



Twin Falls Historic Preservation Commission Agenda

Monday, June 6, 2022, 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: Spencer Cutler

- 1) Confirmation of Quorum/Call Meeting to Order
- 2) Consent Calendar
 - a) Approval of minutes from the following meeting: May 2, 2022
- 3) Certificate of Appropriateness - none
- 4) New Business
- 5) Old Business
 - a) **DISCUSSION:** Local Historic District
By: Dan Everhart, SHPO
 - b) **DISCUSSION:** Sip N Cycle - (History On The Move)
By: Lisa Strickland, City Planner
 - c) **DISCUSSION:** CEG- Photo Digitizing Project (Deadline 07-18-22)
By: Lisa Strickland, City Planner
- 6) Upcoming Meeting(s)
 - a) Scheduled: Monday, July 18, 2022
- 7) Adjournment

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Josh Palmer (208) 735-7312 at least two working days before the meeting. Si desea esta información en Español, por favor llame a Josh Palmer al teléfono (208) 735-7312.

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, May 2, 2022, 3:00 PM

203 Main Avenue North
Twin Falls, ID 83301

COUNCIL CHAMBERS

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

Council Liaison: Spencer Cutler

1) Confirmation of Quorum/Call Meeting to Order

Chairperson Culum called the meeting to order at 03:01 PM
A quorum was present.

Members Present: Culum, Baughman, Shaffer, Maas, Buddecke, Woodbury

Staff Present: Strickland, Zollinger, Ebersole

a) Election of Chairperson and Vice Chair. (Starting July 2022)

Vice Chair Baughman and Commissioner Shaffer expressed desire to be Chairperson.

Commissioner Maas made a motion to nominate Vice Chair Baughman as Chairperson.
Commissioner Shaffer seconded the motion.

Unanimously Approved by a vote of 6-0.

Commissioner Shaffer and Commissioner Maas expressed desire to be Vice Chair.

Vice Chair Baughman made a motion to nominate Commissioner Shaffer as Vice Chair.
Commissioner Maas seconded the motion.

Motion approved by a vote of 5-1.

b) Review of Members Terms.

City Planner Strickland reviewed the members terms of service.

2) Consent Calendar

a) Approval of minutes from the following meeting: April 18, 2022

3) Certificate of Appropriateness

- a) Request for a Certificate of Appropriateness to install a wall sign on property located at 135 Main Avenue West c/o Olivia Butterworth on behalf of Cloverleaf Market (app. PZ22-0081)

Commissioner Buddecke recused herself and stepped down into audience.

Staff Presentation:

City Planner Strickland presented the request for a Certificate of Appropriateness to install a wall sign on property located at 135 Main Avenue West c/o Olivia Butterworth on behalf of Cloverleaf Market (app. PZ22-0081)

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.

According to the National Historic Registry, this building has housed grocery and mercantile businesses since 1910. The land use proposed for this space is retail, which is consistent with the historic land uses in the building. The property is listed as contributing and was constructed circa 1909. In February of 2021, this property had a Certificate of Appropriateness approved to replace an existing window with a door to allow for an additional entrance into the building. In January 2022, the property had another Certificate of Appropriateness approved for a facade improvement allowing for the tiled window panes above the retail space to be covered with a wood/plank style overlay. Allowing for the windows to remain in tact but also allowing for sign placement as shown in the sign rendering for this request that would not require attachment directly into the facade of the building.

Approval of a Certificate of Appropriateness is required by the Commission, staff has provided the necessary information and the applicable guidelines for a decision to be made.

Upon conclusion, should the commission approve the request as present, 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:

Olivia Butterworth, applicant, gave her presentation to install a wall sign on property located at 135 Main Avenue West. She is not aware of the previous Certificate of Appropriateness for the wood covering. She stated her sign would be affixed to a metal ledge.

HPC Questions & Comments:

- Commissioner Woodbury asked about the 2nd floor of the building.
- City Planner Strickland stated the second floor is not included with this application.
- Commissioner Woodbury asked about the letters on the sign and the window being applicable to the design guidelines.
- City Planner Strickland reviewed the guidelines. She stated the window signs are not more than 75% of window, so they are acceptable.

MOTION: Commissioner Shaffer moved to approve the request for a Certificate of Appropriateness to install a wall sign on property located at 135 Main Avenue West c/o Olivia Butterworth on behalf of

Cloverleaf Market (app. PZ22-0081), as presented, with staff recommendations.
Commissioner Woodbury seconded the motion.

Unanimously Approved by a vote of 6-0.

4) Old Business

a) Friends of the Avenues - Update

City Planner Strickland gave the commission an update of the progress of the Friends of the Avenues project. City Staff will report to City Council on Monday, May 23rd.

She explained the City Council requested the financial breakdown of the project, as next years budget starts October 1, 2022. She stated this project would not be started until the new fiscal year.

- Commissioner Woodbury asked if staff is providing alternatives to the residents to creating a district.
- City Planner Strickland stated alternatives will be presented and outlined the three options for the residents.
- Vice Chair Baughman gave input on the alternative options.

b) Project List

City Planner Strickland discussed the potential of the Sip n Cycle tour.

Vice Chair Baughman reported he is working on the route maps.
narratives needed for each district.

Special Events were discussed.

Action item: Commissioners to email Kelli with any interest in events.

CEG grant deadline discussed. Idea: photo digitization.

Action item: look up CEG application timeline for next meeting.

Action item: Commissioners to give updates on project progress at next meeting.

CSI Community Education Walking Tour was discussed.

5) New Business - None

6) Upcoming Meeting(s)

- a) Monday, June 6, 2022 at 3:00 pm

7) Adjournment

The meeting adjourned at 04:08 PM