming up information for a focus group meeting, that we need to establish that yes there is enough interest. Otherwise, it might stir some people up.

Commissioner McCracken replied he thinks the Commission should figure out what the information should be before the whole neighborhood hears about it.

Other Outreach Projects

Commissioner Sardell asked if there was any update on the HREI building.

Ms. Patterson replied she has not heard anything from Bill Greenwood. She thought the City was bringing in a contractor to help shore up some brick work. She said she will request additional information and report back to the commission.

TRACKING TIME:

Chairman Burns reminded the commission to track their time. They can go back as far as 2021 and send their time sheets to Traci Clark.


ADJOURNMENT:

Motion by Commissioner Shaffer, seconded by Commissioner Anderson, to adjourn the meeting. Motion approved.

The meeting was adjourned at 1:07 p.m.

Submitted by Traci Clark, Administrative Assistant

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**Reconnaissance
Survey of
Downtown
Coeur d'Alene
RFP**

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Request for Proposals Reconnaissance Survey of Downtown Coeur d'Alene City of Coeur d'Alene, Idaho

Date of Advertisement: September 27, 2024

Proposals Due: October 28, 2024 by 12:00PM, NOON (PT)

Deliver Completed Submissions To:

Renata McLeod, City Clerk
City of Coeur d'Alene, 710 E. Mullan Ave., Coeur d'Alene, ID 83814

INTRODUCTION

The City of Coeur d'Alene (the "City") is seeking proposals from qualified historic preservation consultants to undertake a complete reconnaissance-level built environment survey ("Reconnaissance Survey" or "Survey"), including forms and supporting documentation of properties within the Downtown area in the City, including determination of possible boundaries for a future nomination as a historic district – either at the local level or to be listed in the National Register of Historic Places (NRHP). Respondents must include in their proposal submissions the cost to complete the data collection and survey work, including inputting the data into the Idaho Cultural Resources Information System ("ICRIS"). Resources within the Survey boundaries, such as buildings, historic objects, and/or archaeological resources, will be recorded, and any sites that are currently listed in the NRHP shall be specifically noted. Sites and places of traditional cultural value will be evaluated for eligibility for the NRHP and/or a local historic district, and as contributing or non-contributing elements in a historic district.

The City received grant funding through the Idaho State Historic Preservation Office ("SHPO") Certified Local Government ("CLG") Grant Program to conduct a reconnaissance survey of the Downtown area.

The consultant/firm will be responsible for all reconnaissance survey work in conjunction with the Coeur d'Alene Historic Preservation Commission ("Commission"), City staff, the public, local historians and preservationists, the Coeur d'Alene Tribe, SHPO, and other interested organizations. The reconnaissance survey process is to commence in November or December 2024 and be completed by September 2026 to meet all required deadlines.

Successful consultants must have proven qualifications for and experience in conducting survey work, coordinating with SHPO, and working closely with government staff and a historic preservation commission on a similar project. See the Scope of Work for more detail.

This Request for Proposals ("RFP") stipulates the procedures and requirements to be used by the City in its selection for consulting services. The reconnaissance survey shall include, at a minimum, the following steps to be completed over a 21-month period.

- **Project Kickoff and Research Design Development**
- **Pre-Fieldwork Research**
- **Public Information Meeting**
- **Field Survey**
- **Historic Contexts and Survey Report Development**
- **Public Meeting for a Project Review and Sharing of Results**

Proposals shall include a description of the consultant's project approach that expands upon each of these steps and clearly describes the level of work required to complete the project, as well as a detailed schedule, budget, and deliverables. SHPO and the City desire to have as many properties surveyed as possible within the Downtown area. Proposals should clearly note the proposed Survey boundaries and the number of properties that will be surveyed within the budgeted amount. Additionally, the proposal will note how much it would cost to add additional properties to the Survey, in the event there are additional local matching funds available to expand the Survey area.

Proposals are due by October 28, 2024. See submittal requirements and evaluation criteria below.

PROJECT DESCRIPTION

PROJECT PURPOSE

The City faces many challenges to preserving its unique history, including increasing development, a growing population, property neglect, and a lack of resources to restore community assets. Downtown Coeur d'Alene contains a number of historically, culturally, and architecturally significant buildings, which represent some of the earliest structures built in the City. These structures are expected to contribute to a future local historic district and include three buildings that are listed in the NRHP – the Coeur d'Alene Federal Building, Coeur d'Alene historic City Hall, and Coeur d'Alene Masonic Temple. Others may be eligible. Others structures also may be eligible for such designation. Many of the existing buildings in the downtown area date back to the late 1800's and early 1900's, and represent significant historic architecture and important dates in the community's history. The street grid for the downtown core and the role of Sherman Avenue as the City's "main street" were established during this time period.

The Historic Preservation Plan (HPP), adopted in 2021, identified Downtown development pressure as a Threat in the SWOT, including diminished integrity of commercial buildings through inappropriate additions and alterations along Sherman Avenue in the downtown core. The HPP states, *"The oldest standing buildings and structures in Coeur d'Alene are connected to this development period. Buildings and sites from this period include the last remaining buildings from Fort Sherman, some residential buildings (like 712 E Foster Avenue, 1895; 917 E Young Avenue, ca. 1884; 113 E Indiana Avenue, ca. 1885; and 318 Sixth Street, 1895), and commercial buildings (like 325 E Sherman Avenue, ca. 1899; and 310 E Sherman Avenue, ca. 1898). The street grid for the downtown core and the role of Sherman Avenue as the city's "main street" was also established during this time period. Extant buildings from this period are largely concentrated just north and south of Sherman Avenue and extend to the north along key arterials like Third and Fourth streets."*

HPP Goal 1: *Identify and document CDA's historic and cultural resources*

- **Policy 1A:** *Survey the city's historic resources*
- **HPP Proposal:** Conduct a reconnaissance level survey (Downtown Core District and the Downtown North) to update previous survey data and collect data on buildings not previously surveyed. See recommendation 3.3.1-b.
- **Downtown Survey Recommendation 3.3.1-b.** Conduct a reconnaissance level survey (Downtown Core District and the Downtown North) to update previous survey data and collect data on buildings not previously surveyed. This area will face high levels of redevelopment pressure as the city grows. This area is within the 1886 Coeur d'Alene and Kings Addition. This Downtown North area is adjacent the Downtown Core District and partially within the Downtown North (DO-N) Infill Overlay and will be under intense commercial and housing development pressure. The Downtown North area functions as a transition area between the commercial core and surrounding residential areas, and is partially within the Coeur d'Alene Urban Renewal District. The intent of the survey is to identify potential individually NRHP eligible buildings, and inform compatibility for new development based on the area's past development patterns. This area contains

approximately 165 buildings built prior to 1949, and 25 buildings built between 1950 and 1971

- **Main Street Recommendation 3.6.6-a.** Integrate the Coeur d'Alene Downtown Association as a stakeholder within historic preservation advocacy and outreach within the Business Improvement District. The Downtown Association can provide direct outreach to current and prospective building and business owners to inform them of potential financial incentives associated with historic preservation.

The City is involved in the Idaho Main Street Program, which is run by the Downtown Association. The National Main Street Center was a program formed by the National Trust for Historic Preservation in 1980. It is expected that the consultant and the Commission will work closely with the Downtown Association and Downtown property owners on this Survey effort.

The City applied for CLG grant funds in an amount ranging from \$9,000 to \$15,000. The \$9,000 amount was anticipated to help survey a smaller area of the Downtown from Front Avenue to Lakeside Avenue and between 1st and 6th Streets. The \$15,000 amount was anticipated to survey a larger area extending north to Indiana Avenue. SHPO has funded the project in the amount of \$11,000, and has requested that we find a consultant to survey as large of an area as possible. The CLG grant proposals indicated that the final boundaries would be determined in consultation with SHPO, the consultant, and the Commission.

BACKGROUND INFORMATION

The City recognizes and celebrates its historical and cultural roots, its relationship with the Coeur d'Alene Tribe, and our connections with the natural environment. To that end, the City supports the preservation of historical collections and key community features, cultural heritage, and traditions.

While the City has an adopted Historic Preservation Plan and an Historic Preservation Code, there are no protections in place for historic properties, even those properties that are listed in the NRHP. In response to public outcry related to the possible loss of the historic Roosevelt School, the City Council adopted a demolition moratorium on June 18, 2024. The moratorium is in effect for one hundred eighty-two (182) days, and concludes in December 2024. The moratorium applies to the Downtown Core (DC) zoning district, two of the overlay zoning districts in the Downtown area – the Downtown Overlay, Northside (DO-N) and Downtown Overlay, Eastside (DO-E) -- as well as buildings listed in the National Register of Historic Places. The Roosevelt School is located in the DO-N zoning district at Garden Avenue and 2nd Street. Because there are historic resources in the larger Downtown area such as the Roosevelt School (now operating as the Roosevelt Inn), it would be ideal if the reconnaissance survey could include properties north of Indiana Avenue and include the DC and DO-N boundaries, if possible.

The consultant must review the boundaries as included in Attachment 1, Project Area Maps, and make recommendations for the area to survey, recognizing SHPO and the City desire to have as many properties surveyed as possible within the Downtown area. As noted above, the survey may be used to help designate a future local historic district or, if possible, a district to be listed in the NRHP.

SCOPE OF SERVICES / WORK

The project will involve the compilation of complete reconnaissance survey forms and supporting documentation of the surveyed buildings and properties. The determination of which properties are to be surveyed and the boundaries of a potential district are to be determined by agreement between the City of Coeur d'Alene and the SHPO staff, with input from the Commission.

The services provided should meet the criteria for the Project Purpose and Background Information above, and all work shall conform to the Idaho Historic Sites Inventory Standards and Guidelines for Documenting Historic Properties and the Secretary of the Interior's Standards for Identification and Evaluation, and shall be done utilizing ICRIS and will be required to meet the guidelines set forth on the SHPO's website at <https://history.idaho.gov/shpo/idaho-shpo-guidance/>. SHPO will review the draft contract between the City and the selected consultant prior to contract finalization to ensure compliance with the CLG Grant Program requirements.

The selected consultant is expected to participate or assist with completing the following:

- **Collaborate with City staff, SHPO and the Commission**
- **Kickoff meeting with City staff, the Commission, and SHPO to refine the scope and boundaries of the Survey**
- **Pre-Fieldwork Research**
- **Public Engagement, including participation in Public Information Meeting(s)**
- **Field Survey**
- **Historic Contexts and Survey Report Development**
- **Public Meeting for a Project Review and Sharing of Results**

The consultant shall comply with the following Survey requirements:

- Use the ICRIS for all resource recordation and survey reporting
- Create a new Determination of Eligibility (DOE) project in ICRIS and complete all required fields
- Create a final Survey Report which adheres to the SHPO report template with recommendations for the nomination of a National Register district(s) and/or individually eligible properties and which includes a map of the location of each of the properties and their contributing/noncontributing status within the district which will be uploaded to the DOE project in ICRIS
- Historic property inventory will meet SHPO guidance and be completed in ICRIS;
 - Consultant will create or update a district resource record(s) in ICRIS;
 - Consultant will create or update individual properties in ICRIS. Each individual property must have a resource record in ICRIS

ROLES

City staff from the Planning Department and members of the Commission will be available to assist with the effort. The Museum of North Idaho is a great resource as well.

The following information outlines the roles of the consultant and the City/Commission.

The City will provide and/or prepare:

- General project support to the consultant and the Commission, including meeting coordination (scheduling, advertising, copying and distribution of materials);
- Coordinate with the Downtown Association, downtown property owners, and MONI

The consultant(s) must be able to:

- Mapping services to meet SHPO requirements;
- Attend and facilitate the two public meetings in-person;
- Utilize ICRIS for all resource recordation and survey reporting
- Coordinate with SHPO and the City to ensure the submittal is complete and meets all requirements.

The Commission will provide:

- Volunteer hours in support of the survey, including research, note taking, photo documentation, and support at the public meetings.

PROJECT DELIVERABLES

Deliverables shall include:

- A new Determination of Eligibility (DOE) project in ICRIS and complete all required fields
- A final Survey Report which adheres to the SHPO report template with recommendations for the nomination of a National Register district(s) and/or individually eligible properties and which includes a map of the location of each of the properties and their contributing/noncontributing status within the district which will be uploaded to the DOE project in ICRIS
- An Historic property inventory will meet SHPO guidance and be completed in ICRIS;
 - Consultant will create or update a district resource record(s) in ICRIS;
 - Consultant will create or update individual properties in ICRIS. Each individual property must have a resource record in ICRIS

The Downtown Reconnaissance Survey will be made available to the public in both hard copy and electronic version. The consultant shall make the final document available electronically. City staff can print hard copies.

PROJECT AREA

The Project Area for the reconnaissance survey shall include as much of the Downtown area as possible. Various maps of the Downtown are provided in Attachment 1. The consultant shall work with SHPO, the Commission, and City staff to determine the exact boundaries. The proposal shall include a proposed boundary and number of properties, which can be refined through the contract process with the selected consultant.

STAFFING AND BUDGET

The City anticipates a timeline of approximately 21 months and a consultant project budget of \$16,000.00, not including printing costs or in-kind volunteer and staff hours. Per the agreement between the City and SHPO, the financial breakdown of the consultant budget is as follows:

CLG grant:	\$11,000.00
Local cash match:	<u>\$ 5,000.00</u>
Consultant Budget:	\$16,000.00

The total project budget is \$16,000.00, including the federal CLG grant money, the City's cash match, the printing budget, and in-kind hours. The total project budget is broken down as \$16,000.00 for the consultant budget, up to \$500.00 in printing costs covered by the City, and City staff time and commissioner volunteer hours as in-kind match.

The consultant budget includes all tasks in the scope of work, deliverables, and consultant travel. The selected consultant shall conduct activities identified under the tasks listed below and ultimately produce the nomination.

PROJECT SCHEDULE (AS PER GRANT REQUIREMENTS)

The project schedule is established by the CLG Grant Program agreement between the City and SHPO. This agreement requires:

- The project shall kickoff by **December 2024**
- An initial in-person public meeting to introduce the project to the public shall take place early in the process (*consultant to propose a timetable within 30 days*)
- The selected consultant shall attend a Commission meeting to present the initial Survey findings to the Commission and the public no later than **February 28, 2026** (*this may be virtual*)
- To give SHPO adequate time for initial review and comment, draft survey submittals, including resource records in ICRIS, will be due no later than **February 28, 2026**
- Edited resource records in ICRIS and the final survey report shall be submitted in ICRIS by the end of **May 2026**
- The public meeting to share the Project and Results with the Commission and the public will be held by the end of **August 2026**
- The consultant shall incorporate the SHPO's final comments and edits to the resource records and survey report by **September 1, 2026**

Please note that no extensions will be available for the project schedule due to the CLG funding being used for this project.

CLIENT AND PROJECT OVERSIGHT TEAM

The City is the ultimate client of the consultant. The funding is provided by the CLG Grant Program, and primary oversight will be provided by the Commission and City staff.

CONTRACT TYPE

A fixed price contract will be negotiated with the successful consultant. The successful consultant will be required to provide general liability insurance in the amount of \$500,000.00. Proof of Idaho Worker's Compensation Insurance Coverage is required.

SUBAGREEMENT CONDITIONS

1. Consultant shall complete all work related to this project in accordance with the most recent version(s) of all applicable United States Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation
2. All billable costs from the Consultant for reimbursement by the City shall be allowable under the most recent version of the United States National Park Service Historic Preservation Grants Manual;
3. Consultant shall complete all work related to this project in accordance with the most recent version(s) of all applicable guidance documents from the Idaho State Historic Preservation Office, including, but not limited to: Consulting with the SHPO; IHSI Manual of Instruction for Data Entry; ASI Manual of Instruction for Data Entry; the Idaho Certified Local Government Grants Manual; and any other appropriate guidance documents as identified by the Idaho State Historic Preservation Office;
4. Consultant shall complete all work related to the project in accordance with the Grant
5. Agreement between the City and the Idaho State Historic Preservation Office
6. Consultant shall make all revisions or modifications to submitted project materials as required by the Idaho State Historic Preservation Office.

QUALIFICATIONS & EVALUATION CRITERIA

QUALIFICATIONS

The selected consultant must meet the minimum qualifications in at least one of the following fields as outlined in the draft revisions to the Secretary of the Interior's Historic Preservation Professional Qualification Standards that were published in 1997 (also referred to as "Notice 1997"). Additionally, the grant agreement between the City and SHPO specifies that a professional in one of the following professions must be selected to complete this survey.

- Architectural History
- Historic Preservation

Standard for Architectural Historian

(a) To qualify, the applicant, an employee, consultant, or advisor will have a graduate degree in Architectural History or a closely related field of study (see Academic Background for Architectural History), plus a minimum of two (2) years of full-time professional experience applying the theories, methods, and practices of Architectural History that enables professional judgments to be made about the identification, evaluation, documentation, registration, or treatment of historic properties in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Architectural Historians); or

(b) An undergraduate degree in Architectural History or a closely related field of study (see Academic Background for Architectural History), plus a minimum of four (4) years of full-time professional experience applying the theories, methods, and practices of Architectural History that enables professional judgments to be made about the identification, evaluation, documentation, registration, or treatment of historic properties in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historians).

Standard for Historic Preservationist

(a) To qualify, the applicant, employee, consultant, or advisor will have a graduate degree in Historic Preservation or a closely related field of study (see Academic Background for the Historic Preservation discipline), plus a minimum of two (2) years of full-time professional experience applying the theories, methods, and practices of Historic Preservation that enables professional judgments to be made about the identification, evaluation, documentation, registration, or treatment of historic and prehistoric properties in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historic Preservationists); or

(b) An undergraduate degree in Historic Preservation or a closely related field of study (see Academic Background for the Historic Preservation discipline), plus a minimum of four (4) years of full-time professional experience applying the theories, methods, and practices of Historic Preservation that enables professional judgments to be made about the identification, evaluation, documentation, registration, or treatment of historic and prehistoric properties in the United States

and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historic Preservationists).

See full details in the proposed Professional Qualification Standards document (Notice 1997), which is available online at: <https://www.ncptt.nps.gov/articles/c2a/soi-professional-qualification-standards/>

It is important to note that, as per the definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

PROPOSAL REQUIREMENTS, EVALUATION & SELECTION CRITERIA

Proposals should demonstrate a clear understanding of the project and provide a summary of the team's qualifications, examples of successful projects, and proposed deliverables. Proposals should not exceed 25 pages and must include the following items:

1. A cover letter, including a brief history of your firm, key personnel, scope of services, and examples of prior projects directly related to this request.
2. A narrative addressing your understanding of the anticipated work identified in this proposal.
3. A detailed scope of work incorporating the tasks identified in the RFP, as well as a timeline for deliverables.
4. A detailed resume for all individual professionals you will have available for this project, if selected - including education, expertise, and experience. Please identify any partners, consultants or sub-contractors.
5. A list of relevant and similar surveys you have completed. Include the following:
 - a. Project description
 - b. Date completed
 - c. Names of project personnel involved
6. Three (3) references from recent engagements of similar size and scope, with name, title and current contact information.
7. An itemized \$16,000 budget, including travel expenses (due to grant specifications, we must not exceed this amount, unless additional local matching funds become available).

The Commission will perform the RFP evaluation, utilizing the RFP Evaluation Matrix in Attachment 2. The most qualified consultant will be selected based on how well they address the project deliverables and other relevant criteria as established by the Commission.

Interviews

After review of the technical proposals, the Selection Committee may, at its discretion, schedule interviews with any or all of the proposers for the purpose of further evaluation of the proposer's qualifications and ability to provide the required services. Interviews will be ranked on their presentation.

DIRECTIONS FOR SUBMISSION

Proposals are due by 12:00PM, NOON (PT) on October 28, 2024.

Five (5) hard copies and one USB drive shall be submitted by the deadline.

Submit proposals to:

Renata McLeod, City Clerk

City of Coeur d'Alene, 710 E. Mullan Ave., Coeur d'Alene, ID 83814

Submit questions about the proposal or RFP to:

Traci Clark, Administrative Assistant/Historic Preservation Commission Liaison

208-769-2240 or tclark@cdaid.org

Attachment 1: PROJECT AREA MAP



Attachment 2: RFP EVALUATION MATRIX

RFP Evaluation Matrix

Firm:		
A Factor	B Evaluation	C Score
Proposal Content (20 possible points)		
1	Is the proposal fully responsive to the items listed in the RFP? (10 pts)	
2	Is the proposal well-developed and easily to understand? (10 pts)	
Organization and Personnel (20 possible points)		
1	Meets required qualifications, experience, background, record of past accomplishments and demonstrated competence. (10 pts)	
2	Do personnel (including sub-consultants) assigned to project meet the qualification requirements? (10 pts)	
Quality and Relevancy of Previous Work (50 possible points)		
1	Does the proposal demonstrate experience with similar projects of size and scope? (25 pts)	
2	Does the proposal include example projects, and are they of high quality? (25 pts)	
Approach to the Downtown Reconnaissance Survey (60 possible points)		
1	What special qualifications and creative ideas would the consultant(s) bring to the project, if they were selected? (15 pts)	
2	Has the consultant(s) adequately defined a work plan that includes the tasks identified in the RFP? (15 pts)	
3	Does the scope of work effectively involve the public and other stakeholder groups? (15 pts)	
4	Are the project schedule and staff levels reasonable and realistic? (15 pts)	
Value (10 possible points)		
1	Scope of services to be performed for the proposed fee budget (5 pts)	
2	Is this the best deal for available funding? (5 pts)	

A Factor		B Evaluation	C Score
References (40 possible points)			
1	Did the project meet the terms and conditions of the client? (4 pts)		
2	Was the work completed on schedule and within the original budget? (5 pts)		
3	Did the services meet expectations? (5 pts)		
4	Has the work been useful after consultant left? (4 pts)		
5	Was the consultant easy to work with and responsive to client requests for changes? (8 pts)		
6	Would consultant be hired again to update the plan or perform additional work? (8 pts)		
7	Was the work product worth the cost and effort? ("Did you get what you paid for?") (6 pts)		
Subtotal			
Total Possible Points = 200			
Total			

Other Notes

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**Historic
Definition
Review**

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Historic Property/Building:

Any building, district, area or site that is significant in the history, architecture, archaeology or culture of the City of Coeur d'Alene or has made a significant contribution to the history of the region. Buildings may be considered historic if older than 50 years 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.

Historic Preservation District Definition from Sandy Emerson – 9-15-24

Hilary -

Here is a "rough" definition of a local Historic Preservation District.

"It is a defined area of historically defined, visually, or culturally related properties designated and administered by a city or county government to preserve the community's identifying character."

It goes on with qualifiers, however. ie, Ordinances from codes, and enabling legislation, identifying contributing and non-contributing, certificates of approval or appropriateness for contributory properties, Definition from "The Politics of Historic Preservation Districts,"

by William E. "Bill" Schmickle. 2007.



Demolition Review

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Demolition Review Process Proposed by the Historic Preservation Commission (HPC)

The HPC is proposing a demolition review process that would be incorporated into the Municipal Code with the following components:

- Structures that were originally constructed prior to 1960 would be subject to the review of the HPC before a demolition permit would be issued.
- The steps would be as follows:
 - A demolition permit application would be submitted
 - If the structure was originally constructed prior to 1960, the Building Department would flag the permit and it would not be issued over the counter
 - The permit tech would notify the Community Planning Director of the permit request and the HPC subcommittee would be notified.
 - The Planning Department would verify the age of structure, evaluate if the property is individually listed in the National Register of Historic Places, located within a historic district, and/or considered to be individually eligible, contributing or noncontributing as determined from a historic survey.
 - A member of the HPC subcommittee would review the permit application and do a windshield survey of the property to determine if a public meeting is required, or if a demolition permit can be issued.
 - If a demolition review meeting with the HPC is required, the meeting would be scheduled for the next HPC meeting (which takes place the fourth Wednesday of the month) and neighbors that are adjacent and abutting the property would be notified. Any demolition review would be the first item of business on the HPC agenda. The meeting would be open to all members of the public and would allow for public comment. It would not be a public hearing, and would not trigger noticing requirements or findings of fact.
 - The HPC would hold the demolition review meeting, hear the request of the applicant, hear public comments, and make recommendations for preservation (if feasible) or possible modifications to the proposed structure to help it fit contextually if located within a historic area, and may request to take photographs to document the interior and exterior of the structure and/or salvage of significant items such as doors, windows, mantle, fireplace, stained glass, mouldings, etc.
 - Once the HPC has concluded its meeting, the Planning Department will notify the Building Department of the next steps and if a demolition permit may be issued, or if additional documentation/salvage is required prior to issuance of the permit.
- The Municipal Code would be updated in Title 2, Chapter 2.85 Historic Preservation Code (possibly under 2.85.050 and 2.85.060) and possibly in Title 15 Buildings and Construction as well, depending on direction from the City Attorney
- The goals of the demolition review process include:
 - Educational
 - Photo documentation
 - Salvage
 - Input on new design and community context
 - Feedback on how to overcome challenges with historic preservation

9/23/2024

- The Demolition Permit Application form would be updated to address the review process and require additional information from the applicant related to age of structure, if it is historically significant, requiring photographs to be submitted, requiring plans to be submitted for what will replace the structure, and adding a review process by the HPC if a subcommittee determines that a public meeting is required prior to issuing the demolition permit. The Application would also add in acknowledgement of the Inadvertent Discovery Plan, and that the applicant agrees to the demolition review process, allowing photos to be taken of the property, and salvage of historically significant components prior to demolition by a member of the HPC and/or the Museum of North Idaho.
- Exemptions would be unsafe buildings, as deemed by the Building Department per the Abatement Code.



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.

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, plans showing the proposed structure(s)/additions must be provided.

Have plans 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

Revised 9/25/2024



CITY OF COEUR D'ALENE Demolition Permit

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.

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

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: _____