



Twin Falls Historic Preservation Commission Agenda

Monday, August 2, 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, Lisa Buddecke

Council Liaison: Craig Hawkins

- 1) Confirmation of Quorum/Call Meeting to Order
 - a) Introduction of Lisa Buddecke, HPC Commissioner
- 2) Consent Calendar
 - a) **ACTION ITEM:** Approve Minutes from the following meeting: July 12, 2021
- 3) Certificate of Appropriateness - None
- 4) Old Business
 - a) **DISCUSSION:** Project Coordination - Action Plan
Timeline Table
Milestones/Tasks
By: Lisa Strickland, City Planner
 - b) **DISCUSSION:** CEG Grant Update/Discussion
By: Lisa Strickland, City Planner
 - c) **DISCUSSION:** CLG Grant Update/Discussion
By: Lisa Strickland, City Planner
- 5) Upcoming Meeting(s)
 - a) Monday, August 16, 2021
- 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, July 12, 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

Council Liaison: Craig Hawkins

1) Confirmation of Quorum/Call Meeting to Order

Chairperson Culum called the meeting to order at 3:03 pm
A quorum was present.

Members Present: Culum, Woodbury, Shaffer, Maas

Staff Present: Strickland, Ebersole, Hart

2) Consent Calendar

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

Unanimously Approved by a vote of 4 to 0.

- a) Request for approval of minutes from the following meeting: June 21, 2021

3) Certificate of Appropriateness

- a) Request for a Certificate of Appropriateness to allow for installing a sign on property located at 106 Main Avenue North c/o Fox Floral (PZ21-0094).

Staff Presentation:

City Planner Strickland presented the Request for a Certificate of Appropriateness to allow for installing a sign on property located at 106 Main Avenue North c/o Fox Floral.

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.

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:

Applicant stated the sign will be made from old fence boards (barn wood) as backdrop with metal letters, painted in gold leaf.

Discussions Followed:

- Chairperson Culum asked about the installation of the sign.
- Applicant clarified the installation process.
- Chairperson Culum asked about the two items on the sides of the sign (from The Cookie Basket).
- Applicant stated the items will be removed and the wall will be repainted.
- Commissioner Woodbury asked about the lighting of the sign.
- Applicant stated they will use the two existing lights to illuminate the sign and the new sign fit in the same area as the prior sign.

MOTION: Commissioner Maas moved to approve the request for a Certificate of Appropriateness to allow for installing a sign on property located at 106 Main Avenue North c/o Fox Floral (PZ21-0094), as presented with staff recommendations.

Commissioner Woodbury seconded the motion.

Unanimously Approved by a vote of 4 to 0.

4) Old Business

a) Lobby Photo Display –Lost & Found Buildings

Commissioners Woodbury and Maas have been researching buildings that have come through HPC for a Certificate of Appropriateness. The display will consist of before and after pictures of the buildings. Commissioners to have information to staff by end of the week.

Idea: map of the locations to be the last picture of display.

b) Lobby Photo Display - Twin Falls Women of Influence

Commissioner Maas working on finishing the photo display to include historic & current women of Twin Falls.

- Photo displays can be viewed on the Twin Falls Historic Preservation Facebook page.
- Future photo display ideas: Lost buildings in the Historic Districts.
- **Idea:** display photos at Visitor Center and/or Library. (high traffic area) or on the Visit Southern Idaho app.

5) New Business

a) CEG- Community Enhancement Grant

Application deadline: 7/15/21.

Action item: Commissioner Woodbury to complete CEG application.

b) **CLG- Certified Local Government Grant**

Application deadline: 12/31/21.

Grant needs to have City Council approval. Staff will need completed application in November for presentation to City Council.

Action item: Commission to review grant guidelines and bring ideas for grant to next meeting.

c) **Idaho Heritage Trust**

Lincoln Street lights were funded by this grant.

This grant funds refurbishing historic areas.

Idea: Band Shell improvements

Action item: Commissioner Shaffer to call and find out what can be funded through grant.

d) **Idaho Humanities Council Grant**

Application deadline: two dates in Spring and two dates in Fall

Chairperson Culum has experience with this grant.

This grant is used to fund educational items.

Idea: History presentation for 4th grade curriculum.

e) **Project Coordination - Action Plan**

City Planner Strickland gave commission a list of potential projects. She reminded commission that the work for these projects to be done by the commission and not staff.

Action Item: commission to review list and rank the projects by importance by next meeting.

6) **Upcoming Meeting(s)**

a) Monday, July 19, 2021 CANCELLED – No COA's

b) Monday, August 2, 2021 – HPC training/new member(s) start.

7) **Adjournment**

The meeting adjourned at 4:07 pm.

Kelli Ebersole, Administrative Assistant

Commissioner Name: _____

Marking yes, you're interested means that you are willing to dedicate personal time towards completing the project.

Project Name	Interested	Quarterly	Annually	Long Term	Is Grant Funding Possible?	Goal
Lobby Photo Display	☐ Yes	✓				Create displays for the lobby and work to have them displayed at other locations. (Chamber, Library, CSI, Local Businesses)
Commissioner Education	☐ Yes		✓			Seek speakers to come to our meetings for brief history/education, seek outside training opportunities
Interpretive Sign	☐ Yes		✓		Yes	Create more interpretive signs
Historic Preservation Month	☐ Yes		✓			Plan a special event in <u>May</u> to recognize historic preservation month.
Walking Tours/Trolley Tour	☐ Yes	✓			Yes	To provide a tour of our historic districts for people to participate and learn about our local history
Virtual Walking Tour	☐ Yes			✓	Yes	Create more walking tours for the Visit Southern Idaho App
4 th Grade Idaho History Curriculum	☐ Yes		✓			Arrange for possible walking/indoor tours of buildings within our historic districts, providing local/state history to the 4 th Grade class (Field trip / Lunch in the Park)
Travel Trunk/Virtual Museum	☐ Yes			✓		To assist teachers in highlighting various chapters or our history. Have things like: • artifacts, • books for teachers and students, • music from the time period, • DVD about the time period and topic.
Preservation Workshop	☐ Yes			✓	Yes	Identify topics people would like to learn about and provide some workshops
Digital Presence	☐ Yes			✓		Create a more digital presence possibly a You Tube HPC Channel, Oral Histories and Photos with narrations
Host the National Alliance of Preservation Commission Forum	☐ Yes			✓	Yes	
National Registry Survey	☐ Yes			✓	Yes	Research the process for updating the existing districts/national registry list.
Design Guidelines	☐ Yes			✓	Yes	Research the process for developing design guidelines for new development in the residential historic district.

The first goal is to

- Have the commissioners pick from this list project they would be interested in doing.
- Create a list of tasks needed to complete the project.
- Assign the tasks.
- Report progress on the tasks.
- Execute the project.

Project Proposal/Ideas

Photo Display – Project Milestones

1. Decide on a topic
2. Research the topic
3. Select photos to include
4. Prepare the script
5. Have the photos & script printed
6. Display the photos

Commissioner Education/Training

1. Decide on a topic
2. Find a presenter
3. Schedule the presentation for HPC Meeting
4. Research online Historic Preservation education opportunities

Interpretive Sign – Project Milestones

1. Decide on a topic
2. Find a location for the sign
3. Seek permission to install sign at the location
4. Research the topic
5. Select photos to include
6. Prepare the script
7. Get a quote for sign design/installation
8. Submit grant application
9. Write an article or press release (if grant is awarded)
10. Thank Legislators (if grant is awarded)
11. Submit final reimbursement grant request
12. Share on Facebook (the story and photos of the sign)

Idaho Historic Preservation Month (May)- Project Ideas

1. Plan a special event (repurpose buildings tour)
2. Create a project that could be done by students
3. Plan for an exhibit

Spring, Summer, Fall Walking Tour/Horse Trolley Tour-Project Milestones

1. Arrange for the trolley (if possible)
2. Decide on a time and date
3. Decide on the historic district
4. Decide on a route
5. Decide which buildings are to be discussed
6. Research the buildings history
7. Select photos or articles about the district or building that may be of interest on the tour
8. Prepare a script for the tour
9. Arrange for inside tours (if possible)
10. Advertise the event/registration (if necessary)
11. Narrate the tour

Project Proposal/Ideas

Virtual Walking Tour - Project Milestones

1. Decide on the historic district
2. Decide on a route
3. Decide which buildings are to be discussed
4. Write proposal for grant
5. Submit grant application
6. Research the buildings history
7. Arrange for drone footage
8. Arrange for inside tours (if possible)
9. Prepare a script for the tour
10. Arrange the recording of the script
11. Arrange for the editing of the footage
12. Submit interim progress report for grant
13. Finalize the footage
14. Arrange for the tour to go live
15. Submit finalized tour to the state
16. Submit final reimbursement request for grant

4th Grade Idaho History Curriculum/Project – Project Ideas

1. Coordinate with School District
2. Suggest possible field trip for walking tour
3. Narrate walking tour
4. Arrange for inside tours (if possible)
5. Make a presentation to 4th grade classes

Travel Trunk/Museum

Travel Trunks are designed to assist teachers in highlighting various chapters in our nation's history. ... Objects in the trunks vary on topic, however all trunks come with artifacts, books for teachers and students, music from the time period, and DVDs about the time period and topic

Update National Registry Survey – Project Milestones

1. Research for surveyor
2. Research cost
3. Write proposal for grant
4. Submit grant application
5. Arrange for surveyor (travel coordination)
6. Submit interim progress report for grant
7. Finalize project
8. Submit final reimbursement request for grant

Preservation Workshop (local towns)-Project Ideas

1. Identify preservation groups around the magic valley
2. Host a meet and greet event
3. Host a training about preservation

Create Digital Presence

1. Facebook Page - Enhancement
2. Possible You Tube Channel
3. Oral Histories
4. Historic Photos with narration

Host the National Alliance of Preservation Commission Forum (long term goal)



Date: Monday, August 2, 2021
To: Historic Preservation Commission
From: Lisa Strickland, City Planner

DISCUSSION

Request:

CEG Grant Update/Discussion

Time Estimate:

Approximately 5-10 minutes

Background:

Staff submitted the application for a Community Enhancement Grant for the design and installation of an interpretive sign for the Rogerson Hotel to be located at the splash park across from City Hall.

Approval Process:

The application has been submitted, however approval from the Urban Renewal Agency for the placement of the sign located at the splash park has to be requested and approved.

Budget Impact:

Regulatory Impact:

History:

Analysis:

Conclusion:

A timeline for the application process has been provided in the packet.

Attachments:

1. FY22 CEG Project Timeline

FY22 Community Enhancement Grant "CEG" Grant Timeline

Project: Rock Creek Canyon Watershed Interpretive Signage

Amount Requested: \$1400

Total Budgeted Cost: \$2800

Total Granted: \$

Application Discussion	June 21, 2021
Commission Approval to Apply for the Grant	July 12, 2021
Application Administrative Approval	July 15, 2021
Application Due	July 15, 2021
Application Submitted	July 15, 2021
Urban Renewal Agency Approval	(approximately August/September 2021)
Grant Awarded	(approximately October 2021)
Action Plan for Completion	(development begins in Oct)
Task Assignment	(assignment begins November)
Project Draft Verbiage/Design	(approximately March 7, 2022)
Project Completion Deadline:	(approximately April 11, 2022)
Reimbursement Request Deadline:	May 13, 2022

Project Manager:

Project:

To create an interpretive sign that explains the significance of the Rogerson Hotel.



Date: Monday, August 2, 2021
To: Historic Preservation Commission
From: Lisa Strickland, City Planner

DISCUSSION

Request:

CLG Grant Update/Discussion

Time Estimate:

Approximately 5-10 minutes for questions/comments.

Background:

This item is for discussion only, should the Commission decide they want to work towards applying for a grant the application will need to be completed and submitted to SHPO by December 31, 2021. A timeline for the application process has been provided in the packet.

The city is allowed to match the grant with in-kind hours the calculation of these hours can begin October 1st this year. Meanwhile, the Commission should take time between now and October 1st to recommend a few different grant projects.

The following of projects that are awarded funds through the Certified Local Government Grant:

- Surveys - projects identify and record information about properties and sites in a given geographic area or on a specific theme
- Nominations - projects result in the preparation and submission of a completed nomination to the National Register of Historic Places. Nominations can be for individual properties/objects, sites, or districts.
- Historic Preservation Plans -- development or updating of a local Historic Preservation Plan.
- Workshops and Training - projects can be for members of the public, city staff, and/or members of the historic preservation commission to aid them in carrying out the goals of the National Historic Preservation Act and advancing the National Register of Historic Places.
- Design Guidelines-- development of design guidelines. Helping to ensure that historic properties, and especially those listed on the National Register of Historic Places, are being preserved in accordance with the appropriate Secretary of the Interior's Standards.
- Other Administrative Tools - development and implementation of databases or other digital tools for improving administration of the preservation program and historic resources, or hiring a professional to evaluate a National Register-listed property and develop a plan for its rehabilitation and provide recommendations for redevelopment opportunities
- Publications and Marketing Materials These projects include things such as walking/driving tour brochures or mobile apps, calendars, and other promotional materials. Publications and marketing materials must be focused on National Register-listed resources. CLG Grant funds cannot be used for signage or memorial plaques.

Approval Process:

To submit the application to SHPO the Commission is required to make a recommendation to Council that the application be submitted. City Council will then review the request to submit the application along with the proposed project and make a final decision. If approved the application will be submitted no later than December 31, 2021.

Budget Impact:

n/a

Regulatory Impact:

n/a

History:**Analysis:****Conclusion:**

The projects are the responsibility of the Commission commitment from all the members is essential, staff recommends that once a project is identified the Commission work towards developing an action plan so that if the grant is awarded the project can move forward and progress can be tracked and measured. The deadline for completion of the project is May 31, 2023, some larger projects may require a phasing plan. This can be discussed in depth when or if the Commission chooses a project.

Attachments:

1. FY21 CLG Project Timeline

FY21 Certified Local Government "CLG" Grant Timeline

Project: TBD

Amount Requested: \$TBD

Total Budgeted Cost:

Total Granted:

Project Identification	(discussion has begun)
Call for Applications:	October 1, 2021
Action Plan for Completion	(development begins in Oct)
Task Assignment	(assignment begins November)
Commission Recommendation to Apply for the Grant	(approximately November 15, 2021)
Staff Report Prepared for Council	(approximately November 22, 2021)
City Council Approval	(approximately December 6, 2021)
Application Due	December 31, 2021
Grant Awarded	February 2022
Contract Mailed to CLG for Signature	March 2022
Project Start Date	June 1, 2022
Interim Report Due	November 1, 2022
Project Completion / Draft publication to SHPO	May 31, 2023
SHPO Review/Revisions Period	June-August 2023
Project Completion Deadline	August 16, 2023
Reimbursement Request Deadline	September 1, 2023
Project Manager:	