



NOTICE OF AGENDA

PUBLIC MEETING

**Twin Falls Historic Preservation Commission
December 16, 2013 1:00 PM
City Council Chambers
305 3rd Avenue East Twin Falls, ID 83301**

HISTORIC PRESERVATION COMMISSION MEMBERS

Carrie Hall Ryan Horsley Debbie Lattin John Pauley Wendy Rice Nancy Taylor Randall Watson
Vice-Chairman Chairman

COUNCIL LIAISON: Don Hall

I. CALL MEETING TO ORDER:

1. Confirmation of quorum
2. Introduction of staff

II. CONSENT CALENDAR:

1. Approval of Minutes from the following meeting(s): **NOVEMBER 18, 2013**

III. CERTIFICATE OF APPROPRIATENESS: NONE

IV. OLD BUSINESS UPDATE:

1. Idaho Certified Local Government Grant 2014 (Education/Lincoln Lights)
2. Idaho Heritage Trust Grant Program 2014 (Lincoln Lights)

V. NEW BUSINESS:

1. Open Meeting Law-Commissioner Training-Fritz Wonderlich
2. Appoint Darrell Buffaloe as Affiliate Volunteer Advisor to Historic Preservation Commission-Randall Watson/Kelly Weeks

VI. INPUT AND/OR ITEMS FROM THE HISTORIC PRESERVATION COMMISSION

1. Discuss Candidates for Chairman/Vice-Chairman-Darrell Buffaloe/Randall Watson

VII. UPCOMING MEETINGS/SCHEDULE: TUESDAY, JANUARY 21, 2014

VIII. ADJOURN MEETING:

Si desea esta información en español, llame Leila Sanches al (208) 735-7287

Any person(s) needing special accommodations to participate in the above noticed meeting should contact Lisa A. Strickland at (208) 735-7267 at least two (2) working days before the meeting.



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November 18, 2013 1:00 PM

City Council Chambers

305 3rd Avenue East Twin Falls, ID 83301

HISTORIC PRESERVATION COMMISSION MEMBERS

Carrie Hall Ryan Horsley Debbie Lattin John Pauley Wendy Rice Nancy Taylor Randall Watson
Vice-Chairman **Chairman**

COUNCIL LIAISON: Don Hall

MEMBERS PRESENT: Hall, Lattin, Pauley, Rice, Taylor, Watson

LIAISON/STAFF PRESENT: Hall, Strickland & Weeks.

I. CALL MEETING TO ORDER:

1. Confirmation of quorum
2. Introduction of staff

II. CONSENT CALENDAR:

1. Approval of Minutes from the following meeting(s): **October 21, 2013**

III. CERTIFICATE OF APPROPRIATENESS:

IV. OLD BUSINESS UPDATE:

1. Idaho Certified Local Government Grant 2014 (Education/Lincoln Lights)
 - Chairman Watson notified the Commission that this grant was approved.
 - Planner I Weeks stated that the project needs to get started. If there are contracts that need to be signed or approved that process needs to begin. Until the contract is signed by the mayor for the grant the money will not be spent.
2. Idaho Heritage Trust Grant Program 2014 (Lincoln Lights)
 - Member Rice stated that she has still not heard any results about her grant request.
3. Idaho State Historical Society Community Assistance Grant 2014(Historic School Brochure)
 - This grant was denied.
4. Preservation Twin Fall Historic Sign Grant 2014 (Russ Tremayne Proposal)
 - Postponed to next meeting

V. NEW BUSINESS:

1. Historic Preservation 5-Year Plan
 - a. Council Presentation Follow-up
 - Chairman Watson notified the Commission that the Council approved the plan.
 - Planner I Weeks reminded the members that attended the City Council meeting to document that time on the time-sheet.
2. Grant Research Committee-(research for other opportunities)

Planner I Weeks explained to the Commission that the thought was that a work-group could be put together to research grants for projects. The Idaho Humanities Council Grant Information was provided in the meeting packet as a suggestion for another possible grant.

- Members- Rice, Hall, Lattin
 - a. Idaho Humanities Council Grant

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VI. SUB-COMMITTEE DISCUSSION/UPDATE:

Council Liaison Hall stated that sub-committees or work groups can't have more than two Commission members present and that the meetings need to be publicized and recorded. He recommends that the meetings be held at the Council Chamber building so that the meetings are in the same location and can be recorded. The City Council will be putting together a resolution to address sub-committees/work-groups. Once this document is finalized there will be more training and instruction for the Commission.

1. Education Program-(Schools/Civic Groups)

Planner I Weeks stated the idea for this work group would be to put together programs that could be used for different groups. The Commission could then use them when participating in educating the public on the interests of the Historic Preservation Commission and developing guidelines for the proposed overlay districts.

- Members- Taylor, Hall, Pauley

Member Taylor stated that she really supports the idea that education is the key to success. Without public interest and excitement the 5-year plan will be a struggle. She has the names of the previous education work-group and will gather the information that has been used before.

2. Design Guideline Review-(Park Overlay-District)

Planner I Weeks stated that previous member Buffaloe is researching this information and looking at the parks guidelines with the adjustments that address our City specific desires. It was reported that there were extra funds available through the Idaho Historic Society. There is a firm in Boise that has quoted \$7500 to assist in developing guidelines for the Park Overlay District. She stated she will set up a meeting for the work group to discuss the possibilities.

- Members- Taylor, Watson, Rice

Member Taylor stated she has also sent the WHO Overlay District guidelines to an architect that she has worked with previously in San Diego to see what can be done to incorporate guidelines for the Park Overlay-District.

3. Historic Museum-(going mobile)

- Members-Watson, Lattin, Horsley

Member Taylor reviewed the idea of having a permanent location for a museum. She has seen places where the rail-cars are used for the permanent space and a possible retail and pocket park. It is a nice idea but funds are not available currently. The advantage to the mobile museum is that it can be taken to different events and locations for the public to enjoy.

4. Quick Response Code-(Historic Sites)

- Members-Horsley, Taylor

Member Taylor asked how this idea could be implemented and if this would be in addition to the signage project or become part of existing signs.

Council Liaison Hall suggested speaking to Josh Palmer about how to get the information on the City Website.

5. Historic Signage-(Preservation Twin Falls Proposal)

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- Members-Horsley

Postponed until next meeting, Member Horsley is not available.

VII. INPUT AND/OR ITEMS FROM THE HISTORIC PRESERVATION COMMISSION

- Commissioner Taylor stated Commission Members need to be up-dated on the City Website and the name of the Commission needs to be changed to Historic Preservation Commission instead of Committee.
- Planner I Weeks will follow up with Josh Palmer to have that corrected.

VIII. UPCOMING MEETINGS/SCHEDULE: [December 16, 2013](#)

IX. ADJOURN MEETING:

Chairman Watson adjourned the meeting at 1:39pm.



HISTORICAL PRESERVATION COMMISSION STAFF REPORT

DATE: December 16, 2013, Historical Preservation Commission Meeting

To: Historical Preservation Chairman and Commission

From: Kelly Weeks, Planner 1

Request

Consideration of a request to appoint Darrell Buffaloe as Affiliate Volunteer Advisor to the Historic Preservation Commission.

Background:

Darrell Buffaloe, former Commission Member, has volunteered his time to assist the Historic Preservation Commission (HPC) and staff with various duties. The Affiliate Volunteer Advisor to the Historic Preservation Commission will do research, attend meetings on behalf of the HPC, make recommendations to the HPC, and other various duties as needed by the HPC and staff. Darrell is very aware of the many projects the HPC is working on and has already logged many hours in preparing documents supporting them. His knowledge and enthusiasm will be great assets for the HPC.

Budget Impact:

There is no significant budget impact associated with the Commission's approval of this request.

Regulatory Impact:

Approval of this request will allow Darrell Buffaloe, Affiliate Volunteer Advisor to the Historic Preservation Commission, to do research, attend meetings on behalf of the HPC, make recommendations to the HPC, and other various duties as needed by the HPC and staff.

Conclusion:

Staff recommends that the Commission appoint Darrell Buffaloe as the Affiliate Volunteer Advisor to the Historic Preservation Commission.



Duties and Responsibilities of the Chairman and Vice Chairman of the City Historic Preservation Commission

Purpose

The purpose of the Twin Falls City Historical Preservation Commission is to “promote the educational, cultural, economic and general welfare of the public of the city through the identification, evaluation, designation, and protection of those buildings, sites, areas, structures, and objects which reflect significant elements of the city's, the state's, and the nation's historic, architectural, archaeological, and cultural heritage”. (Ord. 2-7-1)

Appointment

The commission shall elect officers from among the commission members. The chairman shall preside at meetings of the commission. The vice chairman shall, in the absence of the chairman, perform the duties of the chairman (Ord. 2-7-4).

Duties

The Chairman:

1. Is responsible for making sure the commission performs all duties and responsibilities within federal, state and local laws and acts to support the goals assigned to it by the Twin Falls City Council.
2. Plans for the monthly meetings and coordinates with the City Planning Office to prepare the agenda. Insure that the agenda is prepared and posted as required by the open meeting laws.
3. Insures that requests for issuance of a Certificate of Appropriateness are professionally considered and a judgment rendered. The Chairman must make sure the certificate is signed after the meeting.
4. Conducts all meetings in a professional manner following “Roberts Rules of Order”.
5. Becomes acquainted with the staff of the Idaho Historic Preservation Office and develops a working relationship with them.
6. Collects and safeguards all necessary paperwork in support of CLG grants and other funding opportunities. Paperwork should be stored in the City Planning Office for inspection, but it is the chairman's responsibility to make sure it is collected on time and is

correct. Collecting reports for grant match funding is very important and must be properly recorded and stored.

7. Make sure the commission has an updated action plan with clearly defined goals and objectives.
8. Assign sub-committees to complete defined projects and insure the whole HPC is kept informed of progress. It is of the utmost importance that the sub-committee meetings are held in accordance of the open meeting laws city guidelines
9. -----
10. -----
11. -----

Responsibilities

The chairman is responsible to understand the requirements and responsibilities of the HPC as outlined in City Ordinance Chapter 2, Title 7. In addition the chairman is responsible for the following.

1. The HPC is the only formal organization accountable to the city for the preservation of its history. Members of the commission are volunteers who give of their time and talents in the preservation effort and the chairman is responsible to make sure these valuable assets are used to their full potential.
2. Make sure all HPC members clearly understand the goals and objectives the commission is working on.
3. Provide training to the HPC that support the planned objectives and creates an interesting and fun educational experience.
4. Don't do all the training or work yourself – use the talents of your members and bring outside subject-matter experts in to help with the training.
5. Be proactive in all your dealings and don't expect others to automatically perform.
6. Keep the city informed of all activities of the commission. This is normally done through planning office and the City Council Representative to the commission.
7. -----
8. -----
9. -----

Most important of all, enjoy your assignment and let your positive attitude be seen by the commission. You will only attract the best people to the commission if it is seen as being active and enjoyable.

CITY OF TWIN FALLS, IDAHO
HISTORIC PRESERVATION COMMISSION
SCHEDULE OF REGULAR MEETINGS
YEAR 2014



The meetings are generally held on the third Monday of every month at 1:00 P.M., unless otherwise posted. All meetings are held in the *City Council Chambers, 305 Third Avenue East.*

Tuesday, January 21, 2014

Tuesday, February 18, 2014

Monday, March 17, 2014

Monday, April 21, 2014

Monday, May 19, 2014

Monday, June 16, 2014

Monday, July 21, 2014

Monday, August 18, 2014

Monday, September 15, 2014

Monday, October 20, 2014

Monday, November 17, 2014

Monday, December 15, 2014