

**HISTORIC PRESERVATION COMMISSION MINUTES
CITY OF PEORIA, ARIZONA
CITY HALL, COUNCIL CHAMBER
JUNE 18, 2008**

DRAFT

A **Regular Meeting** of the Historic Preservation Commission of the City of Peoria, Arizona, convened at 8401 W. Monroe St., Peoria, AZ in open and public session at 6:11 p.m.

Members Present: Chairman Jodey Elsner, Vice Chairman Priscilla Cook, Commissioners Mark Hackbarth, Gary Nelson, Steve Poe, Karen Garbe and Harold McKisson.

Members Absent: none

Others Present: Ellen Van Riper, Assistant City Attorney, Glen Van Nimwegen, Community Development Director, Chris Jacques, Acting Planning Manager, Rob Gubser, Senior Planner, Melissa Zechiel, Planning Technician, and Cathy Griffin, Executive Assistant.

Opening Statement: not read

Final call for speaker request forms.

Audience: 1

Note: The order in which items appear in the minutes is not necessarily the order in which they were discussed in the meeting.

CONSENT AGENDA

All items listed with a “**C**” are considered to be routine by the Historic Preservation Commission, and were enacted by one motion

- 1C DISPOSITION OF ABSENCE: Discussion and possible action to approve the absences of Commissioner Gary Nelson from the May 9, 2008 meeting.
- 2C MINUTES: Discussion and possible action to approve the minutes of the Regular Meeting held March 19, 2008 and May 9, 2008.

Commission Action: Vice Chairman Cook moved to approve the Consent Agenda items. The motion was seconded by Commissioner Nelson and upon vote, carried unanimously.

DRAFT

REGULAR AGENDA

NEW BUSINESS, PUBLIC HEARINGS and/or ACTION:

3R Certified Local Government (CLG) Ordinance

Glen Van Nimwegen, Community Development Director, stated that a large notebook has been provided which contains the surveys from 1997 and 2005 and the Historic Preservation Master Plan. He also stated that one of the items from the work plan is questions regarding the Certified Local Government (CLG) Ordinance, which is included in your packet. Ms. Van Riper has gone through in detail and will provide an overview tonight.

Ellen Van Riper, Assistant City Attorney, stated that the packet includes a copy of Peoria's Certified Local Government Participant Agreement. This is a document that is contractual in nature between the Arizona State Parks Board and the City of Peoria. Basically it authorizes the City to act as the State Historic Preservation Office, within the jurisdictional boundaries of the City of Peoria. The City obtained this agreement in January 2004. The City is still in the beginning stage of getting our Historic Preservation program up and running.

As a predicate to obtaining this certification, the City had to do certain things. Such as, adopt a Historic Preservation Ordinance, which was adopted in 2002, and establish this commission.

Discussion ensued regarding:

- Historic Preservation Commission (HPC) is to make recommendations regarding Certification of Appropriateness if people want to modify designated historic properties.
- Obligation of City/HPC is to designate landmarks
- Number of historic designations currently in the City of Peoria
- Identify process to determine Certificate of appropriateness
- Act like the State Historic Preservation Office (SHPO), interface with SHPO and use SHPO as a resource
- SHPO monitors/regulations CLGs
- SHPO funding and annual reports
- Currently, there are no historic properties designated in Peoria under the CLG. The museum, the old central school building, is a Federal designation.
- Certificate of Appropriateness process applies to designated properties, need to get properties listed. When the property owners want to make modifications, then the HPC the appropriateness would be reviewed.
- There are three levels of designation: National, State and Local.

DRAFT

- Property owner voluntarily initiates process.
- Identify steps that the city would require to abate or move a building. The building would have to have been designated on the list. If the property is on the list, it would come before the HPC for the Certificate of Appropriateness.
- The “trigger” is that the property would have to be designated as historic property under the CLG in order for the HPC to be involved.
- Is there a way that any City action for improvement would trigger work to see if it would impact cultural resources?
- The Ordinance states: “review criteria, identification of significant historic, architectural and cultural landmarks”. “Cultural” is vague and yet that is what covers archeology. “Archeology” is not mention in the definitions of the Ordinance or “cultural” is not mentioned in the definitions either.
- The Historic Preservation Master Plan mentions “archeology”. How does archeology relate to the ordinance, how does it impact actions that the City takes?
- Identify concerns that need to be added to the work plan. Perhaps proceed on two tracks, one designating items on the list, and the second would be establishing procedures.
- Not aware of any “annual report” submitted to SHPO.
- Presbyterian Church could be placed on the National Registry. Normally, the property owner initiates this process, which is voluntary.
- If necessary, include Historic Preservation activities into the budget process.
- SHPO to perform review annually, however, none have been completed to date. An audit may occur due to \$10,000 SHPO grant the City has received. Grant is to do a design concept report of the Hood Building, 83rd & Washington.
- Incomplete sentences in the Ordinance on page 6, Section VI, 2 a., b. and c.
- HPC shall provide in its’ rules for voting methods and procedures. Rules of Procedures will be mailed to the commissioners.
- Update the number of Commissioners in the HPC mentioned in the Ordinance.
- Historic Preservation Master Plan, page 20, second full paragraph “The City may require archeologists, preservationists, sponsoring groups, land owners and developers to review proposed activities with the City prior to commencing any activity or work, or these reviews may be accomplished by the SHPO and providing for consultation with the City.”
- Changes to the Ordinance may be required to better implement the HP Master Plan.
- Historic Preservation Master Plan, page 25 states: “The commission’s recommendation for designation will be forwarded to the Planning and Zoning Commission...” Is that the trigger or action that this commission is

DRAFT

to interact with the rest of the city? Mr. Van Nimwegen stated that this may be in reference to the Historic Zoning Overlay District that would involve the Planning and Zoning Commission.

- City Historian not yet established.

Closed discussion on this agenda item. No Action Required

4R **Discuss and approve a Work Plan for 2008-09**

Staff Report: Glen Van Nimwegen, Community Development Director, presented the proposed Work Plan for 2008-09. During this presentation, the following issues were discussed:

- Setting the agenda, by-laws needs clarification.
- Public outreach goals.
- Check with other cities to glean from their policies and procedures.
- Develop bridges between the HPC and other commissions.
- Don't wait until after the November elections to schedule a joint meeting with the City Council.
- Get moving on the landmark designations (2B) process. Add to the Work Plan, 2.B, the old downtown jail, Palo Verde Ruins and cultural landscapes (such as the entrance to Old Town).
- Clarify on the CLG Ordinance and SHPO, ensure Commission and Council understand the City's commitment on those terms.
- Review and Update the Preservation Plan.
- Create an "executive summary" of the CLG so the Council and Commission members understand what the City's roles are.
- Signage
- Pedestrian plan.
- Informing the public the importance of the Community Center, Historic Square.
- Expand the City web-site to include information pertaining to Historic Preservation.
- Possible methods to reach the public, i.e., utility billing inserts, public meetings, website, etc.
- Projects that may need to be included in the budge process.
- Central Peoria Revitalization Plan provides opportunities for public meetings and meetings with City Council.
- Explore heritage opportunities in the plan area and recommend as appropriate. Consider a conservation district concept.
- Begin the process of examining the significance of Weedville. Contact the property owners and see if they are interested in historic preservation.
- \$10,000 Grant from SHPO for review of the design of the Hood Building, providing an estimate of the cost to restore to its' original form.

DRAFT

- Research City of Phoenix procedure for bonding monies for Historic Preservation.
- Contact Linda Mayro, Pima County, for information pertaining to Historic Preservation through regulations.
- 84nd Avenue Landscape plan (may be reviewed).
- Define Weedville and the boundaries; northeast corner of 75th and Thunderbird.

Ms. Cook thanked the staff for this work plan and feels it will help this Commission.

Public Comment: none

Commission Action: Commissioner Poe made a motion to recommend approval of the Work Plan for 2008-09. The motion was seconded by Commissioner Cook and upon vote, motion was carried with a 6 to 1 vote.

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS: Ms. Osuna stated that she is excited to hear the Historic Preservation Commission and staff become more involved.

REPORT FROM STAFF: Glen Van Nimwegen stated that the City has received a \$10,000 grant from SHPO for the Hood Building. And, Priscilla Cook will be available to provide a tour of "old" Peoria. Anyone interested will meet on the first floor of City Hall at 10:00 on July 9, 2008. The tour will be approximately 2 hours.

REPORT FROM THE HISTORIC PRESERVATION COMMISSION: Mr. McKisson requested that the packet be mailed sooner than 5 days before the meeting. He stated that he would like more time to review the packet and to do research, if necessary. It was agreed that staff would both email the packet as soon as it is available, and mail it.

ADJOURNMENT: There being no further business to come before the Historic Preservation Commission, the meeting adjourned at 7:32 p.m.

Jodey Elsner, Chair

Date Signed