



## Twin Falls Historic Preservation Commission Agenda

Monday, December 1, 2025, 2:00 PM

**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 minutes from the following meeting: October 6, 2025.
- 3) Certificate of Appropriateness
- 4) Old Business
  - a) **INFORMATIONAL:** 2025 Fall Walking Tour Follow-up
- 5) New Business
  - a) **INFORMATIONAL:** Training
  - b) **ACTION ITEM:** 2026 Historic Preservation Commission Meeting Calendar
- 6) Upcoming Meeting(s)
  - a) January 5, 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, 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

Vice-Chairperson Shaffer called the meeting to order at 02:00 PM

Members Attending: Baughman, Shaffer, McCurdy, Dowdle, Sipe

Staff Attending: Strickland, Green

### 2) Consent Calendar

a) Request to approve the minutes from the following meeting: September 8, 2025.

Commissioner McCurdy made a motion to approve the consent calendar, as presented.

Commissioner Sipe seconded the motion.

### 3) Certificate of Appropriateness

a) 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)

Staff Presentation:

Planner Strickland presented the 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)

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.

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.

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. 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.

#### HPC/Questions & Comments:

- Vice-Chairperson Shaffer asked about the hole and would they match the brick
- Tucker Petterson stated they saved all the brick that was removed and bought more to match.
- Vice-Chairperson Shaffer asked if they would arch above the doorway again.
- Tucker Petterson stated there are openings in the back and will arch it again to match the original.
- Commissioner Sipe asked about the loading dock.

- Tucker Petterson replied that the floor is level with the ground.
- Commissioner McCurdy asked about the color and the brick
- Tucker Petterson stated they have the brick that matches.
- Vice-Chairperson Shaffer asked about a different area and if it is in need of repair.
- Tucker Petterson explained that the front is in good shape.

**MOTION:** Commissioner Sipe moved to approve the 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). Commissioner Dowdle seconded the motion. Roll call vote showed all members present voted.

**Approved 5 to 0.**

#### 4) Old Business

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

Staff Presentation:

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

- b) Fall Walking Tour

- Date Options: 10/18/25, 10/25/25, 11/1/25
- Time: 11:00 AM
- Presentation Preparation
- Advertising

November 1 - @ 1pm

#### 5) New Business

#### 6) Upcoming Meeting(s)

- a) November 3, 2025

#### 7) Adjournment

The meeting adjourned at 02:37 PM



**Date:** Monday, December 1, 2025  
**To:** Historic Preservation Commission  
**From:**

## INFORMATIONAL

**Request:**

2025 Fall Walking Tour Follow-up

**Time Estimate:**

**Background:**

**Approval Process:**

**Budget Impact:**

**Regulatory Impact:**

**History:**

**Analysis:**

**Conclusion:**

**Attachments:**

None

# City of Twin Falls, Idaho

## Historic Preservation Commission

### *Schedule of Regular Meetings*

### **Year 2026**



The following is a schedule for **2026** Historic Preservation Commission meetings. The Historic Preservation Commission meetings are held on the 1st Monday of every month, unless otherwise posted. The regular meetings start at **2:00 P.M.** and are held in the **City Hall** located at **203 Main Avenue East**, Twin Falls, Idaho.

Meeting date
January 5
February 2
March 2
April 6
May 4
June 1
July 6
August 3
September 14
October 5
November 2
December 7

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