



Twin Falls Historic Preservation Commission Agenda

Monday, November 1, 2021, 3:00 PM

203 Main Avenue East
Twin Falls, ID 83301

Council Chambers

Members: Samra Culum Chairperson, Doug Baughman Vice Chairperson, Jennifer Shaffer, Ben Woodbury, Lisa Maas, Lisa Buddecke

Council Liaison: Craig Hawkins

- 1) Confirmation of Quorum/Call Meeting to Order
- 2) Consent Calendar
 - a) **ACTION ITEM:** Approve the minutes from the following meeting: September 13, 2021
- 3) Certificate of Appropriateness
- 4) Old Business
 - a) **ACTION ITEM:** Grant Project Discussion
 - Virtual Walking Tour

By: Lisa Strickland, City Planner
- 5) New Business
 - a) **DISCUSSION:** 2022 HPC Meeting Calendar and Commissioner Terms
- 6) Upcoming Meeting(s)
 - a) **INFORMATIONAL:** Monday, November 15, 2021
- 7) Adjournment

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Kelli Ebersole (208) 735-7267 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208) 735-7287.

CITY OF TWIN FALLS

PLANNING & ZONING COMMISSION

Public Hearing Procedures for Zoning Requests

1. Prior to opening the first Public Hearing of the session, the Mayor or Chair shall review the public hearing procedures.
2. Individuals wishing to testify or speak before the City Council or Planning & Zoning Commission shall wait to be recognized by the Mayor or Chair, approach the microphone/podium, state their name, and then proceed with their comments. Following their statements, they shall write their name and address on the record sheet(s) provided by the staff. The staff shall make an audio recording of the Public Hearing.
3. A City Staff Report shall summarize the application and history of the request.
4. The Applicant, or the spokesperson for the Applicant, will make a presentation on the application/request (request). No changes to the request may be made by the applicant after the publication of the Notice of Public Hearing. The presentation should include the following:
 - **A complete explanation and description of the request.**
 - **Why the request is being made.**
 - **Location of the Property.**
 - **Impacts on the surrounding properties and efforts to mitigate those impacts.**
5. Applicant is limited to 15 minutes, unless a written request for additional time is received, at least 72 hours prior to the hearing, and granted by the Mayor or Chairman.
6. The City Council or Planning & Zoning Commission may ask questions of staff or the applicant pertaining to the request.
7. The general public will then be given the opportunity to provide their testimony regarding the request. The Mayor or Chair may limit public testimony to no less than two (2) minutes per person.
 - **Individuals are not permitted to give their time to other speakers.**
 - **However, five (5) or more individuals that received written notice of the public hearing may appoint, by written petition, a spokesperson. The written petition must be received at least 72 hours prior to the hearing and must be granted by the Mayor or Chair. The spokesperson shall be limited to 15 minutes.**
 - **Written comments, including e-mail, received by 12:00 p.m. on the date of the hearing shall be either read into the record or displayed to the public on the overhead projector.**
8. Following the Public Testimony, the applicant is permitted five (5) minutes to respond.
9. Following the Public Testimony and Applicant's response, Council or Commission members, as recognized by the Mayor or Chair, shall be allowed to question the Applicant, Staff or anyone who has testified. Responses shall be limited to answering the questions asked. The Mayor or Chair may limit the time permitted for the answer.
10. The Mayor or Chair shall close the Public Hearing. The City Council or Planning & Zoning Commission shall deliberate on the request. Deliberations and decisions shall be based upon the information and testimony provided during the Public Hearing. Once the Public Hearing is closed, additional testimony from the staff, applicant or public is not allowed. Legal or procedural questions may be directed to the City Attorney.

* Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Mayor or Chairman.



Twin Falls Historic Preservation Commission Minutes

Monday, September 13, 2021, 3:00 PM

203 Main Avenue East
Twin Falls, ID 83301

Council Chambers
SPECIAL MEETING

Members: Samra Culum Chairperson, Doug Baughman Vice Chairperson, Jennifer Shaffer, Ben Woodbury, Lisa Maas, Lisa Buddecke

Council Liaison: Craig Hawkins

1) Confirmation of Quorum/Call Meeting to Order

Chairperson Culum called the meeting to order at 03:00 PM
A quorum was present.

Members Present: Culum, Baughman, Shaffer, Buddecke, Woodbury, Hawkins (Liaison)

Staff Present: Strickland, Hart, Ebersole

2) Consent Calendar

MOTION: Commissioner Woodbury moved to approve the Consent Calendar, as presented.
Commissioner Shaffer seconded the motion.

Unanimously Approved by a vote of 5 to 0.

- a) Approval of Minutes from the following meeting: August 16, 2021

3) Certificate of Appropriateness

- a) Request for a Certificate of Appropriateness to allow for signage on property located at 123 6th Avenue South. c/o Lytle Signs on behalf of Paul Smith (PZ21-0134)

Staff Presentation:

City Planner Strickland presented the request for a Certificate of Appropriateness to allow for signage on property located at 123 6th Avenue South. c/o Lytle Signs on behalf of Paul Smith (PZ21-0134)

The Certificate of Appropriateness process requires a public meeting in which interested persons can be heard, with regards to the application.

The Historic Preservation Commission shall review the "design guidelines" as they exist or as amended for compliance before issuing a certificate of appropriateness.

The Commission may approve, approve with conditions, or deny the request.

Any conditions placed by Commission shall be specifically listed on the Certificate and shall be completed as part of the approval.

Any decision of the Commission may be appealed to the City Council.

The current murals on the left and right grain elevators were painted directly to the concrete surface approximately 12-13 years ago. The outer surface of the concrete had degraded to the point that repainting is not an option, and the sign painting is not a service that is available if the option was feasible.

The middle grain elevator sign is an original ghost sign and the design guidelines recommend these type of signs be left exposed whenever possible, therefore this grain elevator is not included in this request.

The material for the banners is material specifically made for murals that stretch and attach to the aluminum frame. A couple example of this have been provided in the packet for reference.

The aluminum will not deteriorate, and this option will allow the applicant to maintain the signs and replace them when necessary.

Per the Twin Falls Warehouse Historic Guidelines, section: IV. General Guidelines For All Projects (G. Signs). Worksheets for this section of design review have been provided in the packet.

Based on these guidelines, the Commission is charged with deciding as to whether the project helps to preserve the character of the district. Whether the materials are durable, compatible and appropriate. The Commission can approve the request, approve with conditions, or deny the request.

Upon conclusion should the Commission approve this request staff recommends the following conditions:

1. Subject to site plan amendments as required by City Code Standards.
2. Subject to the applicant obtaining permits as required by City Code Standards.

Applicant Presentation:

Paul Smith, applicant, presented the request for a Certificate of Appropriateness to allow for signage on property located at 123 6th Avenue South. He gave a history of the silos, the Colorado Milling Co. and how the current signage came to be. The concrete on the silos is flaking and a new sign painted on the silos is not possible. He stated the new signage will be a framed mural that can be replaced easily when needed. The new signage will be brighter and more colorful.

Discussions Followed:

- Commissioner Buddecke asked about the center silo and its history.
- Mr. Smith stated it is a shadow sign that is an original and will not be covered, as it is a historic piece.
- Commissioner Woodbury asked about the frame fitting the contour of the silos.
- Mr. Smith stated it will fit and has been tested. The framing will make it an interchangeable sign.
- Commissioner Woodbury asked about the deterioration of the concrete and any adverse effects on the walls w/the new signs.
- Mr. Smith stated there has been a study on the walls and believes they will hold with the new signage.
- Commissioner Baughman asked about the material of the signage and will it withstand the wind.
- Craig Lookingbill from Lytle Signs stated the signs are made from a banner material that is made for outdoor use and will last 10-15 years.

MOTION: Commissioner Woodbury moved to approve the request for a Certificate of Appropriateness to allow for signage on property located at 123 6th Avenue South. c/o Lytle Signs on behalf of Paul Smith (PZ21-0134).

Commissioner Buddecke seconded the motion.

Unanimously Approved by a vote of 5 to 0.

- b) Request for a Certificate of Appropriateness to allow for a canopy installation on property located at 203 5th Avenue South. c/o Lytle Signs on behalf of Red's Trading Post (PZ21-0139)

Staff Presentation:

City Planner Strickland presented the request for a Certificate of Appropriateness to allow for a canopy installation on property located at 203 5th Avenue South. c/o Lytle Signs on behalf of Red's Trading Post (PZ21-0139)

The Certificate of Appropriateness process requires a public meeting in which interested persons can be heard, with regards to the application.

The Historic Preservation Commission shall review the "design guidelines" as they exist or as amended for compliance before issuing a certificate of appropriateness.

The Commission may approve, approve with conditions, or deny the request.

Any conditions placed by Commission shall be specifically listed on the Certificate and shall be completed as part of the approval.

Any decision of the Commission may be appealed to the City Council.

The property currently has a canopy spanning the front entrance to the building. This request is to install a canopy on the building located along the alley over the loading dock.

The canopy will match the copper penny corrugated metal on the front canopy and will be attached to the frame. The frame will be attached to the building.

Per the Twin Falls Warehouse Historic Guidelines, the section: III. Treatment of Historic Resources (Canopies). Worksheets for this section of design review have been provided in the packet.

Based on these guidelines, the Commission is charged with deciding as to whether the project helps to preserve the character of the district. Whether the materials are durable, compatible and appropriate.

The Commission can approve the request, approve with conditions, or deny the request.

Upon conclusion should the Commission approve this request staff recommends the following conditions:

1. Subject to site plan amendments as required by City Code Standards.
2. Subject to the applicant obtaining permits as required by City Code Standards.

Applicant Presentation:

Craig Lookingbill, Lytle Signs, representing applicant, stated the canopy will be very similar to the canopy on the front of the building. He stated the current wood beam will be removed and replaced with a new one.

Discussion ensued without concerns

MOTION: Commissioner Shaffer moved to approve the request for a Certificate of Appropriateness to

allow for a canopy installation on property located at 203 5th Avenue South. c/o Lytle Signs on behalf of Red's Trading Post (PZ21-0139).

Commissioner Woodbury seconded the motion.

Unanimously Approved by a vote of 5 to 0.

- c) Request for a Certificate of Appropriateness to allow for the replacement of stairs on property located at 425 Shoshone Street North. c/o Colby Ricks on behalf of the Twin Falls County Court House. (PZ21-0143)

Staff Presentation:

City Planner Strickland presented the request for a Certificate of Appropriateness to allow for the replacement of stairs on property located at 425 Shoshone Street North. c/o Colby Ricks on behalf of the Twin Falls County Court House. (PZ21-0143)

The Certificate of Appropriateness process requires a public meeting in which interested persons can be heard, with regards to the application.

The historic preservation commission shall review the "design guidelines" as they exist or as amended for compliance before issuing a certificate of appropriateness.

The Commission may approve, approve with conditions, or deny the request.

Any conditions placed by Commission shall be specifically listed on the Certificate and shall be completed as part of the approval.

Any decision of the Commission may be appealed to the City Council.

City Code 10-13-1 states for those properties located within the Twin Falls City Park Historic District. A certificate of appropriateness shall be required whether a building permit is required.

The subject property is located within the C-B (Commercial Business) Zoning District and the Twin Falls City Park Historic District. The stairs will be replaced with new concrete stairs w/handrails. The building is a contributing building on the 1977 National Registry of Historic Places.

Based on these guidelines, the Commission is charged with deciding as to whether the project helps to preserve the character of the district. Whether the materials are durable, compatible and appropriate. The Commission can approve the request, approve with conditions, or deny the request.

Upon conclusion, should the Commission approve this request, staff recommends the following conditions:

1. Subject to site plan amendments as required by City Code Standards.
2. Subject to the applicant obtaining permits as required by City Code Standards.

Applicant Presentation:

Colby Ricks, representing applicant, stated there is an ADA ramp on the west side of building and the plan is not to put a ramp in the front of the building. He stated the handrails will be made to coordinate with the interior wood rails from the original architecture. The handrails will be made with steel. He stated the stairs are in very bad shape and the handrails are rusted through. He stated they are working with the building department specifically with demo requirements to not damage the original sandstone.

Discussions Followed without concern

MOTION: Commissioner Buddecke moved to approve the request for a Certificate of Appropriateness to allow for the replacement of stairs on property located at 425 Shoshone Street North. c/o Colby Ricks on behalf of the Twin Falls County Court House. (PZ21-0143)
Commissioner Baughman seconded the motion.

Unanimously Approved by a vote of 5 to 0.

4) New Business

a) Friends of the Avenues - Sign Project

Citizen Robin Kirby presented the Friends of the Avenues project. She stated they are a local group working to create a local historic residential district. She gave the history of the original townsite and the petition project the group has started.

Russ Tremayne presented the Friends of the Avenues sign project to help support the original residential district. He stated they are working with Lytle Signs for individual signs for historic house markers. He stated the signs would give the basic housing information with what information that can be found. It will be the basic facts w/stories of house, with similar information on the HPC walking tour pamphlet.

5) Old Business

a) Grant Project Discussion

- Virtual Tour (CLG)
- Historic District Design Guidelines (CLG)
- Interpretive Sign Roberson Hotel (CEG)

City Planner Strickland stated the interpretive sign for the Rogerson hotel was not approved by the CEG grant committee. The commission can submit the request again next year.

Virtual tours – City Planner Strickland reviewed items to consider and the CLG application timeline. The application due date is December 31, 2021. If approved, the project complete deadline is May 2023. In kind hours can be counted starting October 1, 2021.

Action item: Commission to review the merits between two projects. Commission to discuss project timelines for a vote on October 4, with final draft of plan ready for City Council by the last HPC meeting in November.

6) Upcoming Meeting(s)

a) Monday, October 4, 2021

7) Adjournment

The meeting adjourned at 04:16 PM



Date: Monday, November 1, 2021
To: Historic Preservation Commission
From: Lisa Stickland, City Planner

ACTION ITEM

Request:

Grant Project Discussion

- Virtual Walking Tour

Time Estimate:

Approximately 5-10 minutes for the presentation with questions/comments to follow.

Background:

The CLG Grant application is due December 31, 2021. The discussion today will provide information about the project proposal and timelines for completion. At the end of the discussion the Commission will make a decision on whether or not to move forward with the project proposal.

Approval Process:

The commission will recommend approval or denial. If the decision is to recommend approval, the request will be presented to the City Council for a final decision to submit the application to the State Historic Preservation Office. If City Council approves the request, staff will submit the application no later than December 31, 2021.

Budget Impact:

The CLG grant, if approved, will be matched through in-kind hours provided by staff and the commission members.

Regulatory Impact:

N/A

History:

Prior to this, a CLG Grant was used to develop and produce a walking tour for our City Park Historic District. The staff anticipates this to be another opportunity to continue providing information about the City's historic districts while using new technology to reach a wider range of people.

Analysis:

N/A

Conclusion:

The Commission, after evaluating the project, the timelines and understanding the proposal, will make a decision on how they wish to proceed with the application.

Attachments:

1. FY22 CLG Grant application-DRAFT 10-26-21

**Idaho State Historic Preservation Office
Certified Local Government Subgrant Application
FY2022**

Application Coversheet

Applicant/Local Government

Name: _____
Address: _____
Address: _____
Telephone: _____
DUNS No.: _____

City/County Staff Contact

Name: _____
Address: _____
Address: _____
Telephone: _____
E-mail: _____

Grant Coordinator (if different from City/County Staff Contact)

Name: _____
Address: _____
Address: _____
Telephone: _____
E-mail: _____

Budget Summary

Total CLG Grant request: _____
Total Matching share: _____
Total cost of all project(s): _____
Source(s) of match: _____

Please provide a more detailed budget breakdown on the attached budget form.

Authorization

The undersigned certifies that he/she is authorized to apply for this subgrant on behalf of the local government, to commit local matching funds to the project, and to enter into a contract if the subgrant is awarded.

Signature: _____
City/County Chief Elected Official's signature

Date: _____

Print: _____

Title: _____

Project: _____

Applicant: _____

Part A: Proposed Project

Project Description

Complete a separate Part A: Project Description for **each** proposed project. Please state the objectives, the work to be performed, how the project relates to the goals set forth in the Idaho State Historic Preservation Plan, how the project relates to any local goals or objectives, and how the project will meet the Secretary of the Interior's Standards.

Final Products

CLG grant projects should result in a tangible product. Provide a detailed and specific list of the expected final products. Typical products include but are not limited to survey reports and forms; published document (e.g. walking tour guide); a National Register nomination; or similar. In some cases, the product may be an activity like a lecture or workshop. A short narrative describing the event must be submitted to the SHPO at the completion of the project. The narrative will describe the number of people attending, who composed the audience, and whether the project was carried out according to the proposal.

Project: _____

Applicant: _____

Timetable

Provide an anticipated timetable for carrying out the proposed project. Include significant milestones such as project commencement, issuing of RFPs, public engagement events, any necessary approvals, and projected completion.

Key Staff/Personnel

Provide a list of the key staff or personnel who will be involved in the proposed project, including a brief description of the roles and responsibilities for each member. Any anticipated subcontractors to be hired can simply be identified as such (e.g. – “consultant,” “architect,” “building contractor,” et cetera).

Attachments (Surveys, A&D, reprinting)

Attach any additional documents in support of this project application. Note: some project types have **required** attachments; please refer to Chapter VII of the Idaho CLG Grants Manual for details on these requirements.

Have you included any/all attachments for the project?

Yes _____ No _____

Applicant: _____

Applicant: _____

Project: _____

[illegible]

City of Twin Falls, Idaho
Historic Preservation Commission
Schedule of Regular Meetings & Public Hearings
Year 2022



The following is a schedule for **2022** Historic Preservation Commission meetings. The Historic Preservation Commission meetings are held on the 1st and 3rd Monday of every month, unless otherwise posted. The regular meetings start at **3:00 P.M.** and are held in the **City Hall** located at **203 Main Avenue East**, Twin Falls, Idaho.

Meeting date
Tuesday, January 18
February 7
Tuesday, February 22
March 7
March 21
April 4
April 18
May 2
May 16
June 6
Tuesday, June 21
July 18
August 1
August 15
September 19
October 3
October 17
November 7
November 14
December 5
December 19

A complete application must be submitted no less than 10 Business days prior to the upcoming meeting to be included on that meeting agenda.