



Historic Preservation Board

Date: February 6, 2018

Time: 6:00 p.m.

Location: Lower Level Council Chambers – 57 E. First Street

Members Present	Members Absent	Staff Present	Guests
Laura Schaffer-Metcalf, Ed.D., Chair Janice Gennevois, Vice Chair Greg Marek Brandon Benzing Milagros Zingoni Jeri Meeks	Louise Swann	Kim Steadman Lauren Allsopp John Wesley Charlotte McDermott MaryGrace McNear	Phillip Allsopp Jeri Meeting Amy Mahoney Mike Shores Margaret Davis

1. Call meeting to order

Chair Laura Schaffer-Metcalf called the meeting to order at 6:01 pm. Chair Schaffer-Metcalf opened the meeting with announcements and procedures and policies for citizens who wish to speak.

Board member Marek asked that item #9 “Items from citizens present” be moved to the top of the agenda. Staff member Kim Steadman explained the reasoning for this item being at the end of the agenda.

2. Approval of the minutes from the following Board meetings:

- a. December 6, 2017 regular meeting
- b. January 2, 2018 regular meeting

First Motion made by Board member Jeri Meeks and seconded by Board member Greg Marek to approve both the December 6, 2017 and January 2, 2018 regular meeting minutes.
Motion carried 6-0 (Board member Swann, absent)

3. Update on the meeting Board members Gennevois, Marek, and Benzing had with the Mayor and City Manager regarding restoring a permanent Historic Preservation Officer position.

Board member Marek stated the meeting was well received and thanked the Board and staff for all the work that went in preparing materials for this meeting. The meeting started with the presentation of the position paper which compared what was accomplished prior to the contracted position with accomplishments since acquiring the contracted position. The City Manager responded that the money was well spent. The discussion continued with the status of the contract position, it was confirmed the \$50,000 is included in the baseline budget and does not have to be applied for every year. The request for a full time HPO position was discussed along with city finances and possible repercussions. The City Manager said he would instruct staff to include in this year’s budget the request for a fulltime position with the stipulation that staff would prioritize the needs. Discussion continued to the current contracted position’s situation, the restrictions placed on that position, effectiveness and if it was possible to give this position more autonomy. Also discussed was the current contracted position which expires June 30th and the possibility to increase the contracted amount or extend the contract, so momentum continues.

Vice Chair Gennevois added they shared at the meeting the list all the ongoing projects that they would like to ensue and how impressed they Mayor and City Manager were. Board member Benzing added the need for growth and importance of continuity in the contract, and efficiently use the funds that we are allocated. Vice Chair Gennevois inquired how to proceed with follow-up.

John Wesley informed the Board that the City Managers' office has followed up with Department Director, providing her the direction discussed above. John's recommendation was to agenize this topic for next month, so it can be fully discussed. Vice Chair Gennevois requested more specifics. John responded that the follow-up discussion with City Managers' office was not with him directly, it was with the Department Director. Board member Marek asked if there is a way to keep the Board briefed before the next meeting or if it would be appropriate they meet with Kari or Christine directly. Board members are concerned with keeping communication open, continuing to move forward, providing support, and not losing momentum. Vice Chair Gennevois agreed and would like to keep communication going along with the shared vision and would be also be available to meet.

Charlotte McDermott from the City Attorney's office explained the difference between agendizing an item as an update and agendizing it for discussion. Since this item is on the agenda as an update, discussion by the Board is limited. Charlotte McDermott suggested that in the future if the Board does want to have discussion, provide direction or take action the item needs to be agenized as such. Board member Marek requested in the future that items be agenized for discussion.

John Wesley did state that we do want to work together on the permanent HPO position, to keep this moving forward and are very much for this position. Board member Zingoni commented that Lauren has developed a trust with the community and we must act to ensure continuity in this relationship with the citizens. Chair Schaffer-Metcalf summarized that we have gotten a lot of good information from this update and will continue to work with City staff.

4. Hear and discuss a presentation on Open Meeting Law and parliamentary procedure.

Charlotte McDermott from the City Attorney's office explained the Open Meeting Law and parliamentary procedure. Their office is sometimes called upon to provide training to different Advisor Boards and Committees. The Historic Preservation Board is an Advisory Board, so the Open Meeting Law and parliamentary procedure does apply to this Board. Charlotte continued with the presentation, rules, discussions, emails, phone calls, and gave examples of situations that could possible arise and how to avoid creating unintentional violations.

MaryGrace McNear from the City Attorney's office also participated in the presentation and shared Open Meeting Law procedures and gave examples of situations, scenarios and how to handle them.

Discussion and questions continued between the City Attorneys and Board members of examples and scenarios of what the Open Meeting Law allows. The discussion included the duties of the Board. Staff member Steadman will email the Boards Powers and Duties as listed in City Code, Title 2, and the Zoning Ordinance. Discussion continued to the language of the agenda. Chair Shaffer-Metcalf proposed language such as "update and possible discussion of", or "possible action on". Board member Zingoni asked why the item "Agenda items for next month" was deleted. It was agreed that the item should be added to the agenda again.

5. Update from Historic Preservation Officer & Historic Preservation Professional on the following items:

- a. Neon Sign Grant
- b. Downtown Grant
- c. Historic Properties
 - i. Buckhorn Baths, 166 N. Recker Rd. – repair of colonnade

- d. Potential Historic Properties
 - i. A&W Barrel building, 6430 E. Main St. – historic preservation efforts.
 - ii. Former Safeway, 827 E. Main St. – historic preservation efforts and status of pole sign.
- e. Document added to HP web page: “The Role of Historic Preservation in Wellbeing, Fulfillment and a Vibrant Economy”

Staff member Lauren Allsopp made special mention on item (i) The Buckhorn Baths. She was notified that the porch cover collapsed and for safety reasons the site has to be stabilized. Lauren is working closely with them.

Kim and Lauren continued with the list of items on the spread sheet.

Board member Marek asked that the Sign Code be on the next agenda.

Phillip Allsopp shared the document that the Mesa Preservation Foundation put together. “The Role of Historic Preservation in Wellbeing, Fulfillment and Vibrant Economy” the document is designed to give a set of perspectives from the Mesa Preservation Foundation and from his own work and research in this area. Chair Sheffer-Metcalf thanked Mr. Allsopp for his time.

6. Review and discuss the progress of the National Registry of Historic Places (NRHP) report for the proposed Flying Acres Historic District

Staff member Lauren Allsopp was happy to report that this has been moving along very well. The feedback is positive and the next meeting for the National Registration nomination is scheduled for next July. As for the waivers and petitions staff has confirmed there is the required 50% plus one participation needed to proceed. Staff is working on confirming details for a neighborhood meeting and the Board will be informed.

Board member Marek inquired who is the applicant in this case. Staff member Steadman responded that the City is the applicant. Staff member Steadman also informed the Board that he is working with staff on establishing the mailing list and notification letters that will be mailed two weeks before the meeting.

7. Discuss and provide direction on the Historic Preservation Student 2018-2019 writing and video contests, specifically the topics for this year’s contests and the timing for sending information to the schools:

Board member Milagros Zingoni informed the Board that she has been contacted by Chicago Cubs and awards for the contest can be presented at the Cubs stadium.

Board member Zingoni suggested writing topics, Pioneer Park, Downtown Mesa and Neon Signs. The discussion of the contest will continue next month.

8. Hear reports from Board Members and staff on museums, exhibits, committees and/or events related to historic preservation

Board member Milagros Zingoni shared with the board that she has a group of students in interior design that are working on a hypothetical project with the Federal Building. Working on a multipurpose building with immigration and neon sign museum combined.

Board member Jeri Meeks reported on the 18th Annual Home Tour, which had 400 visitors. And the Mesa Historical Museum is opening-up a small display in the Scottsdale Library on the Baseball Hall of Fame.

Board member Zingoni inquired if there was any documentation or video taken at the Home Tour. Board member Meeks responded that there is a booklet and both channel 3 and 10 were present. Board member Zingoni inquired if this could be added to the website. Staff member Allsopp responded that it can be given to her.

Board member Marek informed the Board that the Historic Preservation conference is in Scottsdale this year in June and inquired if the City is providing registration. Staff member Kim Steadman stated that they have in the past and will follow up. Staff member Allsopp informed the Board that she is presenting a session for the City of Mesa.

Board member Zingoni inquired why are we approving minutes from December 6th again. Staff member Kim Steadman explained there was an error in posting and it's required to bring forward again.

Board member Zingoni requested that Board member comments, questions and future agenda items be added to the agenda. Chair Schaffer-Metcalf and staff member Kim Steadman confirmed that this will be added to next month's agenda.

9. Items from citizens present*

No items were presented.

10. Adjournment

Vice Chair Gennevois asked to agendaize a discussion of the outcome of the City Manager meeting as well as a discussion of where "items from citizens present" is located on the agenda. Staff member Steadman will add these items.

Chair Schaffer-Metcalf inquired if the Board would like to agendaize the discussion for item 5e. Staff member Kim Steadman will add it to next agenda.

Chair Laura Schaffer-Metcalf motioned to adjourn the meeting at 7:56 pm and was second by Board member Marek.

Motion carried 6-0 (Board member Swann, absent)

* The Arizona Open Meeting Law (ARS § 38-431 et seq.) does not permit the Board to discuss matters raised during Items from citizens present.

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Supporting data is available for public review in the Planning Division,
Municipal Building, 55 N. Center St., Mesa, Arizona 85201

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