



Twin Falls Historic Preservation Commission Minutes

Monday, January 9, 2023, 3:00 PM

203 Main Avenue East
Twin Falls, ID 83301

COUNCIL CHAMBERS

Members: Doug Baughman Chairperson, Jennifer Shaffer Vice Chairperson, Ben Woodbury, Lisa Buddecke, Terry McCurdy, Arianna Harmon, Cherie Vollmer
Council Liaison: Spencer Cutler

1) Confirmation of Quorum/Call Meeting to Order

Chairman Baughman called the meeting to order at 03:01 PM
A quorum was present.

Members Present: *Baughman, Buddecke, Harmon, Woodbury, McCurdy, Vollmer, Cutler (Liaison)*
Staff Present: *Strickland, Ebersole, Nope*

2) Consent Calendar

Unanimously Approved by a vote of 6-0

- a) Approval of minutes from the following meeting: November 7, 2022
- b) Approval of minutes from the following meeting: December 5, 2022

3) Certificate of Appropriateness

None

4) Education

- a) Legal Education Training

City Attorney Shayne Nope gave a presentation regarding Open Meeting Laws and Conflict of Interest issues. He referred to Title 74, Idaho State Code, Transparent and Ethical Government.

Commissioner Woodbury asked about the checklist in the packets for COA's and when to turn them in.

City Attorney Nope stated the checklists become part of the meeting record.

Planning Technician Ebersole stated all checklists are scanned and become part of the record, but not part of the minutes.

Chairman Baughman asked about workgroups and if they can become a quorum.

City Attorney Nope stated it is always better to be safe, and the information that the workgroup (less than a quorum) gathers, needs to be brought back to the whole group, so that everyone has the same information.

Commissioner Woodbury asked if a quorum is counted as only commissioners, and should information be sent through city staff to put on an agenda.

City Attorney Nope stated the importance of speaking into the microphone to be heard on record. The meetings are streamed and if someone does not speak into the microphone, it cannot be heard on the recording.

City Attorney Nope stated if there is an item on the agenda where there is any sense that a commissioner has a conflict of interest to contact staff/City Attorney.

City Planner Strickland asked if there is a conflict when a commissioner is asked to attend a citizens group outside of the meeting.

City Attorney Nope stated the commission should be educated on historic matters of the city and when the information is brought back to the commission, the commissioner does not advocate for either side. If the commission is asked to attend something that will be decided by commission, commissioners should decline the

invitation and not attend. He stated the commissioners cannot be paid for services that would affect any commission decisions. He addressed absolute statements and due process. Commissioner Woodbury gave an example of a time when this type of request has come up. He stated this is a working commission and wants to make sure of the transparency issues that may arise. City Attorney Nope covered ex parte communication - don't gather information that can influence decisions without whole commission being aware of the same information.

b) **Agenda Location Training**

City Planner Strickland shared where the design guidelines and agenda packets are located on the website. She explained city code deadlines for applications and the process for approval if no quorum is at the meeting. Chairman Baughman asked about Certificate of Appropriateness being approved by default, and can it be appealed at a City Council meeting.

5) Old Business

- a) Approval by default for a Certificate of Appropriateness to allow for removal of an existing building and constructing a new building on property located at 427 Shoshone Street North c/o CSHQA, Inc. on behalf of Twin Falls County. (PZ22-0167)

City Planner Strickland reviewed the review process of a Certificate of Appropriateness application. She did a quick review of this application, received for the December 5, 2022 HPC meeting.

She stated this application was approved by default due to the timeline established in City Code.

6) New Business

Grant deadline discussion - December 31, 2023 CLG. City Planner Strickland explained that no grant applications were approved in 2022.

Action Item: Add to next agenda: Grant deadlines

7) Upcoming Meeting(s)

- a) 2023 HPC Meeting Calendar
Next meeting: Monday, February 6, 2023 at 3:00 pm

8) Adjournment

The meeting adjourned at 03:59 PM