



Twin Falls Historic Preservation Commission Agenda

Monday, October 6, 2025, 2:00 PM

203 Main Ave East
Twin Falls, ID 83303

Members: Doug Baughman Chairperson, Jennifer Shaffer Vice Chairperson, Terry McCurdy, Sharon Dowdle, Gary Sipe

Council Liaison: Spencer Cutler

- 1) Confirmation of Quorum/Call Meeting to Order
- 2) Consent Calendar
 - a) Request to approve the minutes from the following meeting: September 8, 2025.
- 3) Certificate of Appropriateness
 - a) **ACTION ITEM:** Request for a Certificate of Appropriateness to repair and replace a roll up door on property located at 302 4th Ave S. c/o Tucker Petterson (PZ25-0116)
- 4) Old Business
 - a) **INFORMATIONAL:** Follow-up report for application PZ25-0071 paint changed on the addition at 330 4th Ave S.
By: Lisa Strickland, City Planner
 - b) **DISCUSSION:** Fall Walking Tour
 - Date Options: 10/18/25, 10/25/25, 11/1/25
 - Time: 11:00 AM
 - Presentation Preparation
 - Advertising

By: Lisa Strickland, City Planner
- 5) New Business
- 6) Upcoming Meeting(s)
 - a) November 3, 2025
- 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, September 8, 2025, 3:00 PM

203 Main Ave East
Twin Falls, ID 83303

Members: Doug Baughman Chairperson, Jennifer Shaffer Vice Chairperson, Terry McCurdy, Sharon Dowdle, Gary Sipe

Council Liaison: Spencer Cutler

1) Confirmation of Quorum/Call Meeting to Order

Chairperson Baughman called the meeting to order at 03:04 PM

Members Attending: Baughman, Shaffer, McCurdy, Dowdle

Staff Attending: Spendlove, Strickland, Green

2) Consent Calendar

- a) Request to approve the minutes from the following meeting: August 4, 2025.
Commissioner Dowdle made a motion to approve the consent calendar, as presented.
Commissioner McCurdy seconded the motion.

3) Certificate of Appropriateness

- a) Request for a Certificate of Appropriateness for facade improvements on property located at 130 2nd Ave N. c/o Randy Musser (tabled August 4, 2025) PZ25-0100

Staff Presentation:

Planner Strickland presented the request for a Certificate of Appropriateness for facade improvements on property located at 130 2nd Ave N. c/o Randy Musser (tabled August 4, 2025) PZ25-0100

The Certificate of Appropriateness process requires a public meeting in which interested persons can be heard regarding 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 the Commission shall be specifically listed on the Certificate and shall be completed as part of the approval. Once the decision has been made the applicant has 15 days from the decision to submit in writing a request for appeal. The council will then review the request and make a final decision.

Originally, the Coburn Auto Co was first constructed circa 1920. This building is located within the Downtown Historic District and was recognized as a contributing building on the National Historic Registry Survey in 2000. It is within the CB; central business zoning district and has been used as office space.

On July 23, 2025, Code Enforcement notified the tenant of the space that the building was located in the Historic District and the work that was being done to the outside of the building needed to be approved by the Historic Preservation Commission. The tenant explained that

they would contact the property owner and inform them of the situation. Later that afternoon, the property owner sent the contractor in to review with staff what the situation was and what needed to be done to move forward.

An application was submitted with photos of the damaged brick and an explanation of the stucco materials and techniques used. Upon review of the application and photos it was noted that new windows had been installed along with lighting that is not original to the building. These changes must be considered in the request. Consideration should involve the impacts to the integrity of the building and the district.

Staff has reviewed the changes and it is not clear if these changes would impact the district negatively. However, there are concerns with stucco creating future deterioration of the brick as it is not a material recommended for repairing historic buildings. The windows are not similar to original materials but did not alter the size or shape of the original window framing and similar lighting can be found throughout the district. Along the base of the facade, an artificial brick overlay has been added. While adding character, the new brick overlay is not consistent with the original design.

With the work is already complete, it is difficult for staff to make a recommendation on the request. Staff is of the opinion it is imperative that any future plans to change the exterior with things such as awnings or signage be reviewed prior to installation and that the owner be aware of this requirement.

Historic Design Guidelines are used to evaluate the request and, based on these guidelines, the Commission is charged with deciding whether the project helps to preserve the character of the district, whether the proposed materials are appropriate, durable, and compatible with the building and the district.

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. On August 4, 2025 staff presented the request explaining that several exterior changes have been made to the building these changes include windows, a veneer brick installed below the windows and stucco over the front of the building. These changes were done without a Certificate of Appropriateness. The commission wanted to ask the applicant questions related to these changes however the applicant was not present. It was decided that the item should be tabled and the applicant would be asked to attend the next meeting scheduled September 8, 2025.

Following the meeting, staff reached out to the applicant explaining that the item had been tabled and that the commission would like him to attend the next meeting. A summary of the items they would like to see completed to be able to approve the Certificate of Appropriateness were included in the email explanation.

After reviewing the response from the applicant, the commission can approve the request as presented, approve the request with conditions or deny the request.

Per the Twin Falls Downtown Historic Guidelines the following guidelines apply: 2.1 General Guideline, 3.6 Materials and Colors, 3.4 Exterior Lighting, 4.1 Facade Improvements, 6.8 Doors Windows Storefront. These guidelines have been provided in the staff report packet. Staff has no recommendations.

HPC/Questions & Comments:

- Commissioner McCurdy asked what the next step is.
- Planner Strickland explained the different options available.
- Director Spendlove explained the violation of Title 10 and what that entails if conditions are not met or the request is denied.
- Chairperson Baughman had looked at the original nomination and found 3 of the characteristics from that. They were the roof, the masonry diamonds, and the windows in sections. The characteristics are still there.
- Planner Strickland stated the applicant bought it in 2015 and it appears it was done prior.
- Commissioner McCurdy stated he doesn't care about the awnings, but he doesn't like the stucco and bricks in front. His concern is "not knowing" is not a reason to just do what you want. Guidelines need to be followed.
- Planner Strickland reminded the commission that if denial is done, it can be appealed to City Council.
- Chairperson Baughman commented that with the bricks deteriorated, what other options did the applicant have. Replacing brick would be expensive. He would like the bricks at the bottom of the windows changed out.
- Commissioner Shaffer stated the applicant can't fix the damage already done. Would it cause more damage by having him add awnings as the bracket mounts have been filled in.
- Commissioner McCurdy asked if there are any other buildings in the downtown area that have stucco.
- Chairperson Baughman thought there were 2 in the park district.
- Director Spendlove some have accent pieces not a whole wall.
- Commissioner McCurdy doesn't want to cause a problem for the applicant. He is interested in the bricks at the bottom and wants more original time pieces. He wants a condition to change the bricks at the bottom.

The Commission would like the applicant to replace the facade bricks at the bottom with a similar tone/type of the original building and historically appropriate brick within 6 months (May 1).

MOTION: Commissioner McCurdy moved to approve the request for a Certificate of Appropriateness for facade improvements on property located at 130 2nd Ave N. c/o Randy Musser PZ25-0100 with the condition to replace the stone under the window with a similar brick of the original building by May 1, 2026. Commissioner Dowdle seconded the motion. Roll call vote showed all members present voted.

Approved 4 to 0.

4) Old Business

Commissioner Shaffer informed the commission about trick or treat on Main and she cannot do it this year and needs someone else to fill in. Chairperson Baughman offered to do it.

5) New Business

a) Request a change to the meeting schedule.

Staff Presentation:

Request a change to the meeting schedule.

Commission shall discuss the request as questions make suggestions and vote for a decision.

The meeting schedule for the commission has changed over the years. From having 2 meetings to having 1 meeting a month.. These changes have been dictated by the number of requests and the commission to ensure we have a quorum.

The city council meets every Monday at 5pm in the council chambers. There are times that the commission has had to change the meeting time or end meetings in time to exit the chambers and allow staff to prepare for the council meeting that follows. It was recommended that I present a request to change the meeting to the first Tuesday of each month. This change would allow some flexibility so that we can finish up commission business without feeling rushed. Staff is offering this as a suggestion. The commission can motion to approve the recommendation, or continue with the current schedule. If approved the commission can propose when the change should take place. Staff has provided a sample calendar through June of next year for a visual aid.

Staff is offering this as a suggestion, the commission can consider this option or continue with the current schedule.

Commission likes the idea of moving it to 2pm on Mondays.

b) Fall Historic Walking Tour

Staff Presentation:

Fall Historic Walking Tour

Discussion with a motion to approve.

In May of this year the commission hosted a walking tour of the northern half of the downtown district in honor of Idaho Historic Preservation Month. The event was a success, with people requesting that we do another tour of the southern half of the downtown district. The commission has suggested planning a tour for later this year.

For this to be successful the commission will need to do the following things:

1. Pick a date and time
2. Prepare the presentation
3. Help advertise the event
4. Attend

The reason this event was so successful in May was because of the effort put in by the commission and, although the weather was not great, the attendees were wonderful and enjoyed the tour.

The commission can decide whether to do a fall walking tour and, if they decide to do so a time and date will need to be chosen.

Discussions Followed:

The Commission decided to set the date for October 11, 2025, at 11 am.

6) Upcoming Meeting(s)

a) October 6, 2025.

7) Adjournment

The meeting adjourned at 03:37 PM

Jody Green, Planning Technician

DRAFT



Date: Monday, October 6, 2025
To: Historic Preservation Commission
From: Lisa Strickland, City Planner

ACTION ITEM

Request:

Request for a Certificate of Appropriateness to repair and replace a roll up door on property located at 302 4th Ave S. c/o Tucker Petterson (PZ25-0116)

Time Estimate:

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

Background:

This is a request to repair and replace doors on property located within the Warehouse Historic Overlay District.

Approval Process:

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 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.

Budget Impact:

N/A

Regulatory Impact:

Per City Code 10-13-1 states for those properties located within the Twin Falls City Park, Downtown or Warehouse Historic District a certificate of appropriateness shall be required whether or not a building permit is required.

Historic Design Guidelines are used to evaluate the request and based on these guidelines the Commission is charged with deciding whether the project helps to preserve the character of the district, if the proposed materials are appropriate, durable, and compatible with the building and the district.

History:

This is a request to grant a Certificate of Appropriateness for contributing building located within the Warehouse Historic District. The property is zoned OT-Old Town. The land use history for the property was a wholesale warehouse constructed circa 1919. This request was generated by a notification to staff that someone was doing work on this building without approval from the Historic Preservation Commission. Staff reported the situation to Code Enforcement. Their investigation revealed that a door had been removed along with the brick framing of the door without HPC approval and without a building permit.

Upon receiving notification to stop work and to contact the building and zoning departments, they shored up the opening and began working on their certificate of appropriateness application and obtaining engineered plans for the building permit.

Analysis:

In the submittal packet, the applicant provided an old photo of the door that has been removed and samples of the door they would like to put in its place. It is evident that work needs to be done to prevent further dilapidation of the building and doorway. The applicant is also proposing to change another existing overhead door located at the front of the building matching the one that has been proposed for this opening.

The design principles for historic preservation are to respect the character of the property, incorporate a use that is compatible with the building, maintain significant features, restore damaged features and replacing elements that cannot be repaired.

The applicant is making this request because there has been significant deterioration of the brick material and doors on this building. The goal is to improve the integrity of the building without changing its character. The applicant has identified the damaged areas in photos and provided sample photos/rendering of what is being proposed.

The doors proposed are solid panel roll-up overhead door with one row of windows. These doorways were designed to be used as loading bay doors but have suffered quite a bit of damage, possibly from a previous attempt to reconstruct the doors and long-term neglect. The doors chosen for the space seem to be compatible with other overhead doors found within the district and would be compatible with the building.

It is evident from the photos provided that these doors are most likely not operational and are in desperate need of replacement to be functional. The proposal to remove and replace them seems to be compatible with the preservation principle of replacing elements that cannot be repaired.

Preservation of the existing building would be the primary goal and, by approving these changes, it would enhance the integrity of the building as well as prevent further damage. Staff does not find that these changes would negatively impact the building or the district.

Conclusion:

Upon conclusion, a Certificate of Appropriateness is required by the Commission, staff and the applicant have provided the necessary information and the applicable guidelines for a decision.

Per the Twin Falls Warehouse Historic Guidelines, Chapter 3 General Guidelines is applicable to this project. Should the Commission approve the request, staff recommends the following conditions:

1. Subject to site plan amendments as required by City Codes and standards.
2. Subject to the owner obtaining the appropriate permits and inspections to complete the project.

Attachments:

1. PZ25-0116 Zoning Map
2. PZ25-0116 Notification Follow-up
3. PZ25-0116 Applicant Narrative
4. PZ25-0116 Doors To Be Replaced
5. PZ25-0116 Rendering
6. PZ25-0116 Example Door

7. PZ25-0116 National Historic Registry Information
8. PZ25-0116 Historic Photo vs Proposed Repair
9. WHO-Chapter 3 Treatment of Historic Resources

Zoning Map



From: Sean Standley <Sstandley@tfid.org>

Sent: Wednesday, September 3, 2025 12:51 PM

To: Lisa Strickland <LStrickland@tfid.org>; Jarrod Bordi <jbordi@tfid.org>; Matthew Long <mlong@tfid.org>

Subject: RE: 4th and Idaho (needs HPC approval for exterior changes)

The address is 302 4th Ave South. They are not removing any bricks rather repairing the loading door. Photo below. I am including Jarrod Bordi on this as it seems it may need a Building Permit.



Sean,

I just received a call stating that someone is taking the brick from the wall and there is a large hole in the building at this location. We do not have any record of approval from HPC. Could you stop by and take a look to see what is going on, please?

Thank you,

Lisa Strickland, City Planner

302 4th Ave. S.

The work proposed at the Southwest corner of 302 4th Ave. S. facing Idaho St. consists of rebuilding a damaged opening that was leaning dangerously and had significant damage to the brick work. This opening had been previously reconstructed using poor construction techniques and was not rebuilt to preserve the historic appearance of the building. We have obtained Historic photographs of this loading bay opening and would like to restore it to the original arched brick opening. We will be using brick that was salvaged from the deconstruction of the opening and other matching historic brick that has been purchased for this project. The overhead door will be a black solid panel door with one section of full view windows the second panel from the top. I feel that section pg. 53 section 3.3 is a good representation of the work being considered. We would also like to replace a damaged overhead door on 4th Ave. S. with a matching door.

302 4th Ave. S.

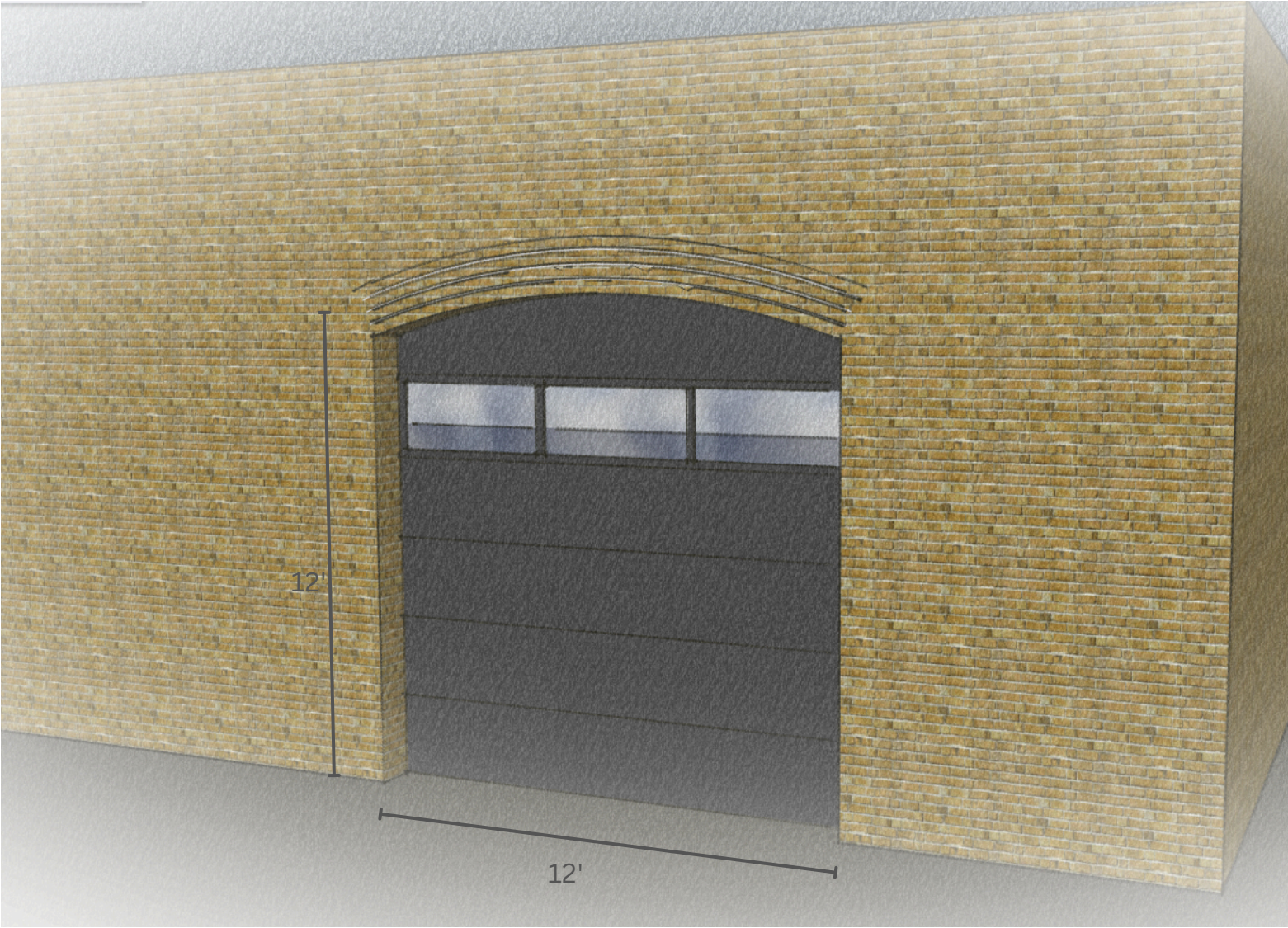


Door facing 4th Ave. S. to be replaced

302 4th Ave. S.



302 4th Ave. S.



302 4th Ave. S.





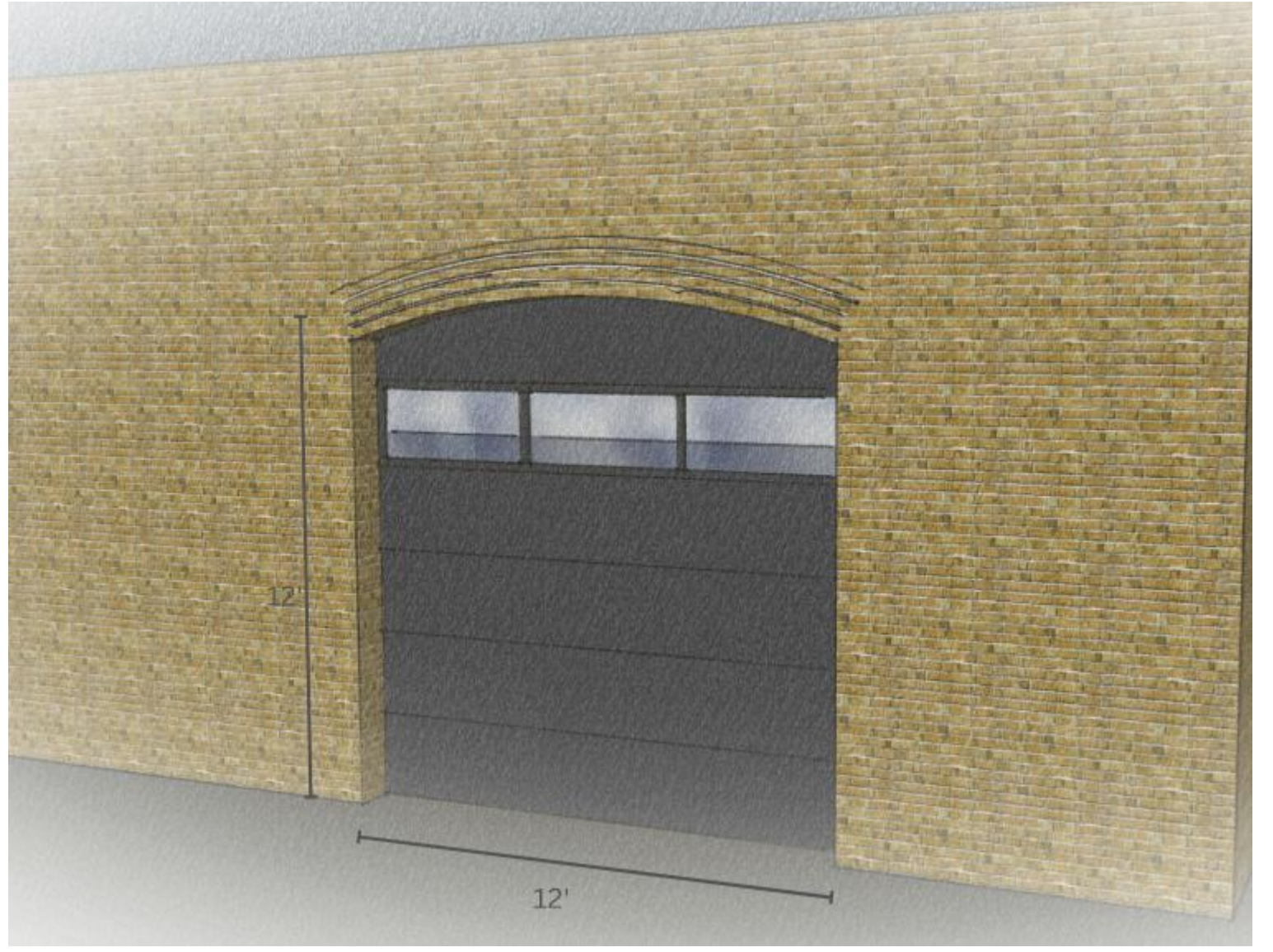
1. Southern Idaho Wholesale Grocery Company 83-17913
302-322 Fourth Avenue South
Contributing
1919

In a historic photograph of the wholesale grocery company, taken before 1923, this building appears to be one structure; however, the rear elevations reveal that it is actually two: 302-316 is a brick structure whereas 322 is constructed of lava rock and only the street elevation is brick. The building features a gabled roof obscured by a stepped parapet wall on the Fourth Avenue elevation. Windows are metal sash and entrances consist of wood main doors and rolling garage doors. Several of the openings have been boarded or are obscured by additions: a paneled wood structure is located on the Fourth Avenue elevation and wood hopper is situated on the Third Street South side.

At 322, the cornice has three rows of soldier bricks. One of the window openings has been altered to accommodate a single door; the rest of the openings, including windows and a loading entrance, are boarded. All of the openings have lintels composed of four rows of soldier bricks. The building has a concrete loading dock that extends to the structure at 334 Fourth Avenue South.

This warehouse, along with much of this block extending to 360 Fourth Avenue South, is associated with the business activity of a German immigrant, Frederick Harder. After leaving Germany, Harder lived in Denver and Cripple Creek, Colorado. He moved to Twin Falls soon after the tract opened in 1904, sending for his family soon after. By training Harder was a baker. In March, 1905 he opened Twin Falls' first bakery in a structure at 230 Second Avenue East that served as both his residence and business. Harder's timing couldn't have been better - his bakery was the only one in the new community and the arrival of the railroad a few months later enabled him to ship bread to Shoshone and the new irrigation towns of Burley, Rupert and Gooding. In 1909 Harder left the retail business and turned to the wholesale markets. With a partner, Charles Munson, he established a wholesale produce and grocery concern.¹ Ten years later, Munson and Harder incorporated the Southern Idaho Wholesale Grocery Company; their letterhead stated the company's specialties: potatoes, onion, beans, apples, berries, eggs and honey.² The company also had a branch in Burley, Idaho.³ In addition to the grocery business, Harder established a bean company. Sanborn Fire Insurance maps from 1944 mention that the Harder Bean Company was located at 302-316 Fourth Avenue South, which is discussed below, and that the building was divided into thirds, containing bags and twine, produce, and potatoes. Mr. Harder died in California in 1936.⁴

At a later date the grocery building housed at least two different businesses. From 1941 to 1955 the Pacific Diamond Bag Company is listed in the city directories at 302, while another grocery company, Scowcroft and Sons, is indicated on a 1944 Sanborn map as occupying the space at 322 and 328 Fourth Avenue South. Signage for Pacific Diamond Bag is still apparent at 322. At this writing a faint imprint of "Keegan Potatoes" can be seen at 302.



Application No. _____

WAREHOUSE HISTORIC DISTRICT DESIGN STANDARDS
CERTIFICATE OF APPROPRIATENESS ACTION SHEET

GENERAL DESIGN GUIDELINES				
PRIMARY FACADES	MEETS	DOES NOT MEET	N/A	COMMENTS
3.1 For a warehouse building, a rehabilitation project should preserve these character-defining elements:				
Man-door: A small door for use by people entering the building. These can be similar in character to a storefront on a retail building. They often include a transom.				
Windows: Windows located at the street level. These often are larger and display a similar pattern to the upper story windows.				
Upper-story windows: Windows located above the street level. These usually have a vertical orientation.				
Cornice molding: A decorative band at the top of the building.				
Cultural and civic structures are allowed to have 'pride of place' with setbacks and form differences, while maintaining compatible human scale. elements at street level.				
Loading dock: A raised landing for handling goods; some project from the facade while others are inset behind the building plane.				
Loading bay doorway: A large opening at the landing dock. Typically, these are rectangular, although sometimes arched. Rolling overhead or horizontal sliding doors were used in these openings. Singular and multiple openings were found on walls.				
Canopy: A metal structure usually sheltering the loading dock. Some were horizontal and others were sloped. They were supported on metal and heavy timber supports that were wall mounted.				
3.2 Preserve the historic character of the building facade.				
Preserve loading docks, loading bay openings, windows and door frames.				
If the glass is intact, it should be preserved.				
3.3 If the facade is altered, restoring it to the original design is preferred.				
If evidence of an original design component is missing, use a simplified interpretation of similar components in the area.				

Application No. _____

WAREHOUSE HISTORIC DISTRICT DESIGN STANDARDS
CERTIFICATE OF APPROPRIATENESS ACTION SHEET

PRIMARY FACADES	MEETS	DOES NOT MEET	N/A	COMMENTS
Historic photographs of Twin Falls and its industrial buildings are available and should be used when determining the original character of the facade.				
3.4 Alternative designs that are contemporary interpretations of traditional industrial buildings may be considered where the historic façade is missing and no evidence of it exists.				
Where the original is missing and no evidence of its character exists, a new design that uses the traditional elements may be considered. However, the new design should continue to convey the character of typical facades in the area, including the repetitive window patterns and openings seen along the building fronts.				
3.5 Preserve the character of the cornice line.				
Most historic commercial buildings have cornices to cap their facades. Their repetition along the street contributes to the visual continuity on the block.				
Many cornices are made of sheet metal, which is fairly lightweight and easy to repair. Areas that have rusted through can be patched with pieces of new metal.				
3.6 Reconstruct a missing cornice when historic evidence is available.				
Use historic photographs to determine design details of the original cornice.				
Replacement elements should match the original in every detail, especially in overall size and profile. Keep sheet metal ornamentation well painted.				
The substitution of a new cornice for the original may be considered, provided that the substitute is similar to the original.				
3.7 A simplified interpretation is also appropriate for a replacement cornice if evidence of the original is missing.				
Appropriate materials include stone, brick and stamped metal.				

WAREHOUSE HISTORIC DISTRICT DESIGN STANDARDS
CERTIFICATE OF APPROPRIATENESS ACTION SHEET

PRIMARY FACADES	MEETS	DOES NOT MEET	N/A	COMMENTS
3.8 Retain the original shape of the transom glass in existing openings				
Transoms, the upper glass band on door openings, introduced light and air circulation into the depths of the building, saving on light and cooling costs. These bands should not be removed or enclosed.				
The shape of the transom is important to the proportion of the opening, and it should be preserved in its historic configuration				
if the transom must be blocked out, be certain to retain the original proportions. One option might be to use it as a sign panel or decorative band.				
3.9 A parapet wall should not be altered, especially those on primary elevations or highly visible walls.				
When a parapet wall becomes deteriorated, there is sometimes a temptation to lower or remove it. Avoid doing this because the flashing for the roof is often tied into the parapet, and disturbing it can cause moisture problems				
Inspect parapets on a regular basis. They are exposed to the weather more than other parts of the building, so watch for deterioration such as missing mortar or excessive moisture retention.				
Avoid waterproofing treatments which can interfere with the parapet's natural ability to dry out quickly when it gets wet.				
A parapet wall should not be altered, especially those on primary elevations or highly visible walls.				

WAREHOUSE HISTORIC DISTRICT DESIGN STANDARDS
CERTIFICATE OF APPROPRIATENESS ACTION SHEET

ARCHETECTURAL DETAILS	MEETS	DOES NOT MEET	N/A	COMMENTS
3.10 Preserve significant stylistic and architectural features.				
Doors, windows, cornices, loading docks, loading bay doorways, and canopies are examples of architectural features that should be preserved.				
Employ preventive maintenance measures such as rust removal, caulking and repainting.				
Do not remove or alter architectural details that are in good condition or that can be repaired.				
3.11 Repair deteriorated features.				
Patch, piece-in, splice, consolidate or otherwise upgrade existing materials, using recognized preservation methods				
Isolated areas of damage may be stabilized or fixed using consolidates. Epoxies and resins may be considered for wood repair.				
Removing a damaged feature that can be repaired is not appropriate.				
ARCHETECTURAL DETAILS	MEETS	DOES NOT MEET	N/A	COMMENTS
Protect significant features that are adjacent to the area being worked on.				
3.12 When disassembly of a historic element is necessary for its repair, use methods that minimize damage to it.				
When removing a historic feature, document its location so it may be repositioned accurately.				
3.13 Use technical procedures for cleaning, refinishing and repairing an architectural detail that will maintain the original finish.				
Use the gentlest means possible that will achieve the desired results				
Employ treatments such as rust removal, caulking, limited paint removal and reapplication of paint or stain where appropriate.				
3.14 When reconstructing an element is impossible, develop a new design that is a compatible interpretation of it.				
The new element should be similar to comparable features in general size, shape, texture, material and finish.				

WAREHOUSE HISTORIC DISTRICT DESIGN STANDARDS
CERTIFICATE OF APPROPRIATENESS ACTION SHEET

ARCHETECTURAL DETAILS	MEETS	DOES NOT MEET	N/A	COMMENTS
3.15 Replace an architectural element accurately.				
The design should be substantiated by physical or pictorial evidence to avoid creating a misrepresentation of the building's history.				
The design should be substantiated by physical or pictorial evidence to avoid creating a misrepresentation of the building's history.				
Use the same kind of material as the original when feasible. However, a substitute material may be acceptable if the size, shape, texture and finish conveys the visual appearance of the original. Alternative materials are usually more acceptable in locations that are remote from view or direct contact.				
Restore altered window openings on primary walls to their original configuration, when feasible.				
3.16 Avoid adding details that were not part of the original building.				
For example, decorative millwork should not be added to a building if it was not an original feature. Doing so would convey a false history and would not be appropriate for the traditionally simple character of most warehouse buildings.				
MATERIALS & FINISHES	MEETS	DOES NOT MEET	N/A	COMMENTS
3.17 Preserve original building materials.				
Avoid removing original materials that are in good condition.				
Remove only those materials which are deteriorated, and must be replaced.				
Masonry features that define the overall historic character, such as walls, cornices, pediments, steps and foundations, should be preserved.				
Avoid rebuilding a major portion of exterior masonry walls that could be repaired.				
3.18 Repair deteriorated primary building materials.				
Repair by patching, piecing-in, consolidating or otherwise reinforcing the material.				

WAREHOUSE HISTORIC DISTRICT DESIGN STANDARDS
CERTIFICATE OF APPROPRIATENESS ACTION SHEET

MATERIALS & FINISHES	MEETS	DOES NOT MEET	N/A	COMMENTS
3.19 When replacing materials on primary surfaces, match the original material in composition, scale and finish.				
If the original material is wood clapboard, for example, then the replacement material should be wood as well. It should match the original in size, the amount of exposed lap and in finish.				
Replace only the amount required. If a few boards are damaged beyond repair, then only they should be replaced, not the entire wall				
If a wood porch or deck floor needs replacement because of significant deterioration, a substitute material may be considered in this case. Recycled materials may be an appropriate replacement material to consider.				
3.20 Do not use synthetic materials, such as aluminum, vinyl or panelized brick, as replacements for primary building materials.				
Primary building materials, such as wood siding and masonry, should not be replaced with synthetic materials.				
Modular materials should not be used as replacement materials. Synthetic stucco and panelized brick, for example, are inappropriate.				
In some instances, substitute materials may be used for replacing architectural details. If a new material is used, its style and detail should match the historic model.				
Green building materials, such as those made with renewable and local resources, may be considered for replacement materials where they are compatible with the historic building and context.				

WAREHOUSE HISTORIC DISTRICT DESIGN STANDARDS
CERTIFICATE OF APPROPRIATENESS ACTION SHEET

TREATMENT OF INDIVIDUAL BUILDING FEATURES				
DOORS	MEETS	DOES NOT MEET	N/A	COMMENTS
3.32 Preserve the decorative and functional features of a primary entrance.				
These include the door, door frame, threshold, glass panes, paneling, hardware, detailing, transoms and flanking sidelights.				
Avoid changing the position of an original front door.				
3.33 Preserve a loading bay door.				
Avoid changing the position of an original loading bay door.				
3.33 Preserve a loading bay door.				
Avoid changing the position of an original loading bay door.				
Where replacement is needed, the design should have an appearance similar to the original, and be in character with the building				
Maintain the proportions of the original opening and door(s).				
3.34 Maintain the original proportions of a historically significant door.				
Altering the original size and shape of a historic door is inappropriate.				
3.35 When a historic door is damaged, repair it and maintain its general historic appearance.				
3.36 When replacing a door, use materials that appear similar to that of the original.				
3.37 When replacing a door, use a design that has an appearance similar to the original door, or a door associated with the building style or type.				

Signature

Date



Date: Monday, October 6, 2025
To: Historic Preservation Commission
From: Lisa Strickland, City Planner

INFORMATIONAL

Request:

Follow-up report for application PZ25-0071 paint changed on the addition at 330 4th Ave S.

Time Estimate:

Approximately 2-3 minutes for presentation and discussion.

Background:

On June 23, 2025 the commission approved a certificate of appropriateness for an addition to the back of property located at 330 4th Ave S with a condition that the metal siding be painted in a more neutral color. As of September 17, 2025 code enforcement had confirmed that the metal siding has been painted and is now a neutral beige color. A photo of before and after has been attached.

Approval Process:

NA

Budget Impact:

NA

Regulatory Impact:

NA

History:

NA

Analysis:

NA

Conclusion:

NA

Attachments:

1. PZ25-0071 New Paint Photo



Before



After