

HISTORIC PRESERVATION COMMISSION



Shelley Walker-Harmon
Commission Chair
hpc@ci.moscow.id.us

Regular Meeting
~Minutes~

Michael Ray
Staff Liaison
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<http://www.ci.moscow.id.us/431/Historic-Preservation-Commission>

Thursday
February 26, 2026

4:30 PM

Haddock Building
504 S. Washington Street

Walker-Harmon called the meeting to order at 4:32 PM

MEMBERS PRESENT: Shelley Walker-Harmon, Chair; April Hernandez, Laurabeth Kowalick, Jack Porter, Nels Reese, Kayla Youngren
MEMBERS ABSENT: Renee Magee
OTHERS: Sandra Kelly
STAFF: Alisa Anderson, Nichoel Baird Spencer, Lucy Falcy

REGULAR AGENDA

1. Approval of Minutes from January 22, 2026 (ACTION ITEM)

Porter moved for approval of the minutes as written, seconded by Hernandez. Vote by Acclamation: Ayes: Unanimous (6). Nays: None. Abstentions: None. Motion carried.

2. Public Comment

Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Commission. Please state your name and city of residence for the record and limit your remarks to three (3) minutes.

Anne Marshall, Moscow, introduced herself and informed the Commissioners that she has submitted an application to volunteer on the Commission.

Mark Wintz, Moscow, introduced himself as an observer.

3. University of Idaho Historic District Update

A discussion about the work being done for the University of Idaho Historic District.

It was reported that the Historic District project is still moving along with no major updates. The Chair is working to make the historic district information available online.

4. Grant Proposals for Water Department Building (ACTION ITEM)

The Commission will discuss grant options for funding a National Register Nomination for the City Water Department Building located at 201 N. Main Street.

Alisa Anderson, Grants Manager, will be presenting the Historic Preservation Mitigation Bank (HPMB) grant proposal as described above at the next City Council committee meeting. She explained the process for submitting for the grant and the total reimbursement amount that will be requested in the application. There was a short conversation about other grants and historic preservation designations in Moscow.

Staff explained that the proposed grant application would require the use of a portion of the FY2026 Commission budget funds as match.

Porter moved to support the grant proposal and requested match from FY2026 funds as presented, seconded by Reese. Roll Call Vote; Ayes: Unanimous (6). Nays: None. Abstentions: None. Motion carried.

5. Fiscal Year 2027 Commission Budget (ACTION ITEM)

The City is currently preparing the 2027 fiscal year budget, and the Commission will need to submit their request by the end of February.

Staff informed the Commission that the proposed FY2027 budget funds could be used for the Water Department grant project if the HPMB grant was not received and the City pursued a Certified Local Government (CLG) grant instead. There was a conversation about potentially using the funds for hiring speakers to present at the Commission meetings next year.

Porter moved for approval of the FY2027 budget request as written, seconded by Youngren. Roll Call Vote; Ayes: Unanimous (6). Nays: None. Abstentions: None. Motion carried.

6. Interpretive Signage in Friendship Square (ACTION ITEM)

The Commission will discuss the plan for adding interpretive signage in Friendship Square.

There was a conversation about some re-design changes that were proposed for the interpretive signage at Friendship Square, including the images, sign placement, and text (see attached).

7. Farmers Market Tabling (ACTION ITEM)

The Commission will discuss what dates to put in for a table at the Farmers Market for the 2026 market season.

The Commissioners discussed availability and dates for tabling at the Farmers Market, as described above. They agreed on two dates that worked best for everyone of July 11th or September 26th.

Reese left the meeting at 5:45 PM

Walker-Harmon moved to approve the Farmers Market tabling dates as discussed, seconded by Porter. Roll Call Vote; Ayes: Hernandez, Kowalick, Porter, Walker-Harmon, Youngren (5). Nays: None. Abstentions: Reese (1). Motion carried.

8. 2026 Goals (ACTION ITEM)

The Commission will discuss goals for the next year and the potential for commissioner presentations on topics.

The Chair provided some ideas for Commission goals, professional development opportunities, and presentation topics for discussion (see four attachments). The Commissioners agreed to review the recommendations and discuss them at the next meeting.

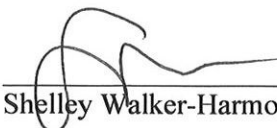
REPORTS

ANNOUNCEMENTS

UPCOMING EVENTS / MEETINGS

The next regular meeting of the Historic Preservation Commission is scheduled for March 26, 2026.

The meeting was adjourned at 5:53 PM


Shelley Walker-Harmon, Chair

3/26/26
Date

1. Friendship Square - Downtown's Gathering Place (original)

Since 1892, the intersection of 4th Street and Main Street has dominated downtown Moscow. In 1888-1889, the intersection became the home of Moscow's first three-story brick building (and freight elevator) when Michael J. Shields constructed a building for his Shields Company Hardware Store on the southeast corner of 4th Street and Main. Although the street level of the building has been substantially renovated, the upper stories retain much of the original style. A prosperous farmer and territorial legislator, Kenneth Skattaboe, built a Romanesque style brick building opposite M. J. Shields Company Hardware on the southwest corner in 1891. The third corner of the intersection was developed in 1891 when Leonidas McCartor built McCartor Block, which housed Farmer's Bank and various commercial storefronts. After Farmer's Bank was forced to close in the national Panic of 1893, City Hall moved into the bank space in 1896. The fourth corner of the intersection was occupied by a wooden two-story structure, the popular hotel, the Barton House, until 1891 when a fire destroyed the building. Its owner, Robert H. Barton, replaced his first hotel with a handsome three-story brick and granite structure constructed by M. J. Shields and Company at a cost of \$35,000. The Richardsonian Romanesque styled building added an imposing structure to the center of downtown Moscow, one dominating photos of the commercial center as late as the 1930s. In its early days, the hotel housed a dining room, cigar and candy stores, a barber shop, and a bar. By the early 1890s, the commercial face of this Moscow intersection was complete. For years, 4th Street and Main moved vehicular traffic through the growing city, although at least one business owner, a local jewelry store owner on the intersection, envisioned something different and asked in 1911 for a street block to be established. The 1911 request evolved into an early plaza known as the Downtown Plaza, a bare area with benches until the City Council authorized the Parks and Recreation Department to manage the plaza in 1971. By the end of the year, trees had been planted in the plaza, and it was given a new name, Friendship Square. Ten years later, the Square was revitalized with a \$1 million plus beautification program which added a fountain, trees, a walkway, and benches. That same year, the Square became the first home to the Farmer's Market, the oldest farmer's market in Idaho. A new playground was installed in 2001, and the kiosk added in 2012. Friendship Square is now the gathering place for downtown, a place for community celebrations, a place for those in the community to share their political thoughts, and a meeting place for friends and acquaintances.

2. Friendship Square – Downtown's Gathering Place (proposed)

Since 1892, the intersection of 4th Street and Main Street has dominated downtown Moscow. In 1888–1889, Michael J. Shields built Moscow's first three-story brick building with a freight elevator for his Shields Company Hardware Store on the southeast corner. While the street level has been renovated, the upper stories retain much of the original style.

Across the street, prosperous farmer and legislator Kenneth Skattaboe constructed a Romanesque brick building on the southwest corner in 1891. The third corner was developed the same year when Leonidas McCartor built McCartor Block, housing Farmer's Bank and commercial storefronts. After the bank closed in the Panic of 1893, City Hall moved into the space in 1896.

The fourth corner was occupied by the Barton House hotel until it burned in 1891. Robert H. Barton replaced it with a three-story brick and granite Richardsonian Romanesque building, which housed a dining room, cigar and candy stores, a barber shop, and a bar.

By the early 1890s, the commercial face of the intersection was complete, and 4th Street and Main carried vehicular traffic through the growing city. Yet one business owner, a local jeweler, envisioned a different use and in 1911 requested that a street block be established as a public gathering space.

This request led to the early Downtown Plaza, a bare area with benches, until 1971, when the City Council authorized the Parks and Recreation Department to manage it. Trees were planted, and it was renamed Friendship Square. Ten years later, a \$1 million beautification program added a fountain, walkway, benches, and more trees, and the Square became the first home of Idaho's oldest Farmer's Market. A playground was added in 2001 and a kiosk in 2012.

Today, Friendship Square is the heart of downtown, a gathering place for community celebrations, political discussion, and meetings among friends and neighbors.

Moscow Historic Preservation Commission — 2026 Annual Meeting/Agenda Calendar
(Proposed)

Please give your thoughts on a timeline for the Friendship square sign timeline, brochure timeline, and overall schedule for the year.

February — Kickoff & Planning

Focus: Foundational priorities & project alignment

- Discuss annual preservation goals
 - Identify priority preservation projects for grant pursuit
 - Establish or assign a Grant Lead/Subcommittee
 - Place the Water Building in context within the Grant Readiness Workflow – discuss pathways to grant funding (CLG/HMPB)
 - Identify other potential subcommittees such as City Historic Preservation Plan – Magazine?
 - Develop grant readiness workflow (scope, budget, match, proposals, letters of support)
 - Research and track preservation grant opportunities (CLG, SHPO, National Trust, etc.)
 - Discuss development of City Historic Preservation Plan
 - Define scope and purpose
 - Determine whether consultant support is needed
 - Identify potential funding sources
 - Establish planning timeline
 - Discuss Friendship Square Sign completion timeline
 - Discuss Historic Downtown Brochure completion timeline
 - Discuss plans for potentially bringing back the HPC magazine. (Preservation Moscow)
 - Discuss/Assign Commissioner-Led Spotlight topics for the year
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March — Historic Resources & Inventory

Focus: Understanding what exists & identifying priorities

- Adopt agreed upon annual preservation goals
- Review and update inventory of historic landmarks and districts
- Identify at-risk or vulnerable historic properties
- Identify potential new landmark or district nominations
- Begin preliminary research for future nominations

- Identify potential new Orchid nominations
 - Discuss proofs for Friendship Square sign layout and text
 - Subcommittee check-in
 - Grants
 - Magazine
 - Preservation Plan
 - Commissioners present first Member-Led Spotlights
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April — Policy & Guidelines

Focus: Clarifying tools and review processes

- Review and clarify relevant City Code and preservation standards (Title 03, Chapter 10)
 - Discuss Commission's advisory role for property changes
 - Identify potential code amendments or guidance improvements
 - Subcommittee check-in
 - Grants
 - Magazine
 - Preservation Plan
 - Discuss initial public engagement planning for City Historic Preservation Plan
 - Thinking about how residents, property owners, businesses, and other stakeholders will have a voice in the plan
 - Planning methods to gather input, such as:
 - Public workshops or meetings
 - Surveys (online or paper)
 - Walking tours with discussion or feedback forms
 - Deciding when and how to share information about the plan: goals, scope, and proposed policies
 - Outlining next steps to incorporate feedback into the draft plan for City Council review
- Continue planning content for Fall magazine issue
- Identify potential new Orchid nominations
- Commissioners present Spotlights
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May — Professional Development & CAMP Training

Focus: Skill-building and networking

Encouragement: attend or participate in one Historic Preservation event.

- Attend Idaho SHPO CAMP training in Coeur d'Alene

- Participate in other regional workshops or webinars
 - Check in- professional development participation
 - Identify potential new Orchid nominations
 - Continue preparing content and research for Fall magazine issue
 - Subcommittee check-in
 - Grants
 - Magazine
 - Preservation Plan
 - Commissioners present Spotlights
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June — University of Idaho Walking Tour

Focus: Public engagement & feedback

- Plan guided walking tour of UI historic campus for the fall (Administration Lawn, Olmsted design, key buildings)
 - Collect public feedback on tours and preservation priorities
 - Identify potential new Orchid nominations
 - Subcommittee check-in
 - Grants
 - Magazine
 - Preservation Plan
 - Commissioners present Spotlights
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July — Midyear Review & Project Check-in

Focus: Progress assessment & adjustments

- Conduct midyear progress review of annual goals
 - Adjust project timelines if needed (Friendship Square Sign, Downtown Brochure, magazine, grants)
 - Highlight ongoing preservation project work both locally and regionally
 - Subcommittee check-in
 - Grants
 - Magazine
 - Preservation Plan
 - Commissioners present Spotlights
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August — Economic Development & Incentives

Focus: Preservation as a tool for investment

- Review local, state, and federal preservation incentives
 - Discuss adaptive reuse projects and rehabilitation success stories
 - Identify barriers property owners face in preservation efforts
 - Begin preliminary work on potential grant applications for next cycle
 - Subcommittee check-in
 - Grants
 - Magazine
 - Preservation Plan
 - Commissioners present Spotlights
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September — Long-Term Planning & Preservation Plan Development

Focus: Strategic goals & future nominations

- Draft and refine City Historic Preservation Plan
 - Public engagement events / surveys
 - Integration with Comprehensive Plan and zoning
 - Set measurable benchmarks and implementation strategies
 - Identify potential new landmarks or districts
 - Finalize content and layout planning for Fall magazine issue Subcommittee check-in
 - Grants
 - Magazine
 - Preservation Plan
 - Commissioners present Spotlights
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October — Orchid Nominations & Annual Reflection / Magazine Launch

Focus: Recognition, evaluation & publication

- Vote on Orchid Awards nominations
- Finalize and publish Fall magazine
- Evaluate Commission processes, decision consistency, and documentation
- Identify training or expertise gaps among Commissioners
- Prepare annual accomplishments summary for Council and public record
- Review preservation projects, propose upcoming projects (Friendship Square Sign, Downtown Brochure)
- Subcommittee check-in
 - Grants
 - Magazine

- Preservation Plan
 - Commissioners present final Spotlights
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November — Orchid Awards Presentation

Focus: Celebration & stewardship

- Present Orchid Awards to recognize exemplary preservation projects
 - Reflect on public engagement and walking tours
 - Celebrate accomplishments, no regular meeting
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December — No Meeting

Focus: Planning for next year

Potential Commissioner Presentation Topics

1. Downtown Moscow Historic District — architecture, preservation challenges, and notable buildings (Report on David's Building, Moscow Hotel, or others)
2. McConnell Mansion & Fort Russell Area — history and ongoing preservation
3. University of Idaho Historic Campus — Administration Lawn, Olmsted design, and preservation highlights
4. Architectural Styles in Moscow — Craftsman, Queen Anne, Colonial Revival, and mid-century modern
5. Adaptive Reuse & Successful Rehabilitation Projects — examples from homes and commercial buildings
6. Local Preservation Policies & Guidelines — how the Commission reviews changes under City Code Title 03, Chapter 10*
7. Cultural Landscapes & Archaeology — parks, neighborhoods, and Indigenous heritage sites
8. Economic & Community Impacts of Preservation — heritage tourism, grants, and incentives
9. Professional Development Reports — CAMP training, regional workshops, and online resources

* Specifically, the Code states that the Commission may:

- Make recommendations to City Council about ordinances and preservation policies.
- Conduct surveys of historic properties, landmarks, and sites to understand what exists and what needs protection.
- Recommend acquisition or preservation actions for historic properties (e.g., purchases, donations, leases).
- Recommend how historic properties owned or controlled by the City should be preserved, restored, maintained, or operated.
- Advise on land use and planning processes, including participation in planning, urban renewal, and related government actions.
- Provide preservation information to the City and assist educational or interpretive programs about history and heritage.
- Cooperate with other government agencies (federal, state, local) and organizations in preservation objectives.
- Enter private lands for surveys or examinations only with the owner's consent during official duties.

In practice, this means the Commission reviews proposed actions affecting historic sites and provides formal advice to the City Council, staff, and other boards — rather than issuing a standalone “permit” itself. How the Commission's recommendations are used in permitting or development decisions typically depends on City Code language and related land-use processes (e.g., zoning, planning procedures).

2026 Historic Preservation Professional Development Opportunities

Regional & In-Person Conferences / Workshops

- Oregon Heritage Conference (April 29–May 2, 2026)
A multi-day conference on community heritage and preservation practice.
URL: <https://www.oregon.gov/oprd/oh/pages/heritageconference.aspx>
 - PLACES Conference — Washington Trust for Historic Preservation (October 7–9, 2026)
A statewide preservation and placemaking event with sessions and mobile tours.
URL: <https://preservewa.org/news-events/places-conference/>
 - Pacific Northwest History Conference (October 8–10, 2026 – Spokane, WA)
Presentations on regional history and preservation interpretation. Proposals open! (March 6, deadline)
URL: <https://www.washingtonhistory.org/across-washington/special-projects-and-events/pacific-northwest-history-conference/>
 - Pacific Northwest Preservation Field School (Summer 2026 – Ginkgo, WA)
Hands-on preservation training and methods.
URL: <https://archenvironment.uoregon.edu/2026-pacific-northwest-field-school/>
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Idaho & Local Preservation Programming

- Idaho Archaeology & Historic Preservation Month (May 2026)
Statewide activities and events celebrating heritage and preservation.
URL: <https://history.idaho.gov/iahpm/>

Each year the Idaho State Historic Preservation Office organizes and promotes statewide opportunities for the public to learn about Idaho archaeology, history, and historic preservation. The Idaho Archaeology and Historic Preservation Month program is a celebration of everything dealing with Idaho's archaeology and history. Events, presentations, and programs have been reaching all corners of the state for over 30 years!

2025 Idaho Archaeology & Historic Preservation Month Theme

Bridging The Past: The Rainbow Bridge, extending over the North Fork of the Payette River on Highway 55, is an open spandrel arch bridge designed by Charles Kyle. The bridge, which is listed in the National Register of Historic Places, was constructed in 1933 and is the largest of its type in the state. It is currently at risk, as the crossing is to be redesigned, leaving the fate of the bridge in question.

- Idaho SHPO CAMP Training — Coeur d’Alene (May 2026)
Commission Assistance and Mentoring Program workshop for local preservation commissions.
URL: <https://history.idaho.gov/clg-grants/>
 - Idaho SHPO Outreach & Preservation Assistance Resources (Ongoing)
Technical guidance, Preservation Briefs, and support from Idaho’s State Historic Preservation Office.
URL: <https://history.idaho.gov/preservation-assistance/>
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Lecture Series & Short Events

- Historic Talks in Historic Buildings (Washington Trust & Historic Seattle)
Winter/Spring lecture series covering preservation topics (may offer remote participation).
URL: <https://preservewa.org/historic-talks-in-historic-buildings-winter-spring-2026/>
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Online & Virtual Professional Learning

- National Preservation Partners Network Webinars & Workshops (Ongoing)
Monthly online webinars on practical and inclusive preservation topics.
URL: <https://prespartners.org/webinars-workshops/>
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Grant & Training Milestones

- Idaho Certified Local Government (CLG) Grant Workshops & Deadlines
Training support and guidance for CLG grant applications.
URL: <https://history.idaho.gov/clg-grants/>
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Additional Relevant Learning Resources

- Preservation Training Clearinghouse (National Center for Preservation Technology & Training)
Catalog of preservation workshops and technical trainings.
URL: <https://www.nps.gov/subjects/ncptt/preservation-clearinghouse.htm>

- Idaho State Historical Society Events
History talks, museum programs, and related workshops in Boise.
URL: <https://history.idaho.gov/events/>
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Optional Volunteer/Hands-On Opportunities

(Not formal PD, but great experiential learning)

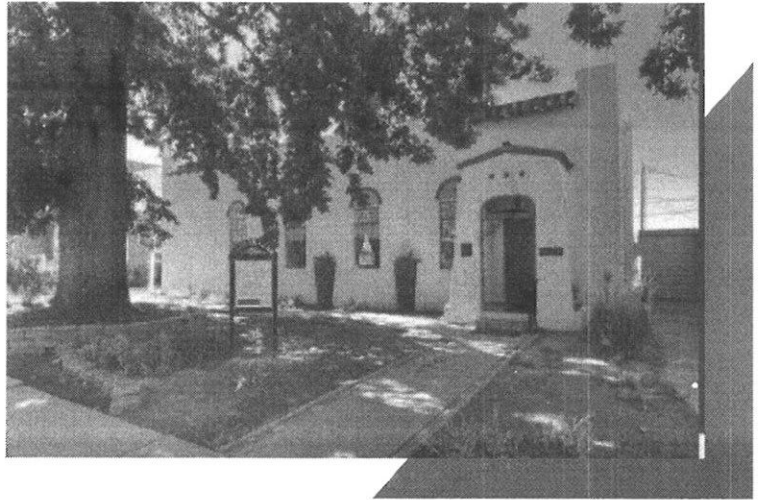
- HistoriCorps Preservation Projects (Various Dates/Regions)
Volunteer preservation work on historic structures.
URL: <https://historicorp.org/>
 - Passport in Time Archaeology & Preservation Projects (Various Dates)
Volunteer opportunities with professional archaeologists and preservationists.
 - URL: <https://www.passportintime.com/>
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Tips for Planning

- Coordinate Commission attendance at Idaho SHPO CAMP training in May.
- Use Idaho Archaeology & Historic Preservation Month to highlight local walking tours or educational programs.
- Supplement in-person events with online webinars throughout the year.
- Track member participation for annual reporting and professional development goals.



Image from CAMP 2025 in Payette, Idaho



The City of Coeur d'Alene invites you to participate in a training to learn more about local historic preservation fundamentals and best practices.

COMMISSION ASSISTANCE & MENTORING PROGRAM (CAMP) TRAINING

presented by the National Alliance of Preservation Commissions (NAPC)

Friday, May 22nd 9:00am - 4:00pm (PT)
Reception to Follow

Coeur d'Alene Public Library, 702 E Front Ave.

Training Topics Include:

- Why Preserve?
- Standards and Guidelines for Design Review
- Legal Basics
- Community Engagement and Building Public Support

To complete the free registration please scan the QR code or follow the link below:



<https://forms.cloud.microsoft/t/g/syC8k7g5HM?origin=lprLink>

CAMP is eligible for continuing education credit through the American Institute of Architects and the American Planning Association, and all CAMPers receive NAPC's CAMP Digital Toolkit.

