



Twin Falls Historic Preservation Commission Agenda

Monday, January 11, 2021, 3:00 PM

203 Main Avenue East
Twin Falls, ID 83301

Council Chambers

Members: Samra Culum Chairperson, Doug Baughman Vice Chairperson, Jennifer Shaffer, Ben Woodbury, Lisa Maas, Allen Easterling

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: January 4, 2021
- 3) Certificate of Appropriateness
 - a) **INFORMATIONAL:** Procedure
- 4) New Business
 - a) **INFORMATIONAL:** Local Historic District Information - Dave Everhart
By: Dave Everhart
- 5) Upcoming Meeting(s)
 - a) **INFORMATIONAL:** Monday, January 25, 2021 at 3:00 pm.
- 6) 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, January 4, 2021, 3:00 PM

203 Main Avenue East
Twin Falls, ID 83301

COUNCIL CHAMBERS
SPECIAL MEETING

Members: Samra Culum Chairperson, Doug Baughman Vice Chairperson, Jennifer Shaffer, Ben Woodbury, Lisa Maas, Allen Easterling

Council Liaison: Craig Hawkins

1) Confirmation of Quorum/Call Meeting to Order

Chairperson Culum called the meeting to order at 12:00 PM

A quorum was present.

Members Present: Culum, Baughman, Shaffer, Maas, Woodbury, Easterling

Staff Present: Strickland, Hart, Ebersole

2) Consent Calendar

MOTION: Commissioner Easterling moved to approve the Consent Calendar, as presented. Commissioner Woodbury seconded the motion.

Unanimously approved by a vote of 6-0.

a) Approval of Minutes from the following meeting: December 7, 2020

3) Certificate of Appropriateness

a) Request for Certificate of Appropriateness to allow for proposed signage on property located at 127 Main Avenue East c/o Lytle Signs on behalf of Kelly Real Estate (PZ20-0145)

Staff Presentation:

City Planner Strickland presented the request for a Certificate of Appropriateness to allow for proposed signage on property located at 127 Main Avenue East c/o Lytle Signs on behalf of Kelly Real Estate (PZ20-0145)

The 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, approve with conditions, 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.

The building was constructed circa 1907. The building was occupied by the Twin Falls Times in 1910. The Shodair Hotel operated at this location from 1928-1953 and later the space became a jewelry store and investment company.

Per the Twin Falls Downtown/City Park Historic Guidelines the following apply: Downtown General Guidelines 2.1 and 3.5 Signs. These sections have been provided in the staff report packet.

Based on these guidelines the Commission is charged with deciding as to whether the project helps to preserve the character of the district. Whether the materials are durable, compatible, and appropriate.

The Commissions can approve the request, approve with conditions, or deny the request.

Upon conclusion should the Commission approve this request staff recommends the following conditions:

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

Applicant Presentation:

Brandon Byce, Lytle Signs, presented the request for a Certificate of Appropriateness to allow for proposed signage on property located at 127 Main Avenue East c/o Lytle Signs on behalf of Kelly Real Estate.

He stated the sign will be made of Aluminum Composite prepainted with a composite core. He stated the sign will be flush mounted and placed to size in the current faded spot on building.

Discussions Followed:

- Commissioner Easterling asked if window signs will come down when wall sign installed. He would like a condition added that the signs currently in the window be removed with the installation of the wall sign.
- Mr. Byce stated he will inform Kelly Real Estate to remove the signs in window.

MOTION: Commissioner Woodbury moved to approve the Certificate of Appropriateness for a wall sign on property located at 127 Main Avenue East c/o Lytle Signs on behalf of Kelly Real Estate, with and additional condition of removal of any unapproved signage. Commissioner Easterling seconded the motion.

Unanimously approved by a vote of 6-o.

- b) Request for a Certificate of Appropriateness for a wall sign and tenant panels on property located at 124 Main Avenue North #200 c/o Lytle Signs on behalf of Hilverda McRae Law

Offices. (PZ20-0146)

Staff Presentation:

City Planner Strickland presented the request for a Certificate of Appropriateness for a wall sign and tenant panels on property located at 124 Main Avenue North #200 c/o Lytle Signs on behalf of Hilverda McRae Law Offices. (PZ20-0146)

The subject property is located within the C-B (Commercial Business) Zoning District and the Twin Falls Downtown Historic District. The projecting will be for proposed signage.

The applicant is requesting approval to affix window signs on the door entering the building, attaching a non-illuminated wall sign on the second-floor wall of the building and lastly, they would like to replace an existing projecting sign panel with their proposed sign.

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, approve with conditions, 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.

The building was constructed circa 1920. It served as a Cotillion Hall and was occupied from 1932 until 1990s by the Paris Department Store. The building is contributing.

Per the Twin Falls Downtown Historic Guidelines the following apply: Downtown General Guidelines 2.1 and 3.5 Signs. These sections have been provided in the staff report packet.

Based on these guidelines the Commission is charged with deciding as to whether the project helps to preserve the character of the district. Whether the materials are durable, compatible, and appropriate.

The Commissions can approve the request, approve with conditions, or deny the request.

Upon conclusion should the Commission approve this request staff recommends the following conditions:

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

Applicant Presentation:

Mike Shirley, Lytle Signs, presented the request for a Certificate of Appropriateness for a wall sign and tenant panels on property located at 124 Main Avenue North #200. He stated the tenant sign would be added in the blank spot of the existing tenant sign. There is also a window sign for the common door to the upstairs offices.

The wall sign would be placed on the second floor brick between two of the office windows.

Commission Questions:

- Commissioner Easterling asked about the signage on second floor. He stated this will be an issue as there are no other second business signs on Main Avenue. He stated he has no issue with the projecting tenant sign.
- Commissioner Maas stated she does not believe the second floor wall sign is in favor with the Downtown Twin Falls.
- Mr. Shirley stated the only place to put the sign on the second floor is between the two buildings with two types of brick. He stated the law office will occupy whole second floor street frontage.
- Mr. Shirley asked if it would be appropriate to have the logo on a second floor window.
- The commission agreed this would be a better option.
- Commissioner Baughman asked which windows the law office will occupy.
- Mr. Shirley clarified where the office will be located on the second floor.

MOTION: Allen Easterling moved to approve the Certificate of Appropriateness for a wall sign on property located at 124 Main Avenue North #200 c/o Lytle Signs, on behalf of Hilverda Law Offices.

Commissioner Woodbury seconded the motion.

The motion failed by a vote of 0-6.

MOTION: Allen Easterling moved to approve the Certificate of Appropriateness for the tenant signs on property located at 124 Main Avenue North c/o Lytle Signs, on behalf of Hilverda Law Offices.

Commissioner Shaffer seconded the motion.

Unanimously approved by a vote of 6-0.

4) New Business**a) CLG Grant for Education**

City Planner Strickland informed the commission that she is submitting the application for ID Heritage Conference for Sept. 2021 in Pocatello. This conference is the replacement to the canceled conference in 2020. She stated it is going before City Council at tonight's meeting for approval. The grant will cover 3 commissioners and one staff members expenses and travel.

5) Old Business

a) Design Guideline Amendment Review Update

City Planner Strickland stated this item will go before City Council for approval on January 25.

MOTION: Commissioner Easterling moved to take out the Window Coverings section and add to future agenda for placement in design guidelines.
Commissioner Woodbury seconded the motion.

Unanimously Approved by a vote of 6-0.

6) Upcoming Meeting(s)

a) Monday, January 11, 2021 at 3:00 pm

7) Adjournment

The meeting adjourned at 04:05 PM

Kelli Ebersole, Administrative Assistant



Date: Monday, January 11, 2021
To: Historic Preservation Commission
From: Lisa Strickland, City Planner

INFORMATIONAL

Request:

Procedure

Time Estimate:

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

Background:

This is an overview for the Certificate of Appropriateness process.

Approval Process:

Budget Impact:

Regulatory Impact:

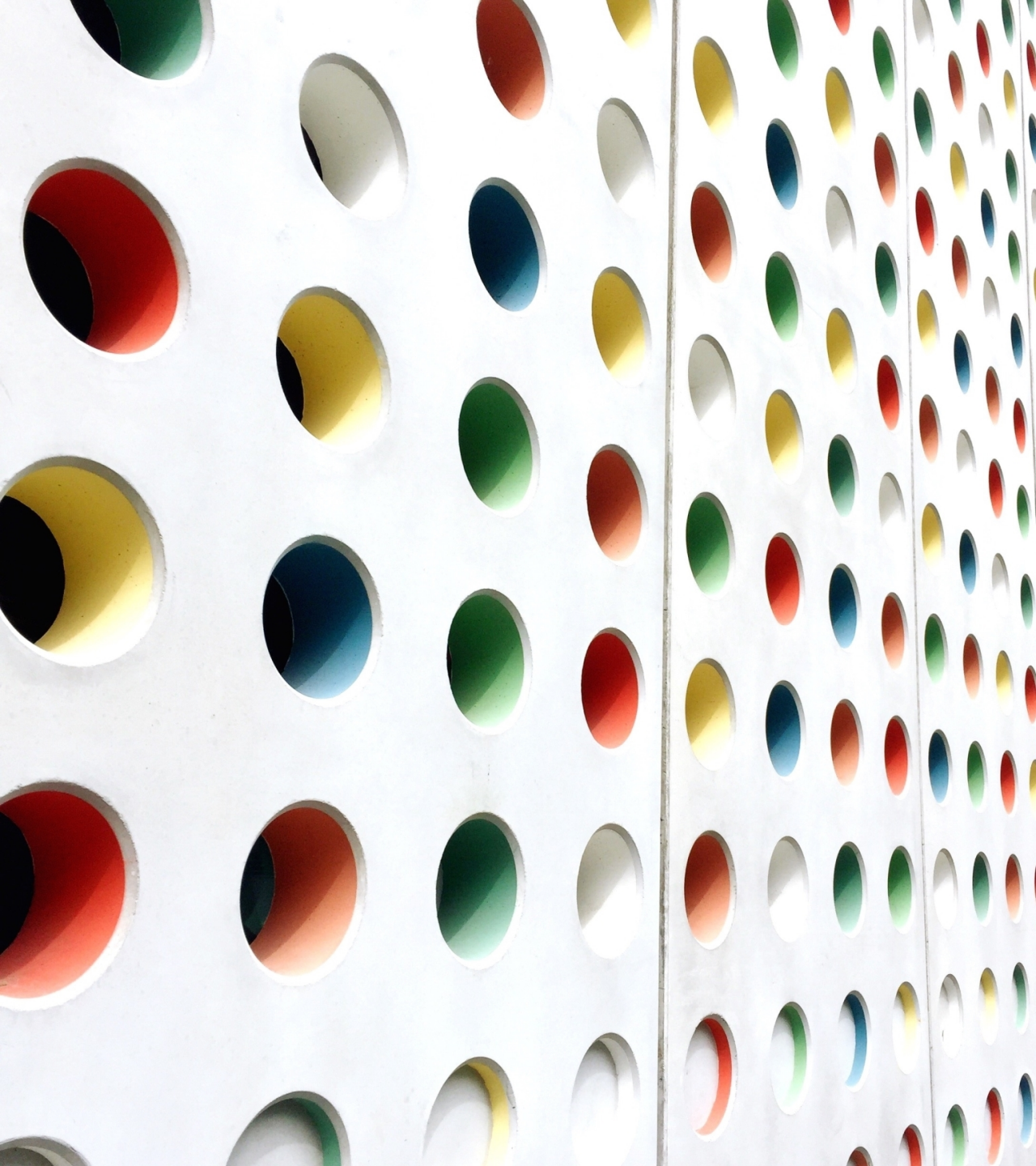
History:

Analysis:

Conclusion:

Attachments:

1. Certificate of Appropriateness Process Training-edits



Certificate of Appropriateness Process Training

Lisa strickland, City Planner

National Register of Historic Places

Why have a property on the list?

Historic recognition of the property

Having properties on the list can create a sense of community pride.

Properties listed on the registry can generate heritage tourism

Eligibility for certain tax provisions related to certified rehabilitation projects

What restrictions apply to properties on the list?

None

Unless, Federally Funded

Historic Districts Listed for Twin Falls

1977 City Park Historic District 15 buildings with 13 contributing.

1996 Warehouse Historic District 44 buildings with 33 contributing

2000 Downtown Historic District 75 buildings with 42 contributing

2001 Original Townsite Historic District 929 buildings with 624 contributing

Design Guidelines

What are Historic Design Guidelines?

Each district that is established has a specific set of characteristics that make it unique, to identify the unique qualities and architectural designs within the district the City relied on a consulting firm specializing in historic preservation, restoration, reconstruction and rehabilitation practices.

The guidelines offer a reference for good practice in design for individuals who are considering new construction, additions or façade improvements to a property within a historic district.

The guidelines are a resource used by the Historic Preservation Commission in deciding whether a proposed change is appropriate for the property and for the historic district.

What do the design guidelines do?

- Provide Background history of the district
- Explain Architectural design principles within the district
- Promotes compatibility between new and existing development
- Encourages preserving the character of the historic district
- Serves as a reference for reviewing Certificate of Appropriateness requests

How did the Historic Guidelines get adopted?

Historic Preservation Commission Established 1997

Design Guidelines were developed by a consulting firm for the districts.

A public hearing was held

The City Council was asked to adopt the guidelines and the Certificate of Appropriateness procedure

City Council approved the request

An ordinance was prepared and adopted

When were the Historic Guidelines Adopted?

Warehouse Historic District Guidelines Adopted in 2011

Downtown Historic District Guidelines Adopted in 2017

City Park Historic District Guidelines Adopted in 2017

Certificate of Appropriateness

What is a Certificate of Appropriateness?

A Certificate of Appropriateness is a means of reviewing proposed exterior changes to a property to evaluate that the change falls within the guidelines and meets the intent of preserving the historical character of the district.

It is also an official certificate stating the Historic Preservation Commission has approved a proposal that had been submitted.

When is a Certificate of Appropriateness Required?

A Certificate of Appropriateness is required when a proposed change involves the exterior of a building that is located within a historic district. The design guidelines that have been adopted by the City Council require an approved Certificate of Appropriateness whether a building permit is required or not.

Types of exterior changes that would require a Certificate of Appropriateness approval?

- Façade Improvements
- Additions
- New Construction
- Accessory Structures
- Outdoor Amenity Spaces
- Exterior Lighting
- Signage
- Site Furnishings
- Streetscapes

Enforcement

Certificate of Appropriateness Application

With the adoption of the Certificate of Appropriateness process along with the use of the Historic Guidelines the Historic Preservation Commission has been given the authority to review, deliberate and make a decision on a request for a Certificate of Appropriateness.

Application Process

The first step is to submit a complete application for a Certificate of Appropriateness that includes the following information:

- Applicant's Name

- Property Owner Information & Permission

- Description of what is being requested

- Description of materials to be used

- Explanation of how the project complies with the adopted design guidelines.

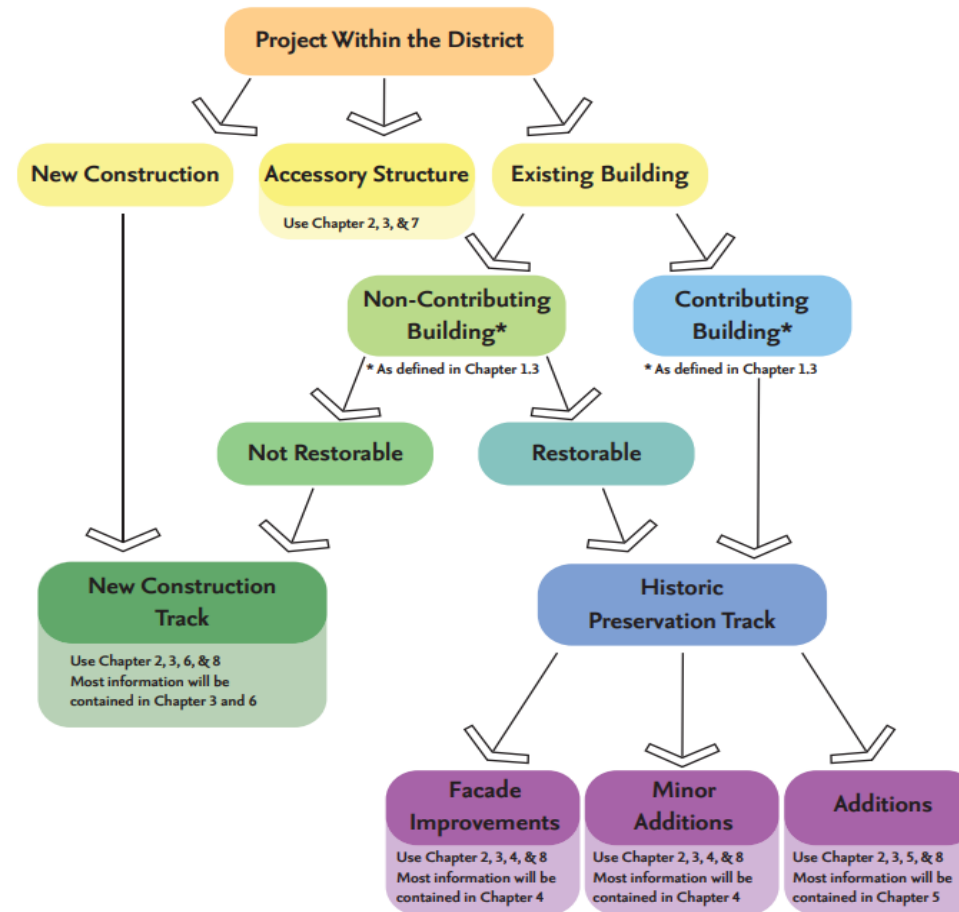
- Before and After photos of the proposed exterior changes.

Based on the district the property is in and the type of proposed changes, staff determines which track to follow for review.

Downtown/City Park Historic District Review Track

USE

Follow the diagram below to help determine the relevant and applicable sections for your particular project.



Warehouse Historic District Review Track

		Chapter to Use:						
		Informational		Regulatory				
Type of Work:		Introduction	I. Using the Design Guidelines	II. Historic Preservation & Project Design Criteria	III. Treatment of Historic Structures	IV. Design Guidelines for All Projects	V. New Construction	Appendix
Historic Track	Rehabilitate a Contributing property	✓	✓	✓	✓	(1)	(2)	✓
	Restore a Non-Contributing property	✓	✓	✓	✓	(1)	(2)	✓
New Building Track	Improve a Non-Contributing property	✓	✓			(1)	(2)	✓
	Construct a new building	✓	✓			✓	✓	✓
Other	Signs	✓	✓					
	Site Work	✓	✓			✓		
	Miscellaneous	✓	✓					

Public Meeting

- Staff presentation
- Applicant presentation
- Questions/Comments
- Deliberation

Decision Making

The Commission is tasked with making a decision based on the guidelines established for the district along with the following considerations:

Does the proposed new construction or addition promote compatibility and does it help to preserve the characteristics of the district?

Façade Improvements to an existing building are reviewed considering whether the building is contributing or non-contributing, compatibility, characteristics such as design, materials, and durability are appropriate.

The Commission can approve, deny or approve with conditions. The decision can be appealed to the City Council.



Date: Monday, January 11, 2021
To: Historic Preservation Commission
From: Dave Everhart

INFORMATIONAL

Request:

Local Historic District Information - Dave Everhart

Time Estimate:

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

Background:

Dave Everhart is the State Historic Preservation Office Outreach Historian, he will be presenting information related to establishing a local historic district the pros and cons.

Approval Process:

Budget Impact:

Regulatory Impact:

History:

Analysis:

Conclusion:

Attachments:

1. Historic Preservation Guidelines _ City of Boise

Historic Preservation Guidelines

Residential Guidelines

The Design Guidelines for Residential Historic Districts (DGRHD) encourage a goal of quality development in Boise’s historic districts. Homeowners can accomplish this goal through alterations and new construction which are congruous (harmonious) with the character of the neighborhood. Design principles embodied in these Guidelines should encourage creative solutions that will enhance the character of a neighborhood. These Guidelines incorporate prior guidelines that covered alterations and modifications and introduce design parameters for new construction.

RESIDENTIAL GUIDELINES

Commercial Guidelines

The Design Guidelines for Commercial Historic Districts clarify requirements for property owners and design professionals, and suggest techniques to preserve and enhance the historic district’s qualities with regard to today’s cultural standards. The Guidelines provide a basis for making informed, consistent decisions about proposed new construction and building or site alterations. When used in conjunction with City staff consultation, the Guidelines can benchmark early stages of project conception and design, and help prevent delays and minimize added costs to developers and builders.

COMMERCIAL GUIDELINES

The Purpose of these Guidelines is to:

- Define characteristics of each district and identify the Contributing and Noncontributing Structures.
- Provide citizens, and other interested parties with information and guidelines on the appropriate treatment of properties within the districts and direction for compatible new construction.
- Provide clarity in the application of the Secretary of Interior’s standards for historic properties.
- Provide information about the basic principles of historic preservation and urban design to create an environment that is scaled to the pedestrian, maintains cohesive neighborhood identity and respects the unique settings of Boise commercial historic districts.
- Provide a framework for decision-making for the Historic Preservation Commission.
- Identify additional resources to accomplish appropriate rehabilitation, additions and new construction within the districts.

Be 'In the Know,'

sign up for our weekly e-newsletter.

Email Address

Zip Code

City of Boise

150 North Capitol Blvd.
Boise, ID 83702

