

Minutes of Meeting  
Kootenai County Historic Preservation Commission  
DATE 04-21-21  
TIME 3:30 PM

A. Call to Order

The meeting was called to order by Vice Chair Piedmont at 3:35 pm.

1. Opening Protocols:

Russ Brown gave opening protocols.

2. Roll Call:

Present were Joe Piedmont, Jennifer DeRose, Russ Brown, Jonathan Mueller; Laurie Mauser by phone; Chairman Walter Burns and Courtney Beebe were excused.

Staff present were: Resource Management Office (RMO) Director Jody Bieze and Board of County Commissioners (BOCC) Administrative Secretary Chandra Newberry.

3. Introduce Guests:

There were no guests.

4. Approval of Minutes:

a. March 17, 2021 minutes

Motion to approve by Russ Brown. Second by Jonathan Mueller. Motion carried. Jonathan Mueller abstained.

B. Business (Action Items)

**Agenda Item #1 – FY21 Certified Local Government Grant (CLG) Amendment/Parameters of Northeast County Survey**

- a. Vice Chair Joe Piedmont confirmed where discussion left of last month; noting that there was consensus that proposed modifications were okay and ready for approval. Discussion ensued in the following fashion:

Laurie Mauser: Made minor modifications for additional consideration; needs timetable/schedule and the matter is open for additional revision and comment.

Jennifer DeRose: Asked if this was Laurie's 'summary proposal' for the Historic Preservation Commission (HPC) to fine tune or the actual request for proposal (RFP).

Laurie: Stated that it is a summary that will lead to a Request for Proposal (RFP).

Jennifer: May want to consider the inclusion of a table of known resources the subconsultant is required to update. The HPC needs to prioritize what resource they want inventoried within the proposed 50 sq. miles Project Area (i.e., farmsteads, the architectural buildings within Athol or Bayview.

Laurie: We can decide whether we want the contractor to do this or do this internally; additional funds may need to be allocated.

Jennifer: Stated the following concerns:

- A. The proposed Project Area is 50 sq. miles (30,000 acres) and comprised of at least 46 farmsteads, 50+ buildings in Athol, and 50+ buildings in Bayview; two functioning rail lines; and six National Register Historic Places (NRHP), one NRHP district is associated with Bayview.  
Farragut State Park is approximately 5 sq. miles. State Parks have separate funding and under CLG guidelines are exempt from County surveys. The Project Boundary map will need to omit this area.  
 $\$7,000 \times \$60 = 117$  hours. Estimated breakdown is \$3,000 for a report, \$1,000 for fieldwork (travel), \$3,000 for site forms. 50 hours for site forms = 50 site forms max for individual buildings or farmsteads to be fair to competitive bidding and fair to the subconsultant.
- B. For a RFP to be attractive, scope and price have to be in alignment. The HPC needs to decide upfront what they want to focus on; Farmsteads, the community of Athol or Bayview.
- C. Could be as many as 46 farmsteads + 100 homes to survey; the Commission may want to list the resources to review.
- D. Does Idaho State Historic Preservation Office (ISHPO) want the 1997 site forms for the Bayview NRHP listed sites to be updated as well? If not, these sites do not need to be included within the proposed Project Survey Area and the RFP should state that they are not part of the scope.

Resource Management Office Director Jody Bieze: Was this a summary to see if the Commission had an appetite to take a potential action?

Laurie: Yes. Just to define and action or what we may want to do.

Jennifer: Should estimate how many “historic” farmstead parcels occur within the proposed Project Area as well as how many historic buildings / parcels are estimated within Athol and Bayview that require completion of site forms.

Laurie: Will order a record search from ISHPO and will later compare the findings to Kootenai County Historic Preservation resources.

Joe: Assuming the number of structures a challenge, should we narrow the scope or anticipated action?

Russ asked the following questions:

- A. Is there a Southern limit to the study area?
- B. Is there a Western limit?
- C. Is the boundary line across the Southern tip of Lake Pend Oreille in the County?

Laurie: North and East boundary is Kootenai County line; West line is Athol city limits; South is somewhat arbitrary.

Jennifer: Reiterated that the HPC looks at the ‘landscape’ two ways:

1. Architectural/houses that comprise Athol and Bayview
2. Farmsteads, roads and railways. Prioritize either farmsteads, Bayview, or Athol; not all three.

Jody: Noted that it could not be the project assignment but just a summary for a proposed action.

Russ Brown: Suggested a reduction to better balance cost with fee.

Action: Motion by Russ Brown to prioritize Bayview with a contingency to look at Athol if there are residual funds; Seconded by Jennifer DeRose; the motion was carried.

## **Agenda Item #2 – Cougar Gulch Survey Update**

Courtney Beebe provided leadership on this; with her absence Laurie provided a brief update noting that action plan has been established toward an inventory of structures.

Jody noted that county is aiding with GIS overlay.

No action and will carry over to next month.

### **Agenda Item #3 – Review/Approval of Pen d’Oreille City Press Release**

General discussion on content of the release ensued with the following specific comments:

Jennifer recommended the following:

The author of the article should be given credit and be recognized. The article should also include key volunteer names and volunteer hours. Summary of the significance of the site to the community and to the County should be included as well.

Action: Motion by Jonathan Mueller to table until next meeting. Seconded by Russ Brown; the motion was carried.

Jon stated the reason for motion was that the press release was not ready for approval on the HPC’s end and will have to be reviewed by the BOCC.

### **Agenda Item #4 – Historic Properties Ordinance Proposal**

Jennifer provided a summary of the proposed action and the original ordinance from 1985. Also noted the addition of language in the 2010 Comprehensive Plan update. However, review shows no language for the management of historical resources.

Jennifer proposed to work with the BOCC & Community Development Planning staff to develop and update Historical Preservation priorities and policies in a volunteer, unpaid capacity.

Jon confirmed this outlook and noted the development and vetting process is critical to success and adoption.

### **Agenda Item #5 – Video Proposal**

Vice Chair Piedmont gave an update of this initiative. He noted that the data for a full report is incomplete as he was waiting for a response from a couple of sources such as the school district. He also noted that was working to finalize a cost comparison between the use of consultants and/or consultants for the effort.

No action required. Item to be noted for review at next meeting.

### C. Open Floor

Russ advised that he is still concerned about a lack of a structure related to a stated budget for the commission's work and expressed a concern about establishing a credible action plan without such.

Jody noted that there is a budget that comes before the BOCC every year and is adopted. Until we have specific proposals to present to the BOCC, it is a bit premature to focus primarily on budget.

Jon asked if the budget was 'open' in the sense that it has the ability to be amended with the arrival of grant money.

Jody responded that there is a mechanism to modify the budget to include the impact of new funds.

Jon added to what Russ had said that a lack of an action plan or overall framework for conducting a year's business is not working for the Commission in that we seem to cover the same ground every month. We now find ourselves at the end of the 4<sup>th</sup> month of the year in search of a larger framework for conducting business.

Jennifer wondered if 'content' is better administration or the pursuit of specific actions which included both administration and projects going forward; in addition, policy work and budget establishment/amendment could also come forward as a piece.

Joe noted that he would discuss with Chair Burns and advise at the next meeting.

### D. Adjourn

There being no further discussion of agenda items or public comment, Russ Brown moved to adjourn the meeting; Jonathan Mueller seconded the motion. The motion was carried. Vice Chair Piedmont adjourned the meeting at 4:50 pm.

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Jonathan Mueller, Commission Secretary