

Historic Preservation Board



Minutes

Location: Lower Level Council Chambers – 57 E First Street

Date: December 10, 2019 **Time:** 6:00 p.m.

MEMBERS PRESENT:

Greg Marek, Chair
Brandon Benzing, Vice-Chair
Laura Schaffer-Metcalf Ed.D.
Benjamin Ayers
Barbara Bingham

MEMBERS ABSENT:

Milagros Zingoni

STAFF PRESENT:

Nana Appiah
Heidi Hanlon
Rebecca Gorton
Charlotte McDermott
Arianna Urban
Christine Zielonka

GUESTS:

Vic Linoff
Greg Morris
Darla Lammers
Other citizens who didn't sign in

1. Call Meeting to Order.

Chair called the meeting to order at 6:00 p.m.

2. Introduction of new Historic Preservation Coordinator Arianna Urban.

Chair Marek requested to address agenda item #4 first, introduction of the City's newly hired Preservation Coordinator.

Ms. Urban introduced herself to the board, staff, and citizens present. Born and raised in Phoenix, Ms. Urban practiced in the San Francisco Bay Area prior to her position in Mesa. Her Master of Science in Historic Preservation degree is from the University of Oregon School of Architecture. She is humbled and excited for the opportunity to support, develop, and grow the preservation programs at the City of Mesa.

Chair Marek then requested for the board members to introduce themselves as well:

- Barbara Bingham, resident of Evergreen Historic District and 40-year Mesa resident, retired from Mesa Library system.
- Ben Ayers, resident of Mesa since 1997, practicing architect in the Valley and member of the Preservation Board for two years.
- Laura Metcalfe, educator and passionate about historic preservation from a young age, and a lifelong Mesa resident.

- Brandon Benzing, architect and longtime Mesa resident, and practices architecture and preservation across the country.
 - Greg Marek, Valley resident since 1976 and longtime employee of the public sector. Former City of Mesa Historic Preservation Officer.
3. Approval of the minutes from the November 5, 2019 board meeting.
- Chair Marek asked for discussion on the minutes or a motion to approve.
- As no Members of the Board raised any comments, Vice-Chair Benzing moved to approve the minutes with no changes, and Board Member Schaffer-Metcalf seconded the motion.
- Vote: 5-0
 Ayes: Greg Marek, Brandon Benzing, Benjamin Ayers, Laura Schaffer-Metcalf, Barbara Bingham
 Nays: None
4. Items from citizens present*
- Vic Linhoff, President of the Mesa Preservation Foundation, offered his congratulations and complimented the new Mesa Historic Preservation t-shirts.
5. Discuss and provide staff direction on the 2019-2020 Historic Preservation Student Writing and Video contests.
- Board Member Schaffer-Metcalf presented the Board with the essay and video contest rules and regulations, and upon approval will distribute them to every school in the City of Mesa. The previous year's application was sent over 50 times, and Board Member Schaffer-Metcalf then routinely follows up with her contacts at the schools. Last year's rules and regulations were largely adapted for 2019-2020, and Board Member Schaffer-Metcalf asked for feedback on the language or content of the documents.
- Chair Marek asked for clarification on the third essay prompt: "Mesa's First (choose two): schools, families, grocery stores, hardware stores, or post office". Board Member Schaffer-Metcalf confirmed that 4th to 6th grade students would likely compose less than two paragraphs, so the prompt encourages them to select two of the topics from the list for length and depth of research.
- Dr. Nana Appiah addressed the Chair and Members of the Board and asked Ms. Urban to review her changes to the contest documents. Ms. Urban's changes were grammatical and technical in nature and did not amend the content of the documents.
- Board Member Ayers and Board Member Schaffer-Metcalf then noticed that the capitalization in the email address for Ms. Urban is inconsistent throughout the document. Ms. Urban agreed to standardize her email address in the documents.
- Chair Marek noticed that "historical" should be changed to "historic" on the second page of the documents.
- The approval of the essay and video contest documentation did not require a vote.

6. Hear an update and discuss Historic Preservation Awards for 2020.

Chair Marek commented that the goal is to hold the Historic Preservation awards ceremony at the May 2020 City Council Meeting. Dr. Appiah addressed the Chair and Members of the Board to confirm that the desire to conduct the awards ceremony in May is to coincide with the national celebration of Historic Preservation Month each May.

Chair Marek commented that the timeline for the Preservation Awards should be discussed at the present meeting in order to work out a schedule for next year. Nominations should be due by the end of March to give the Board the April and May meetings to discuss the nominees. After some deliberation Chair Marek proposed the date of March 27, 2020 as a due date for nomination packets, which would have been distributed several weeks prior.

Board Member Benzing proposed for the nomination packets to coincide with the February 1, 2020 historic home tour. Chair Marek added that the topics and nomination packets will then have to be finalized at the January Historic Preservation Board meeting. The nomination packets should not need a great deal of changes from last year's packets.

Board Member Bingham offered to use her contacts at the Home Tour to confirm that this will be an appropriate time to introduce the 2020 nomination packets. An issue is not anticipated.

7. Hear an update and discuss the Certified Local Government (CLG) grant funds being awarded to the City for revisions to the City's Historic Preservation Zoning Ordinance and Design Guidelines.

Dr. Appiah addressed the Chair and Members of the Board with an update that the Arizona State Historic Preservation Office (SHPO) has awarded the City of Mesa a \$20,000 grant for revisions to the Zoning Ordinance. Earlier this year, the City Council allocated \$50,000 for historic preservation matters, and as the \$20,000 grant from SHPO is a matching grant, there will be an additional \$40,000 total. It is hoped that with these funds, an update to the 1989 historic preservation design guidelines can also be accomplished and incorporated with the revisions to the Zoning Ordinance in a combined budget. Dr. Appiah explained that the Zoning Ordinance and design guidelines often go hand-in-hand, and their purposes enhance each other greatly. Ms. Urban and Ms. Veronica Gonzalez with Development Services Special Projects will assist with the composition of a Request for Proposals (RFP) to solicit a consultant for these updates. Dr. Appiah asked the Chair and Members of the Board for their participation in this process, pending a consultation of City regulations. The community and City Council will also be consulted and involved.

Chair Marek asked for clarification in the intent for the new design guidelines: if overall guidelines as well as distinct guidelines for each historic district will be part of this project. Dr. Appiah concurred that it is preferable to have unique guidelines for each historic district, which can reference the survey already completed for each district.

The RFP is projected to go out in January, as the documents for the SHPO funding are being currently processed.

Ms. Urban asked if a schedule is in place for the guidelines themselves, which will be outlined and further developed within the RFP.

8. Discuss tentatively select a date for the Board's retreat for 2020.

Dr. Appiah commented that with the hire of the new Historic Preservation Coordinator, a board and staff retreat is a high priority for all. He recommends that a work plan be developed to guide future preservation activities. February 8 was suggested as a tentative date, possibly from 8am-12am. Chair Marek suggested that a half-day retreat followed or preceded by a tour of a historic property, potentially the Buckhorn Baths, would be a good way to spend the day, and Board Member Schaffer-Metcalf agreed. Chair Marek continued that it would be ideal to have the new Historic Preservation Board member in place before the retreat is held.

Dr. Appiah commented that the work plan will distributed for contributions and comments prior to the retreat. Chair Marek inquired as to the retreat agenda and if it can be discussed at the January Board meeting. City staff will take care of logistics and other arrangements.

9. Historic Preservation Officer's Updates:

a. Provide status of the vacant Historic Preservation Board member position.

- According to Dr. Appiah, several resumes have been received and are under review by the office of the Mayor and the City Clerk's office. Unfortunately, the next City Council meeting is not until January 9, 2020, which is after the January 7 Historic Preservation Board meeting.
- Dr. Appiah attended a training by the League of Cities for city administrators and officials. He proposed several suggestions to the Board's implementation of parliamentary procedure/Robert's Rules of Order. It would be prudent for a "current events" item be added to each Board Meeting agenda, in order to communicate at the meeting any events which may have been planned or arisen since the publication of the meeting agenda. However, any events brought up during the "current events" item must be only a one-way communication and not open for back-and-forth comments. It will only consist of the Historic Preservation Officer relaying information, with no feedback from the Board. If such a discussion is warranted, it must be listed as a separate agenda item.

10. Hear reports form Board Members on museum, exhibits, committees, and/or events related to historic preservation.

Board Member Schaffer-Metcalf enthusiastically thanked City staff for the new historic preservation shirts.

11. Future agenda items.

Historic Preservation Awards application
Retreat agenda

12. Adjournment.

Board Member Ayers motioned to adjourn the meeting at 6:31 p.m. and was seconded by Board Member Bingham.

Vote: 5-0

Ayes: Greg Marek, Laura Schaffer-Metcalf, Brandon Benzing, Benjamin Ayers, Barbara Bingham

Nays: None

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