

## **VOLUNTEER OPPORTUNITY**

### **Historic Preservation Commission**

The City of Coeur d'Alene is seeking commission members for the Historic Preservation Commission.

To receive consideration, please submit the attached Professional Data Sheet along with a letter of recommendation and additional documentation outlining qualifications by fax, email, hard copy delivery, or mail to: Sherrie Badertscher, Executive Assistant, City of Coeur d'Alene, 710 E. Mullan Avenue, Coeur d'Alene, ID, 83814. FAX: (208) 769-2366, PHONE: (208) 666-5754. EMAIL: <mailto:sherrie@cdaid.org> Due December 3, 2021 by 5:00PM.

#### **Qualifications:**

All members of the Commission shall have a demonstrated interest, competence, or knowledge in history or Historic Preservation. The Commission should include a member or members who have professional training or experience in the disciplines of architecture, history, architectural history, urban planning, archaeology, engineering, conservation, landscape architecture, law, or other historic preservation-related disciplines (see Requirements below)

#### **Requirements**

- The Commission shall have:
  - At least two (2) members who also serve on the historic preservation commission of Kootenai County; and
  - At least two (2) members who meet the Secretary of the Interior's Historic Preservation Professional Qualification Standards as set out in the Federal Register, Vol. 62, No. 11, dated Friday, June 20, 1997; which include: *Archaeology (prehistoric, historic archaeology); Architectural History; Conservation; Cultural Anthropology; Curation; Engineering; Folklore; Historic Architecture; Historic Landscape Architecture; Historic Preservation Planning; Historic Preservation; History, or similar fields.*

Additionally, commissioners must have the willingness and ability to:

- Attend regular meetings.
- Communicate effectively and form positive working relationships with others.
- Work cooperatively with other committee members, city staff, and the public to achieve the goals of the commission.
- Spend time assisting with grant writing and/or historic preservation studies.
- Receive training and technical assistance from the State Historic Preservation Office.

Please note, commission members do not need to be a resident of the City of Coeur d'Alene, but preferably reside within Kootenai County.

**Role of the Commission:**

- Advise Mayor and City Council on matters of historic preservation.
- Oversees Historic Preservation efforts in Coeur d'Alene.
- Assist the Planning Department with grant writing and historic preservation studies.

The purpose of the new Historic Preservation Commission is to promote the educational, cultural, economic, and general welfare of the public of the City of Coeur d'Alene through the identification, evaluation, and designation of those buildings, sites, districts, areas, structures, and objects that constitute or contain significant elements of historic, architectural, archaeological, and cultural interest reflecting the heritage of the City, the State, and/or the Nation.

The Historic Preservation Commission will meet at least quarterly, but may meet as frequently as every month with additional subcommittee meetings. The full commission is currently meeting on the fourth Thursday of each month at 4pm. All meetings are open to the public and publicized to allow and promote public participation in the decisions of the commission.

**Duties of the Commission:**

- Conduct surveys of local historic properties.
- Recommend the acquisition of fee and lesser interests in historic properties, including adjacent or associated lands, by purchase, bequest, or donation.
- Recommend methods and procedures necessary to preserve, restore, maintain, and operate historic properties under the ownership or control of the City.
- Recommend the lease, sale, or other transfer or disposition of historic properties subject to rights of public access and other covenants, and in a manner that will preserve the property.
- Recommend designation of properties as historic and recommend the establishment of historic districts.
- Contract, with the approval of the Council, with the state or federal governments, or any agency of either, or with any other organization on matters of historic preservation.
- Cooperate with the federal, state, and local governments in the pursuance of the objectives of historic preservation.
- Make recommendations in the planning processes undertaken by the City.
- Recommend ordinances or other actions for the purposes of historic preservation.
- Promote and conduct an educational and interpretive program on historic preservation and historic properties in the City as funding allows.
- Commission members, employees, or agents of the Commission may enter private property, buildings, or structures in the performance of their official duties only with the express consent of the owner or occupant thereof.
- Review nominations of properties to the National Register of Historic Places for properties within the City's jurisdiction and make recommendations to the appropriate agency.

- Take public comment and testimony on issues of historic preservation

**Commission Terms:**

Commission appointments are for three-year terms.

***PLEASE NOTE: \* Members of the commission will be selected without respect to political affiliations and shall serve without compensation.***

**DUE DECEMBER 3, 2021 by 5:00PM**