



Twin Falls Historic Preservation Commission Agenda

Monday, June 1, 2020, 12:00 PM

203 Main Avenue East
Twin Falls, ID 83301

Council Chambers

Members: Samra Culum Chairperson, Shane Cook Vice Chairperson, Allen Easterling, Doug Baughman, Monica McCue, Jonas Reagan, Jennifer Shaffer

Council Liaison: Craig Hawkins

- 1) Confirmation of Quorum/Call Meeting to Order
- 2) Consent Calendar
 - a) **ACTION ITEM:** Approval of Minutes from the following meeting: March 2, 2020
- 3) Certificate of Appropriateness
- 4) Old Business
 - a) **ACTION ITEM:** Possible New Dates: History By Horsepower
 - *August 8
 - *September 12
 - *October 10By: Lisa Strickland, City Planner
 - b) **DISCUSSION:** Design Guideline Amendment Discussion
 - *Verbiage for Projecting, Window & Wall Signs
- 5) General Discussion
 - a) **DISCUSSION:** Archway Discussion
- 6) Upcoming Meeting(s)
 - a) **INFORMATIONAL:** Monday, June 15, 2020
- 7) Adjournment

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

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, March 2, 2020, 12:00 PM

203 Main Avenue North
Twin Falls, ID 83301

Council Chambers

Members: Samra Culum Chairperson, Shane Cook Vice Chairperson, Allen Easterling, Doug Baughman, Monica McCue, Jonas Reagan, Jennifer Shaffer

Council Liaison: Craig Hawkins

1) Confirmation of Quorum/Call Meeting to Order

Chairperson Culum called the meeting to order at 12:01 PM

A quorum was present.

Members Present: Culum, Cook, Reagan, Baughman, Shaffer

Staff Present: Strickland, Spendlove, Cherry, Ebersole, Humble, Nope

2) Consent Calendar

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

Commissioner Baughman seconded the motion.

Consent Calendar unanimously approved by a vote of 5-0

- a) Approval of Minutes from the following meeting: February 3, 2020

3) Certificate of Appropriateness

- a) Request for a Certificate of Appropriateness for exterior modifications to property located at 210 2nd Avenue South c/o Dave Buddacke. (PZ20-0026)

Staff Presentation:

City Planner Strickland presented the Request for a Certificate of Appropriateness for exterior modifications to property located at 210 2nd Avenue South c/o Dave Buddacke. (PZ20-0026)

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 is not a contributing building, but is in the Warehouse Historic Overlay District, therefore approval of a Certificate of Appropriateness is required. The building is currently vacant but was once used as a True Value Hardware Store and more recently space for the

Salvation Army Thrift Store.

Staff has determined that the application complies with the following applicable Warehouse Historic Overlay District Design Guidelines.

Introduction

I. Using the Design Guidelines

IV. Design Guidelines for all projects

Upon conclusion should the Commission approve the request as presented 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 per City Code.

Applicant Presentation:

Architect Colby Ricks, representing applicant, stated the interior will be a multi-tenant space with different restaurants and a bar. He believes this will be a good addition to the downtown area.

HPC Questions & Comments:

- Commissioner Reagan asked about the lighting for the location.
- City Planner Strickland stated the applicant is working on the lighting and signage now and will come back before the commission once those plans are ready.

MOTION:

Commissioner Reagan moved to approve the request for a Certificate of Appropriateness for exterior modifications to property located at 210 2nd Avenue South.
Commissioner Cook seconded the motion.

The motion was approved by a unanimous vote of 5 to 0.

4) Education

a) Transparency & Open Meeting Training

City Attorney Shayne Nope presented the Transparency & Open Meeting Training.

City Attorney Nope stressed the importance of recording the meetings, as well as taking minutes, and to make sure commissioners state on record their basis for a decision, even if goes against the grain.

City Attorney Nope explained the definition of Conflict of Interest: being related to someone or does business with someone who benefits from a decision made by the Commission.

If commission member believes there is a conflict, contact staff or City Attorney Nope to discuss the issue on the front end to determine whether there is a true conflict.

City Attorney Nope reviewed Title 18 and Title 74, Chapter 4 in the City Code.

Chairperson Culum asked about communication between commission members.

City Attorney Nope cautioned against email chains as it can create a meeting through discussing matters among commissioners. He gave the Open Meeting definition -Where deliberation and decisions are made. He stated if there is any doubt, only share decision and deliberation thoughts at the meetings. He explained bias and ex parte communication. City Attorney Nope also discussed prior investigation of an item and the issues with making a decision prior to the presentation at the meeting.

Chairperson Culum asked about how to operate as commission on community events.

PZ Director Spendlove clarified decisions to hold the community events are made by the body vs. the logistics of planning the event.

Commissioner Reagan asked if there have been challenges to HPC decisions.

City Attorney Nope clarified the review process and the appeal process to the City Council.

5) Old Business

a) CLG Grant Update

City Planner Strickland gave an update of the CLG grant award. The State Historic Preservation Office has reviewed our application and has awarded us \$3,603.00. Due to multiple applications this year they were only able to award funding for one person to attend the NAPC Forum but were able to award enough for the Idaho Heritage Conference. They will be sending a contract for the awarded grant in the next few weeks.

b) History by Horsepower

City Park & Residential District Route- Dough Baughman

Warehouse District Route- Jonas Reagan

Advertising- Monica McCue

Dates & Times-Samra Culum

History by Horsepower

City Park & Residential District Route- Doug Baughman

Warehouse District Route- Jonas Reagan

Advertising- Monica McCue

Dates & Times-Samra Culum

Commissioner Baughman stated the City Park and Residential district tour would take about an hour. A potential starting point was discussed being behind the Courthouse.

Action Item: Chairperson Culum will give the route to Jim Knight to review.

Commissioner Reagan reviewed his ideas of a warehouse district route. He reviewed the potential starting point as the corner of Hansen and 5th Ave W.

A shorter route was discussed and could allow two tours in one day.

A possible curator was discussed.

Action item: Commissioner Reagan will map out a route and email to staff for review.

The commission decided there would be no downtown tour at this time.

Dates discussed: 2nd Saturday in May, June, July and August from 10:00 - 11:30, alternating between warehouse and park tours each month.

Attendance discussed: On a first come, first serve basis or online sign ups.

Action Item: Chairperson Culum will work on online sign up site.

- c) Design Guideline Amendments-Signage
 - Discuss Guidelines from Other Cities
 - Discuss Sign Inventory

City Planner Strickland reviewed the design guideline amendments-signage guidelines.

Action item: Commission members to read the handouts from City Planner Strickland and highlight what they like about the guidelines and email back to staff.

- d) Photo Display Update
 - Founding Fathers
 - Women of Twin Falls

Chairperson Culum and City Planner Strickland put up the Founding Fathers display in the City Hall lobby.

Commissioner Reagan is working on the Women of Twin Falls display.

City Planner Strickland stated the current display has twelve (12) photos, twelve (12) pieces of verbiage, and a summary board.

Action item: Commissioners brainstorm ideas for future displays.

6) New Business

- a) Idaho History Month - May 2020

City Planner Strickland discussed Idaho History Month and potential event ideas.

Commissioner Reagan had an idea to collaborate with the city's 4th grade classes for displays of Idaho History that may be displayed at City Hall.

Action Item: Commissioner Reagan will have a plan to vote on at next meeting.

Other ideas:

Link on website to sources for homeowners to do repairs and restoration to historic properties.
Workshops for homeowners who want to restore properties.

HPC Liaison

Chairperson Culum introduced City Councilman Craig Hawkins, liaison to HPC.
He shared a story of the Vietnam Vet who installed the Vietnam Memorial at the City Park.

7) Upcoming Meeting(s)

a) Monday, March 16, 2020

8) Adjournment

The meeting adjourned at 01:14 PM

Kelli Ebersole, Administrative Assistant

Hanging Sign

An under canopy hanging sign is a sign that hangs from the underside of a canopy or building projection, and does not employ ground support in any manner.



Projecting Sign

A sign attached to a building or other structure whose sign face is displayed perpendicular or at an angle to the building wall



Projecting or Hanging Signs-Twin Falls, ID

- Design a projecting sign to be similar in character to those seen traditionally.
- Design the sign bracket as a decorative or complementary element of the sign. The bracket should appear as part of the sign composition and design.
- Projecting or blade signs may be considered.
- Locate small projecting signs near the business entrance, just above the door or to the side of it.
- Mount large projecting signs higher on the building, centered on the facade or positioned at the corner.
- Small hanging signs are appropriate under a canopy on commercial building types or from the inside of a porch on residential building types.

Hanging & Projecting Signs-Georgetown, TX

- A small hanging sign is easier for a pedestrian to read than other sign types and is encouraged.
- A small hanging sign should be located near the business entrance, just above the door or to the side of it.
- A hanging sign installed under a canopy should be a maximum of 50% of the canopy's width.

- A hanging sign should be mounted perpendicular with the building facade.
- A hanging sign should provide a minimum of eight feet clearance between the sidewalk surface and the bottom of the sign. However, a hanging sign mounted under a canopy may provide a minimum clearance of seven feet.
- A hanging sign shall be no more than eight square feet in size.
- A projecting sign should appear to be in proportion with the building. It should not overwhelm the appearance of the building or obscure key architectural features.
- A projecting sign shall provide a minimum clearance of eight feet between the sidewalk surface and the bottom of the sign.
- A projecting sign shall be no more than fifteen square feet in size with a maximum sign height of five feet.
- Additionally, a projecting sign shall in no case project beyond 1/2 of the sidewalk width.
- Signs should not obscure the view of any windows, existing signs, and/or adjacent buildings to an unreasonable extent.
- A large projecting sign is not permitted unless other types of signage are not appropriate for the building.
- A large projecting sign, if approved, should be mounted higher, and centered on the facade or positioned at the corner of a building. Generally, a projecting sign should not be located above the second floor.
- "Blade" signs are considered projecting signs and should follow the guidelines for projecting signs.
- Any two-sided sign shall be designed to be back to back and in no case shall both sides of the sign be visible at any time to the reader.

Hanging Signs-Juneau, AK

- An under canopy hanging sign is a sign that hangs from the underside of a canopy or building projection, and does not employ ground support in any manner. One under canopy hanging sign is allowed per tenant per street facade. A sign of this type shall be designed and located in a similar fashion to other under canopy hanging signs on the same building, and shall:
 - Incorporate sign brackets as a decorative or complementary
 - element of the sign and building detail.
 - Be located near the business entrance, just above the door or to the side of it.

Projecting Signs-Salt Lake City, UT

A projecting sign, which projects from the building front, is encouraged, particularly on a more pedestrian oriented corridor.

- A projecting sign should be mounted perpendicular to the building façade and provide eight feet of clearance between the sidewalk and bottom of the sign.
- A projecting sign should be located near the business

entrance

- Exposed surfaces of projecting signs should be constructed of metal, high-density foam board, or solid wood
- The sign materials should be compatible with the face of the building and should be colorfast and resistant to corrosion.

Projection Signs-Salt Lake City, UT

Projection of a wall sign should be minimized to the depth of the sign panel or letter.

- A wall sign should be relatively flush with the building façade.
- A wall sign should be designed to sit within rather than forward of the fascia or other architectural details of the building.

Projecting sign should be designed to equate with the sign projection seen traditionally.

- Projecting a sign from the building wall should be attuned to the mass and scale of the building to which it is attached. A large projecting sign on a small building would compete with the architectural feel of the structure and therefore would not be encouraged.
- Projecting a sign that exceeds that of the immediate surrounding area is discouraged, but should be reviewed on a case by case basis.
- The sign bracket of a projecting sign should be designed as a decorative or complementary element of the sign.

Sign attachment parts should be reused in their original location (holes in the façade or fixing positions) to protect the original building materials.

- Sign attachment parts should avoid damaging any architectural details or features of the building.
- Consider reusing the sign and fixing positions or cover previous fixing positions wherever possible.
- Wherever possible, avoid drilling new holes or creating new fixing positions on historic facades, by using existing holes and fixing positions.

Wall Sign

A sign with messages or copy erected parallel to and attached to or painted on the outside wall of a building



Wall Signs-Twin Falls, ID

- Flush mounted wall signs may be considered.
- Place wall signs to align with nearby buildings.
- Determine if decorative moldings exist that could define a sign panel. If so, locate a flush-mounted wall sign to fit within a panel formed by moldings or transom panels.
- Do not obstruct character-defining features of a building with signage.
- Design a wall sign to minimize the depth of a sign panel or letters.
- A wall sign shall be relatively flush with the building facade.
- Design a wall sign to sit within, rather than forward of, the fascia or other architectural details of the building.

Wall Signs-Georgetown, TX

- In many cases, turn-of-the-century building types common in Georgetown have a sign frieze, which is a panel by trim that sits just above the transom. This is the ideal location for the primary building sign. The sign frieze is typically located above the transom and below the second-floor windows.
- When utilizing the sign frieze as the sign placement location, it is important to respect the frieze borders. In other words, the sign should not overlap or crowd the top, bottom, or ends of the frieze.
- When feasible, place a wall sign such that it aligns with others on the block.

Façade Mounted Signs-Juneau, AK

- A facade mounted sign is a sign that is attached to the wall or surface of a building, which is parallel to the supporting surface. When designing and locating a sign of this type:
 - Place the sign relatively flush with the building facade and align it with others signs on the building.
 - Place the sign within, rather than forward of, the fascia or other architectural details of the building. Decorative moldings and architectural details of the building should be used to define a sign, by locating the sign within a panel formed by moldings or transom panels.
 - Place the sign in a manner that does not obstruct character-defining features of the building.

Wall Signs-Salt Lake City, UT

Well-designed flush-mounted wall signs are encouraged.

- When feasible, place a wall sign such that it is compatible with others on the block
- When planning a wall sign, determine if a horizontal sign board exists on the building. If so, locate flush-mounted signs such that they fit within panels formed by moldings or transom panels on the façade
- Obscuring significant architectural façade features should be avoided
- In general, wall signs should be oriented toward the pedestrian, and therefore, fixed on a lower section of the building

Window Sign

A sign inside of or attached to the interior of a transparent glazed surface (window or door) oriented to the outside of the building. A display window that does not include signs shall not be considered a sign.



Window Signs-Twin Falls, ID

- Design a window sign to:
 - Minimize the amount of window covered
 - Be painted on the glass or hung inside a window.

Window Signs-Georgetown, TX

- A window sign may be considered in addition to the primary building sign to convey specific information regarding contact information (i.e. telephone number, email, or web address of a business), other business locations, or list
- more than one (1) specific product or service.
- A window sign should cover no more than thirty percent (30%) of the total window area.
- It may be painted on the glass, attached with flush vinyl, or hung just inside a window using appropriate attachment materials, as reviewed and approved by HARC.
- No more than 50% of a window shall be covered by business signage, advertisements, open signs, hours of operation, and other messages.
- Electronic message center signs that are designed to be visible from the right-of-way are not allowed.

Window & Door Signs-Juneau, AK

- A window or door sign is a sign that is painted on, adhered to and/or displayed through a window or door with the intent to be viewed

from the outside. When using this type of signage, the following criteria shall apply:

- Window or door signs may occupy 10% of the storefront glass and are only allowed on the first " floor of a building. All window and door signage in excess of the allowable 10% of the storefront glass shall be counted against the overall allowed sign area for that side of the building