

# Historic Preservation Board



## *Minutes*

Location: Lower Level Council Chambers – 57 E First Street

Date: November 5, 2019 Time: 6:00 p.m.

### **MEMBERS PRESENT:**

Greg Marek, Chair  
Laura Schaffer-Metcalf Ed.D.  
Milagros Zingoni  
Benjamin Ayers (Arrived at 6:54 pm)  
Barbara Bingham

### **MEMBERS ABSENT:**

Brandon Benzing, Vice-Chair

### **STAFF PRESENT:**

Nana Appiah  
Charlotte McDermott  
Rebecca Gorton

### **GUESTS:**

Vic Linoff  
Other citizens who did not sign in

1. Call Meeting to Order.  
Chair called the meeting to order at 6:01 p.m.
2. Approval of the minutes from the October 1, 2019 board meeting.

Chair Marek requested staff to make the following corrections to the October 1, 2019 minutes:

Item #6 to include *"It was decided to take action on this item at the November 5, 2019 meeting"*.

Item #9 to strike out ~~Me priority~~ and change to *priority*.

Board Member Zingoni moved to approve the minutes with the changes presented and Board Member Bingham seconded the motion.

Vote: 4-0

Ayes: Greg Marek, Laura Schaffer-Metcalf, Milagros Zingoni, Barbara Bingham  
(Board member Ayers, arrived at 6:54)

Nays: None

3. Items from citizens present\*  
None

4. Present 2019 Historic Preservation Award to Sandra Apsey

Chair Marek presented Ms. Apsey her award for the 2019 Historic Preservation Award for her education and outreach for the preservation of the Washington Park/Escobedo Community.

5. Discuss and take action on Bylaws for the Historic Preservation Committee

Historic Preservation Officer, Dr. Nana Appiah, explained to the Board that the Historic Preservation Board had bylaws that were adopted in 1998, but at the request of the Board, staff and a selected committee of the Board have reviewed various bylaws including the past bylaws and have a final draft of the bylaws for the Board's adoption. Dr. Appiah also informed the Board that the Planning and Zoning Board is also currently discussing adopting bylaws. Dr. Appiah stated each Board's bylaws are closely tied to their specific powers and authority.

Board Member Zingoni moved to approve the Bylaws and Board Member Schaffer-Metcalf seconded the motion.

Vote: 4-0

Ayes: Greg Marek, Laura Schaffer-Metcalf, Milagros Zingoni, Barbara Bingham  
(Board member Ayers, arrived at 6:54)

Nays: None

6. Discuss and provide staff direction on the 2019-2020 Historic Preservation Student Writing and Video Contests.

Board member Schaffer-Metcalf stated the documents for the writing contest have been submitted and the next step is to finalize the topics for the context. The Board discussed and decided the following topics:

- How did water help Mesa grow?
- How did the Airforce Bases help Mesa in WWII
- First of Mesa (choose two): schools, families, grocery stores or hardware stores

Board member Zingoni requested to use the "Diving Lady" graphics to include in the poster to make posters for the writing contest.

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

The Board discussed the timeline for the 2020 historic preservation awards and plan to have the awards in May, 2020 to correspond with the Historic Preservation month in May. Board member Zingoni suggested finalizing the award nominations in February and selecting the nominees in April for presentation at the May Council meeting. The Board will discuss the awards at their January 7, 2020 meeting.

8. Discuss and select a logo and t-shirt types for the Historic Preservation Board members.

Board member Schaffer-Metcalf presented a number of designs for the t-shirts to the Board. The Board opted for the color black for their t-shirts and also decided on the graphic, specifically selected the graphic with the "Diving Lady" jumping off the green letter "M" as the one. The Board also discussed giving the City Council members a t-shirt, as well as giving the design to the Mesa Preservation Foundation to make them for sale.

9. Discuss writing a letter to the Secretary of the Treasury in support of the federal tax credit program for properties with historic preservation easements

Chair Marek provided a draft letter to board members to discuss. Mr. Marek informed the Board he received a request from the Arizona Historic Preservation Foundation to support a letter to be sent to the Secretary of Treasury in support of the Federal Tax Credit program for properties that have historic preservation easements. Mr. Marek stated there are not a lot of those properties with such easements in Mesa. However, that may change in the future. He stated before the letter is sent, he is asking the Board if they are in support and the members in attendance are in agreement to sending the letter. Dr. Appiah stated he has discussed the letter with the City's Intergovernmental Relations Office in the City Manager's office and recommends re-writing the letter before it is sent, as well as informing the City Council of the letter. Dr. Appiah stated it is very likely the City Council will be in support but needs to be informed.

The Board requested Dr. Appiah work with the Intergovernmental Office to draft the letter and have the Board review at their future meeting and after the Council has been informed of the letter.

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

Dr. Appiah stated staff has been informed the City has been awarded a \$20,000 grant to revise the Historic Preservation Zoning Ordinance. He explained staff applied for two grants from the State Historic Preservation Office (SHIPO), but due to the increase in the number of cities that applied for the grant SHIPO is only able to fund one of the applied grants. Dr. Appiah also informed the Board that the City Council approved \$50,000.00 in this year's budget to pursue consultancy services that may be used for Historic Preservation functions and staff can use the funds to match the \$20,000 grant from SHIPO. The City is required to match the grant. Dr. Appiah stated the Design Guidelines are most critical and we are thinking of combining the Design Guidelines with the possible revisions to the zoning ordinance.

Dr. Appiah informed the Board staff is completing a similar design guideline for the entire City to guide residential, commercial and industrial development. The project is scheduled for the City Council's consideration in December with a prior

presentation at the study session on November 7. The Board discussed the need for someone or consultant firm with a historic preservation background to be considered to help write the design guidelines for the Historic District. Dr. Appiah stated staff will put out an RFP for an experienced consultant when the City is ready to proceed with the process.

11. Historic Preservation Officer's Updates:

- a. Provide status of the Historic Preservation Officer position and meet and greet meeting in December

Dr. Appiah stated Arianna Urban has accepted the position of Historic Preservation Coordinator and will begin on December 9. He stated staff will be working with the Board to organize their retreat at the first part of 2020 and lay out the vision and plan of action to guide a work plan of the Board. He requested the regular meeting be rescheduled to December 10 and include a meet and greet of Ms. Urban after the regular meeting.

Chair Marek requested an update on the current vacancy on the Board. Dr. Appiah stated this was not an agenda item and cannot provide an update at this time. However, he plans to provide the Board an update on the December 10 agenda and then can be discussed.

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

Chair Marek stated there will be a presentation on ASU on November 6 at 6:00 pm at Artspace.

Board member Bingham stated the historic home tour will be February 1, 2020. They are looking for homes to place on the tour and volunteers.

13. Future agenda items.

New board member update  
Finalize the writing/video contest  
Update on the CLG Grant  
The T-shirt Graphic for the poster  
Board retreat  
Letter to the Secretary of State

14. Adjournment.

Board member Zingoni motioned to adjourn the meeting at 7:08 p.m. and was seconded by Board member Schaffer-Metcalf.

Vote: 5-0

Ayes: Greg Marek, Laura Schaffer-Metcalf, Milagros Zingoni, Jeri Meeks, Benjamin Ayers, Barbara Bingham

Nays: None

