



Twin Falls Historic Preservation Commission Agenda

Monday, November 5, 2018, 12:00 PM

Members: Nancy Taylor, Samantha Kemp, Allen Easterling, Debbie Lattin, Lucy Wills, Samra Culum, Doug Baughman, Shane Cook

Council Liaison: Chris Reid

- 1) Confirmation of Quorum/Call Meeting to Order
- 2) Consent Calendar
 - a) Approval of minutes from the following meeting: 09-07-18
Purpose: **ACTION ITEM**
- 3) Certificate of Appropriateness
 - a) **ACTION ITEM:** Request for a Certificate of Appropriateness for a wall sign for property located at 109 Main Avenue East. c/o Jensen Jewelers (app. PZ18-0090)
- 4) Old Business
 - a) City Hall Lobby Photos
Purpose: **DISCUSSION**
- 5) New Business
 - a) Certificate of Appropriateness Review Checklist
Purpose: **DISCUSSION**
- 6) General Input/Announcements - Public/Staff
- 7) Upcoming Meeting(s)
- 8) Adjournment

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Lisa A. Strickland (208) 735-7267 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208) 735-7287.

Public Input Procedures

1. Individuals wishing to provide public input regarding matters relevant to the City of Twin Falls shall
 - wait to be recognized by the Mayor or Chairman
 - approach the microphone/podium
 - state their name and address, and whether they are a resident or property owner in the City of Twin Falls, and proceed with their input.
2. The Mayor or Chairman may limit input to no less than two (2) minutes. Individuals are not permitted to give their time to other speakers.

Public Hearing Procedures for Zoning Requests

1. Prior to opening the first Public Hearing of the session, the Mayor or Chairman shall review the public hearing procedures.
 2. Individuals wishing to testify or speak before the City Council or Planning and Zoning shall wait to be recognized by the Mayor or Chairman, approach the microphone/podium, state their name and address, 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. 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.
 4. 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.
 5. A City Staff Report shall summarize the application and history of the request.
 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 Chairman may limit public testimony to no less than two (2) minutes per person.
 - Five or more individuals, having received personal public notice of the application under consideration, may select 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 Chairman. The spokesperson shall be limited to 15 minutes.
 - Written comments, including e-mail, shall be either read into the record or displayed to the public on the overhead projector.
 - Following the Public Testimony, the applicant is permitted five (5) minutes to respond to Public Testimony.
 8. Following the Public Testimony and Applicant's response, the hearing shall continue. The City Council or Planning & Zoning Commission, as recognized by the Mayor or Chairman, shall be allowed to question the Applicant, Staff or anyone who has testified. The Mayor or Chairman may again establish time limits.
 9. The Mayor or Chairman shall close the Public Hearing. The City Council or Planning and 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 17, 2018, 12:00 PM

203 Main Avenue East
Twin Falls, ID 83301

AMENDED AGENDA
Added Item 3 a)

Members: Nancy Taylor, Allen Easterling, Debbie Lattin, Lucy Wills, Samra Culum, Doug Baughman

Council Liaison: Chris Reid

1) Confirmation of Quorum/Call Meeting to Order

Chairman Taylor called the meeting to order at 12:00pm. She then confirmed a quorum present and introduced city staff.

Members Present: Taylor, Easterling, Lattin, Wills, Culum, Baughman

Staff Present: Cherry, Spendlove, Strickland

2) Consent Calendar

- a) Approval of Minutes for the following meeting: 08-27-18 Special Meeting

Motion:

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

Commissioner Lattin seconded the motion.

Unanimously Approved

3) Certificate of Appropriateness

- a) Request for approval of a Certificate of Appropriateness on property located at 126 2nd Avenue North. c/o Robert Reeder, Lytle Signs

Staff Presentation:

City Planner Cherry, reviewed the request for approval of a Certificate of Appropriateness on property located at 126 2nd Avenue North. He stated the Certificate of Appropriateness process requires a public meeting in which interested persons have the opportunity to be heard, with regards to the application. The Commission shall hear the request within ten (10) days of City Staff receiving a complete application. 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.

The building was first built in 1910 and had undergone significant improvements in 1958 per Twin Falls County records. Most recently the building has been occupied by a law firm. This is a request to grant a Certificate of Appropriateness for the property located at 126 2nd Avenue North for the installation of a new wall sign in the alley. The property is zoned Commercial Central Business (C-B) in the Downtown Historic Overlay. Any exterior modification to properties in the Downtown Historic Overlay require a Certificate of Appropriateness before a building or sign permit can be issued.

Staff has determined the applicant has complied with the "Design Guidelines for Twin Falls Downtown Historic District & Twin Falls City Park Historic District", Chapter 3.5, Signage, in regards to a new wall sign. The proposed signage is pedestrian oriented, constructed from suitable materials, and will not be illuminated. It is also identical to the wall sign existing on 2nd Avenue.

If the Commission approves this request as presented, then staff recommends the following conditions.

1. Subject to site plan amendments as required by City Code Standards.
2. Subject to the applicant obtaining all required permits as required by City Code Standards.

PZ/Questions & Comments:

Public Hearing: Opened & Closed

Discussions Followed: Without Concerns

Motion:

Commissioner Will made a motion to approve the request, as presented, with staff recommendations. Commissioner Easterling seconded the motion. All members present voted in favor of the motion

[Approved, as presented, with the following conditions](#)

1. Subject to site plan amendments as required by City Code Standards.
2. Subject to the applicant obtaining all required permits as required by City Code Standards.

4) Old Business

- a) Photo Project for City Hall Lobby

The commission agreed that they are willing to have a couple of them decide which photos should be in the display. Commissioner Taylor and Culum are going to work on the project.

5) New Business

- a) Certificate of Appropriateness Training

Staff Presentation:

City Planner Cherry reviewed a power point presentation outlining the Certificate of Appropriateness for properties located in the WHO, City Park or Downtown Historic District. He explained how the applications that are submitted for Certificate of Appropriateness are reviewed by staff based on the design guideline criteria.

Discussion Followed:

- After several questions and several examples were discussed, the Commission has asked

staff to provide some key questions for them to consider when reviewing and approving the requests that are presented to the commission.

- City Planner Cherry, agreed that to provide better feedback to the applicants and gain some consistency in the process he would be willing to work on designing a checklist of items to consider when reviewing a request.
- Commissioner Culum has offered to assist staff and feels that this would make it easier for the discussion of these items.

6) Upcoming Meeting(s)

a) Items for Next Agenda – October 1, 2018

Chairman Taylor explained that if an item is not on the agenda at the time it is posted, that items cannot be added to the agenda at the meeting. If there are items that any of the members would like to discuss on the next agenda please let staff know in advance of the meeting.

7) Adjournment

Chairman Taylor adjourned the meeting at 1:00 pm.

Lisa A. Strickland, Administrative Assistant

Certificate of Appropriateness Action Sheet

CITY OF TWIN FALLS HISTORIC PRESERVATION COMMISSION

APPLICATION PZ18-0090



Request: To grant a **Certificate of Appropriateness** for the property located at 109 Main Avenue East for a wall sign.

I voted _____ **FOR** _____ **AGAINST** for the following reasons:

General Guidelines:

- Per TF Downtown Historic Guidelines (pg. 10), which states “it is generally appropriate to maintain the prevalent historic and architectural styles of the district”, the applicant **does/does not/somewhat** meets the required design guideline.

Specific Guidelines:

- Per TF Downtown Historic Guidelines (pg. 19), which states “it is generally appropriate to locate signs such that they fit within the architectural features of a façade, such as the panel band above the transom windows, above entryways, awnings, or display windows; or project from these areas”, the applicant **does/does not/somewhat** meets the required design guideline.

- Per TF Downtown Historic Guidelines (pg. 19), which states “it is generally appropriate to scale and orient signs based on pedestrian traffic”, the applicant **does/does not/somewhat** meets the required design guideline.

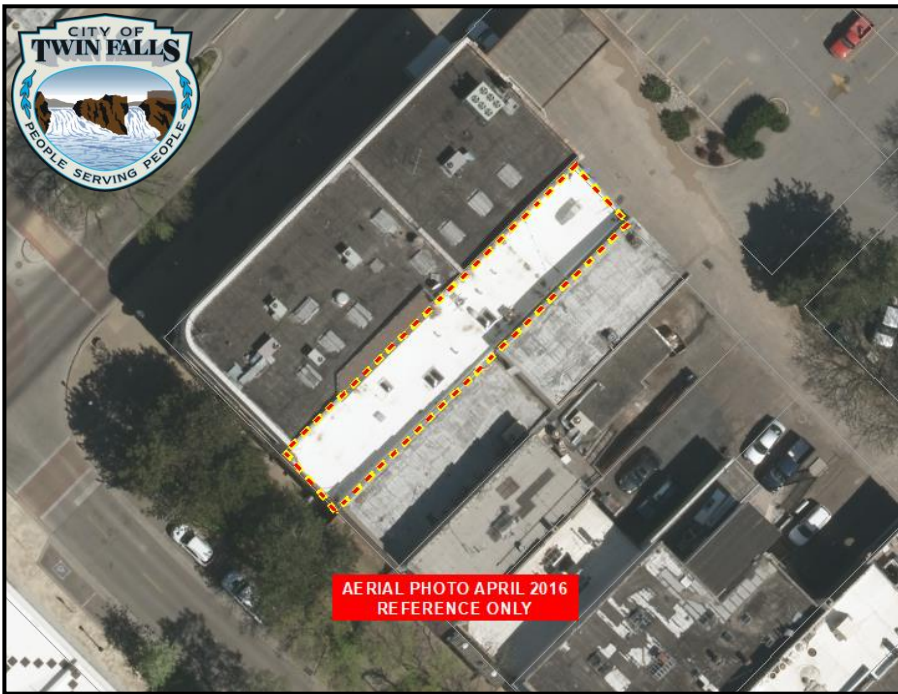
- Per TF Downtown Historic Guidelines (pg. 19), which states “it is generally appropriate to use painted/enameled or metal signs”, the applicant **does/does not/somewhat** meets the required design guideline.

- Per TF Downtown Historic Guidelines (pg. 19), which states “it is generally not appropriate to install internally lit/backlit plastic signs”, the applicant **does/does not/somewhat** meets the required design guideline.

- Per TF Downtown Historic Guidelines (pg. 19), which states “it is generally not appropriate to include plastic on the exterior of a sign”, the applicant **does/does not/somewhat** meets the required design guideline.

[illegible]

APPLICATION PZ18-0090, HPC MEETING: 11/05/2018



Comprehensive Staff Report

To: Historic Preservation Commission
 Presenter: Brock Cherry, City Planner
 Request: To grant a **Certificate of Appropriateness** for the property located at 109 Main Avenue East for a wall sign.
 Application: PZ18-0090
 Applicant & Representative:
 Robert Reeder, Lytle Signs
 PO Box 305
 Twin Falls, ID 83303
 208-733-1739
 robert@lytlesigns.com

Public Hearing: November 5th, 2018

Analysis

This is a request to grant a Certificate of Appropriateness for the property located at 109 Main Avenue East for a wall sign. The subject property is located within the C-B (Commercial Business) Zoning District and the Twin Falls Downtown Historic District.

The proposed wall sign will be placed above the rear entrance in the ally way. The sign will be constructed of aluminum and painted to match the existing signage on the front of the building. Further, the sign will be down lit similar to the sign on the front of the building.

Approval Process

The Certificate of Appropriateness process requires a public meeting in which interested persons have the opportunity to be heard, with regards to the application.

The Commission shall hear the request within ten (10) days of City Staff receiving a complete application. 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.

History

Per Twin Falls County records the building on the subject property was built in 1963.

Applicable Regulations or Codes

Per City Code 10-13-1, a Certificate of Appropriateness is required for any exterior alterations to buildings within a Historic District as identified by City of Twin Falls.

Historic Guideline Compliance

Per the Twin Falls Downtown Historic Guidelines the proposed wall sign needs to meet Twin Falls Downtown General Guidelines to "maintain the prevalent historic and architectural style of the district." Further, the proposed wall sign will be required to conform to specific guidelines in regards to signs, including: sign location, pedestrian orientation and scale, materials. And lighting.

Conclusion

If the Commission approves this request as presented, then staff recommends the following conditions.

1. Subject to site plan amendments as required by City Code Standards.
2. The applicant apply for all required permits as required by City Code Standards.

Attachments

1. Vicinity Map
2. Narrative
3. Site Plan
4. Proposed and Existing Sign Elevations
5. Photos

Public Hearing: November 5th, 2018



CB

Current Zoning & Land Use:

C-B, Retail

Comprehensive Plan:

Downtown

Applicable Regulations or Codes

Per City Code 10-13-1, a Certificate of Appropriateness is required for any exterior alterations to buildings within a Historic District as identified by City of Twin Falls.

Adjacent Zoning & Land Uses:

North:

C-B, Office

South:

C-B, Restaurant

East:

C-B, Financial Institution

West:

C-B, Parking/Vacant



October 31, 2018

City of Twin Falls

Historical Committee

324 Hansen Street East

Twin Falls, ID 83303

RE: New signage for Jensen Jewelers rear wall

To whom it may concern:

We would like to apply for a Certificate of Appropriateness for a new wall sign for Jensen Jewelers located at 109 Main Avenue East in Downtown Twin Falls. This will be a new sign on the rear entrance of the building. There is currently not an existing sign on this elevation. The copy area of the sign will be 16.69 square feet, the total square footage of the sign area will be 48 square feet. The sign will be designed to be similar in color and content of the existing sign on the front of the building that was approved by the historical committee in July of 2018.

The new sign background will be constructed of aluminum and will be painted to match the color of the existing sign on the building front. The letters and diamond emblem will be flat cut aluminum letters. There will be metallic silver vinyl borders to accent the sign (which was a request of the committee on a previous sign). The sign will be down lit with the light directed on the sign lettering.

This sign will be manufactured by Lytle Signs, and professionally installed by Lytle Signs. There will be no hand lettering or plastic letters. It will have a professional appearance and will resemble the existing sign on the building front. The sign will be down lit to keep the illumination focused on the sign copy area and not create issues with neighboring businesses, nor have a negative impact on the uniformity of the historical district requirements.

Sincerely

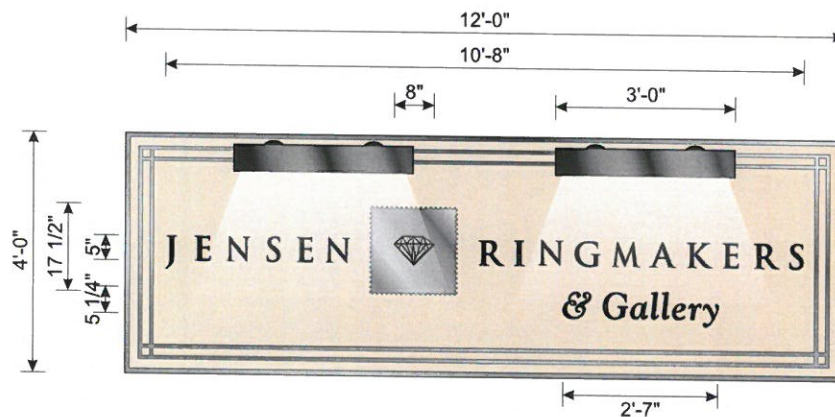
Robert Reeder

Lytle Signs

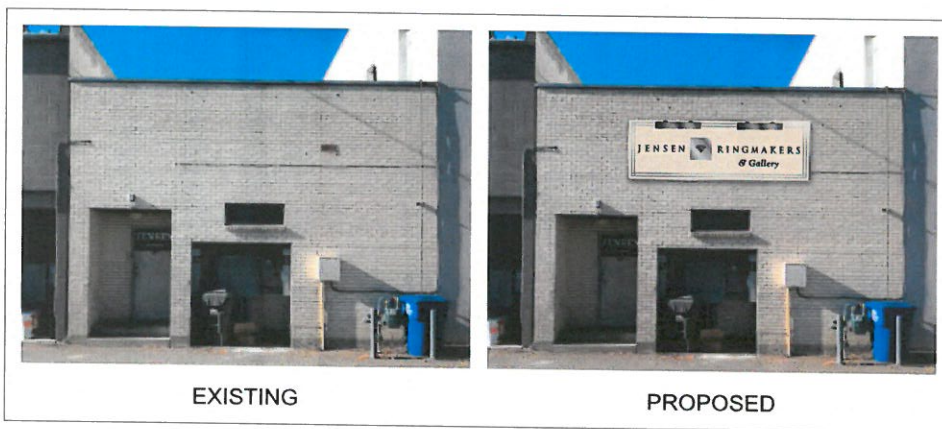


Site Plan
Jensen Jewelers
109 Main Ave East

Robert Reeder
Lytle Signs
PO Box 305
Twin Falls, ID 83303
(208) 733-1739



SIDE VIEW



(1) EXTERNALLY ILLUMINATED WALL SIGN

.080 ALUMINUM FACE OVER 2" SQ. TUBE FRAME
PAINTED TO MATCH (MP25829) TAOS SAND BEIGE

METALLIC SILVER HP VINYL BORDER, SQUARE BACKGROUND
BEHIND DIAMOND & ACCENTS ON DIAMOND

.125 FCO ALUMINUM COPY & DIAMOND PAINTED BLACK
FLUSH MOUNTED TO FACE

(2) 36" WIDE BLACK FLOOD LIGHTS

FLUSH MOUNTED TO BRICK FASCIA



CUSTOMER TO PROVIDE
POWER TO REAR
ELEVATION

Approved By: _____
Date: _____

THIS RENDERING IS CONCEPTUAL---COLORS MAY NOT REPRESENT ACTUAL FINISH---ILLUMINATED AND DAYLIGHT COLORS WILL VARY

CLIENT	Jensen Jewelers
ADDRESS	109 Main Ave. E Twin Falls, ID 83301
DATE	10/11/2018
SCALE	1/2" = 1'
ACCOUNT EXECUTIVE	BB
DESIGNER	AS
PROJECT	JENSEN36479 - Jensen Jewelers
QUOTE #	36479
REVISIONS	10-30-2018 RL

PAGE 1 OF 1
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AN EMPLOYEE OWNED COMPANY

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MERIDIAN, IDAHO 83642
208.388.1739
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Existing Sign
Front Elevation
Jensen Jewelers
109 Main Ave East

Robert Reeder
Lytle Signs
PO Box 305
Twin Falls, ID 83303
(208) 733-1739



Date: Monday, November 5, 2018
To: Historic Preservation Committee
From:

DISCUSSION

Request:

Certificate of Appropriateness Review Checklist

Time Estimate:

10-20 minutes from staff presentation and Commission discussion.

Background:

The Historic Preservation Commission has requested that staff draft a "checklist" for Certificate of Appropriateness so they may understand and better apply the appropriateness historic district design guidelines.

Approval Process:

N/A

Budget Impact:

Regulatory Impact:

N/A

History:

N/A

Analysis:

N/A

Conclusion:

N/A

Attachments:

1. Certificate of Appropriateness Action Sheet

Certificate of Appropriateness Action Sheet

City of Twin Falls Historic Preservation Commission

APPLICATION PZ18-00##



I voted _____ FOR _____ AGAINST _____ for the following reasons:

Per the Design Standards for the ### District, the applicant does/does not meet the following:

General Guidelines:

- Per ####, which states #####, the applicant doe/does not meet the required design guidelines.

- Per ####, which states #####, the applicant doe/does not meet the required design guidelines.

Specific Guidelines:

- Per ####, which states #####, the applicant doe/does not meet the required design guidelines.

- Per ####, which states #####, the applicant doe/does not meet the required design guidelines.

Historic Preservation Commission Member:_____

Signature: _____ Date: ##/##/####