

PRESCOTT PRESERVATION COMMISSION A G E N D A

**PRESCOTT PRESERVATION COMMISSION
REGULAR MEETING/PUBLIC HEARING
FRIDAY, June 11, 2010
8:00 AM**

**CITY COUNCIL CHAMBERS
201 S. CORTEZ STREET
PRESCOTT, ARIZONA
(928) 777-1100**

The following Agenda will be considered by the **Prescott Preservation Commission** at its **Regular Meeting / Public Hearing** to be held on **Friday, June 11, 2010** in **Council Chambers, 201 S. Cortez Street, Prescott, Arizona at 8:00 AM**. Notice of this meeting is given pursuant to *Arizona Revised Statutes*, Section 38-431.02.

I. CALL TO ORDER

II. ATTENDANCE

Members

Elisabeth Ruffner, Chairman
Mike Todd, Vice Chairman
Doug Stroh
Russ Buchanan

John Langellier
Seymour Petrovsky
Lee Vega

III. REGULAR AGENDA

- 1. Consider approval** of the minutes of the May 21, 2010 meeting.
- 2. HP10-009**, 117 E Gurley St-suite 111, Historic Preservation District #2, Elks Opera House. APN: 109-01-011C. Request to replace the polyvinyl insert in an existing cabinet sign on the front elevation of the professional offices of the Elks Theater Building. Owner is Prescott Elks Building LLC. Applicant/agent is Sun Mountain I.T. Historic Preservation Specialist, Cat Moody.

The City of Prescott endeavors to make all public meetings accessible to persons with disabilities. With 48 hours advance notice, special assistance can also be provided for sight and/or hearing impaired persons at public meetings. Please call 928-777-1100 (voice) or (TDD) to request an accommodation to participate in the meeting.

3. **HP10-010**, 117 E Gurley St-suite 113, Historic Preservation District #2, Elks Opera House. APN: 109-01-011C. Request to replace the polyvinyl insert in an existing cabinet sign on the front elevation of the professional offices of the Elks Theater Building. Owner is Prescott Elks Building LLC. Applicant/agent is Zachary Toubman. Historic Preservation Specialist, Cat Moody.

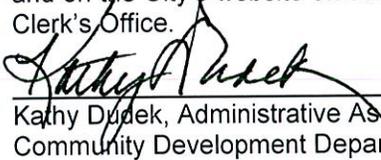
IV. AMEND THE BYLAWS

V. UPDATE OF CURRENT EVENTS OR OTHER ITEMS OF NOTE

VI. ADJOURNMENT

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall and on the City's website on June 1, 2010 at 4:00 PM in accordance with the statement filed with the City Clerk's Office.



Kathy Dudek, Administrative Assistant
Community Development Department

PRESCOTT PRESERVATION COMMISSION
REGULAR MEETING / PUBLIC HEARING
MAY 21, 2010
PRESCOTT, ARIZONA

MINUTES of the PRESCOTT PRESERVATION COMMISSION held on MAY 21, 2010 in the DOWNSTAIRS CONFERENCE ROOM, CITY HALL, 201 S. CORTEZ STREET, PRESCOTT, ARIZONA.

I. CALL TO ORDER

Chairman Ruffner called the meeting to order at 8:00 AM.

II. ATTENDANCE

MEMBERS PRESENT Elisabeth Ruffner, Chairman Mike Todd, Vice Chairman Russ Buchanan Seymour Petrovsky Doug Stroh Lee Vega	OTHERS PRESENT George Worley, Planning Manager Cat Moody, Historic Preservation Specialist Kathy Dudek, Recording Secretary/Administrative Assistant
MEMBERS ABSENT John Langellier	COUNCIL PRESENT Marlin Kuykendall, Mayor

III. REGULAR AGENDA

1. Consider approval of the minutes of the April 9, 2010 meeting.

Mr. Stroh, **MOTION: to approve the minutes** of the April 9, 2010 meeting. Mr. Todd, 2nd. **Vote: 5-0-1** (abstention: Petrovsky).

2. **HP10-005, 117 E. Gurley St.**, Historic Preservation District #2, Elks Opera House. APN: 109-01-011C. Request for approval to remove non-original window and add new French door onto balcony above marquee, and add a cable rail and plexiglass to the balustrade of the balcony. Owner is Prescott Elks Building LLC. Applicant/agent is Otwell Associates Architects. Historic Preservation Specialist, Cat Moody.

Ms. Moody reviewed the staff report and noted:

- the new French door will allow access from the offices at the front of the building to the balcony above the new marquee;
- the window proposed for replacement is not original to the building;
- adding the wire cable and plexiglass to the balustrade are required to meet Code; and,
- the door will be made of oak with glass insets and a transom window above.

Mr. Bill Otwell, 121 E. Goodwin, architect, noted in his PowerPoint™ presentation:

- the installed, original marquee included metal panels;

- the building owners paid for the addition of the balustrade to enable them to have access to it;
- originally there was a door on the façade of the building which was recessed 6 feet, and the restoration is not an exact replica;
- ¼" diameter cable will be painted bronze and will be virtually invisible.

Commissioners queried and remarked on:

- the height and placement of the plexiglass [Mr. Otwell: it will fill in the space underneath the top cap of the balustrade, it is easy to cut, and it will not get direct sunlight];
- the installation of the cabling [Mr. Otwell: it will be less noticeable if it is installed along the top rear of the balustrade, making it less visible from the street; and,
- the lamppost located at the front of the building [Mr. Otwell: the City will remove the lamppost and relocate it to the corner of the street].

Mr. Todd, **MOTION: to approve HP10-005**, The Elks Theater Building, 117 E. Gurley Street, request to remove non-original window and add a new French door onto balcony above marquee, and install a cable rail and plexiglass to the balustrade of the balcony to conform with City code. Mr. Vega, 2nd. **Vote: 6-0.**

- 3. HP10-006, 939 Apache Dr.,** Historic Preservation District #10, Pinecrest. APN: 108-01 045A. Request for approval to replace siding on part of house, and repair or replace five windows. Applicant and Owners are Rod and Merry Larson. Contractor is Foreste Homes LLC. Historic Preservation Specialist, Cat Moody.

Ms. Moody reviewed the staff report and indicated:

- the applicant proposes to replace the siding on a portion of the second story with 4" Hardy planking where 2½" siding exists;
- there are different types of siding from 2½" on the house to 7" on the garage;
- the windows are leaking and water damage has occurred;
- the windows will be replaced with double-hung, wood and aluminum-clad windows; and,
- new insulation and upgraded electrical wiring will increase the energy efficiency.

The owners/applicants, Rod and Merry Larson, 939 Apache Drive, are present to answer questions as well as Eric Foreste, contractor.

Commissioners queried and remarked on:

- the varying widths of the siding [Mr. Foreste: we are trying to keep the house as original as possible, and there are several different widths of siding on several different surfaces] [Ms. Moody: this proposal is not being done to the original part of the house]; and,
- there are varying widths of siding on several houses in the surrounding neighborhood.

Mr. Todd, **MOTION: to approve HP10-006**, 939 Apache Drive, request to replace siding on part of the house and repair or replace five windows as presented per the applicant. Mr. Vega, 2nd. **Vote: 6-0.**

- 4. HP10-007, 112 and 120 W. Gurley St, Historic Preservation District #1, Courthouse Plaza.** APN: 113-15-114 and 113-15-115. Request for approval to remove "ski jump" awnings and restore facades to original condition (Art Deco façade on Burmister building), and to change the storefront entry from a 45-degree angled inset to a 90-degree angled inset on the Burmister building, and to install a new flat panel metal canopy on 112 W. Gurley. Owner is Annette Williams. Applicant/agent is Doug Stroh. Historic Preservation Specialist, Cat Moody.

Prior to opening this discussion, Mr. Stroh recused himself due to a conflict of interest as the applicant/agent of the project. He then left the dais to begin his presentation.

Ms. Moody reviewed the staff report and stated:

- the last item in the staff report, *i.e.*, to install a new, flat panel metal canopy at 112 W. Gurley Street, has been removed from the request;
- only work on the Burmister Building is being considered;
- the applicant is requesting confirmation of the already-removed ski jump which was approved administratively by the Community Development Director, the Historic Preservation Specialist and the Chairman of the Prescott Preservation Commission;
- the applicant is also requesting approval of the revised front entry and the installation of a new façade including glazing the old windows and repainting the building to the Art Deco style;
- the City stopped work on the entry so that commissioners could review the changes;
- originally, the building had a 45-degree angled entry into the building;
- the applicant is proposing to change the entry to a 90-degree angle.

Mr. Doug Stroh, applicant/agent, 132 S. Montezuma Street, noted in his PowerPoint™ presentation:

- a brief history of the building dating from *ca* 1910;
- the ski jump has existed for approximately 40 years and was most likely installed to reduce tax assessment;
- the colors proposed for the outside have been found inside the building;
- the detail of the brick in the entry appears to stop at a 90-degree angle;
- after removing the ski jump, the canopy of the building does not match the Bashford Building;
- the building will be repainted and cleaned;
- the same light fixtures as the Bashford Building will be added; and,
- the owner wants to go to a 90-degree [angled entryway] for safety purposes and so that pedestrians will be able to get out of the way of others.

Commissioners queried and remarked on:

- indications that a 45-degree angle was always there;
- going to a 90-degree angle would not be inconsistent with other entries in the area;
- the appearance of the canopy on the postcard shown appears to be the same width as that of the Bashford Building;
- will the paint match the Bashford Building [Mr. Stroh: no, it will be an ochre-type color];
- are the windows able to be reglazed and restored [Mr. Stroh: yes];
- why the building to the east [The Shoebox] was withdrawn from the request [Mr. Stroh: the owner changed her mind];
- changing the angle of the entry [Ms. Moody: the angle appears to be 45-degrees since the early 1930s]; and,
- previous efforts to maintain the similarity of the buildings, including light fixtures, canopies of the same height, etc.;

Mr. Todd: **MOTION: to approve HP10-007**, 112 and 120 W. Gurley Street: 1) removal of "ski jump" awnings, 2) restore façade to original condition; and, 3) to change the storefront entry from a 45-degree angled inset to a 90-degree angled inset on the Burmister Building at 120 W. Gurley Street. Mr. Petrovsky, 2nd. **Vote: 5-0-1** (recused, Stroh).

5. **HP10-008, 217 E Union St**, Historic Preservation District #6, Union Street (Nob Hill). APN: 109-01-036. Request for approval for a new rear deck with roof/deck above, new side entry stairs, new front retaining wall with fence above, decorative iron gates in side yards, and new pavings on front, rear and drive. Owners are Warren Kuhles and Patricia Johnson. Applicant/agent is Robert Burford. Historic Preservation Specialist, Cat Moody.

Ms. Moody reviewed the staff report and proffered:

- this is a review of work that has already been done prior to Commission's approval;
- additional work is proposed; and,
- the architect, Robert Burford, is here to answer questions.

Mr. Robert Burford, 339 S. Cortez Street, noted that he is here to summarize items from the August, 2009, Preservation Commission meeting.

Commissioners queried and remarked on:

- if all the items, including structural work, has been completed [Mr. Burford: interior work is still under way. All structural work has been accomplished];
- the iron fence is to be a maximum of 4' high;
- has the decorative window been found [Mr. Kuhles: it is 6" square with colored glass];
- the deck on the rear should have a horizontal fascia;
- issues with the overhang on the entrance to the kitchen;
- landscaping to the front and east sides should include the parkway;
- the recessed names in concrete, i.e., The Goldwater House and "Kuhles", are out of scale [Mr. Kuhles: the concrete will stay and will not be painted];
- a concern that the concrete, if filled in, will weather over time and chip or erode;
- the work was done prior to Commission's approval; and,
- the owner's knowledge that this [the work] should have been approved by Commission prior to installation.

The amended motion was voted on prior to the primary motion and becomes part of the approval:

Amendment: Mr. Vega, **AMENDMENT to MOTION:** that the new deck contain horizontal fascia to cover the slanting roof line. Mr. Buchanan, 2nd. (Petrovsky, excused from meeting due to a prior commitment prior to the vote). **Vote: 5-0** (excused, Petrovsky).

Primary motion: Mr. Todd, **MOTION:** to approve with conditions, HP10-008, 217 E. Union Street, including: 1) the rebuilt concrete wall; 2) the full-height wrought iron gate on the east side of the home; 3) the stamped concrete front entry porch, driveway and rear patio; 4) installation of the wrought iron fence; 5) rebuilding the deck and railing, and adding a roof over the existing non-historic second story deck on the rear of the house; 6) rebuilding the side entry stairs and adding a roof covering that entry; 7) adding a 6' tall wrought iron gate across the

driveway; and, 8) and compliance with the following conditions of approval: a) that the entry of the west kitchen door be revised to a cantilever roof along the horizontal trim band and be shaped to match the west elevation bay window; and, b) that the front parkway become part of the landscaped area on the front and east sides of the property. Mr. Petrovsky, 2nd. **Vote: 5-0-1** (excused, Petrovsky).

IV. UPDATE OF CURRENT EVENTS OR OTHER ITEMS OF NOTE

Chairman Ruffner noted that on Tuesday, May 25, Nancy Burgess, retired Historic Preservation Specialist for the City, will be given the Ruffner Preservation Award at the City Council meeting at 3:00 PM. There will also be one restoration award and three stewardship awards presented to homeowners at the Council meeting.

After the adjournment of this meeting, Commission will make a site visit to the Burmister Building at 112 and 120 W. Gurley. The following Commissioners will attend: Buchanan, Ruffner, Stroh, Todd and Vega. The recording secretary will also be present.

Chairwoman Ruffner noted that the Governor's Award at the statewide conference went to an archeologist. She will contact the State Preservation Office to have them re-analyze the criteria of the award, which is to primarily give the honor to restored buildings.

Chairwoman Ruffner also noted that part of the Centennial Committee's goals is to host the statewide preservation conference in Prescott. The conference will take place in either Fall 2011 or Spring 2012. The City's tourism director, when chosen, as well as Council, should make a formal request to hold this conference in Prescott.

V. ADJOURNMENT

Chairman Ruffner adjourned the meeting at 10:05 AM.

VI. FIELD TRIP TO RENOVATION AT BURMISTER BUILDING

Elisabeth Ruffner, Chairman

PRESCOTT PRESERVATION COMMISSION COMMUNITY DEVELOPMENT DEPARTMENT Staff Report June 11, 2010	
AGENDA ITEM: HP10-009 , 117 E Gurley St- suite 111. Request to replace the polyvinyl insert in an existing cabinet sign on the front elevation of the professional offices of the Elks Theater Building.	
Assistant Director: George Worley <i>GW</i>	
Director: Tom Guice	
Historic Preservation Specialist: Cat Moody <i>CM</i>	
Report Date: June 1, 2010	

REQUEST: Request to replace the polyvinyl insert in an existing cabinet sign on the front elevation of the professional offices of the Elks Theater Building.

APN: 109-01-011C

Zoning: DTB

Location: 117 East Gurley Street, the ElksTheater, 1978 Multiple Resource Area National Register District

Agent/Applicant: Virgil Aurand, 117 E Gurley St- suite 111, Prescott AZ 86303

Owner: Prescott Elks Building LLC, 117 E Gurley St- 3rd floor, Prescott AZ 86303

STAFF ANALYSIS

Conformance with the Prescott Historic Preservation Master Plan (HPMP): In part, the HPMP chapter for the Elks Building and Theater Historic District recommends:

- Encourage continued subtle use of contrasting light colors on the building
- Replace existing business signage with simpler, historically accurate design
- Promote continued use of the Elks Building and Theater Historic District as a quality professional and entertainment complex in the heart of Prescott

Conformance with Design Guidelines: The design guidelines for the Elks Building and Theater Historic District do not address signage.

Existing Conditions

National Register Status: This property is listed in the National Register of Historic Places. The building, completed in 1905, may be described as a Territorial Commercial Style. It is an intact example of early twentieth century commercial development that still serves the primary functions for which it was built.

Applicant is requesting approval for one sign which conforms to the sign design package which has been developed by the building owner for the storefront tenants in the building. Applicant is changing only the sign face. Colors will be blue background with white lettering to display the business name, Sun Mountain I.T.

Agenda Item: HP10-009 117 East Gurley Street Suite 111

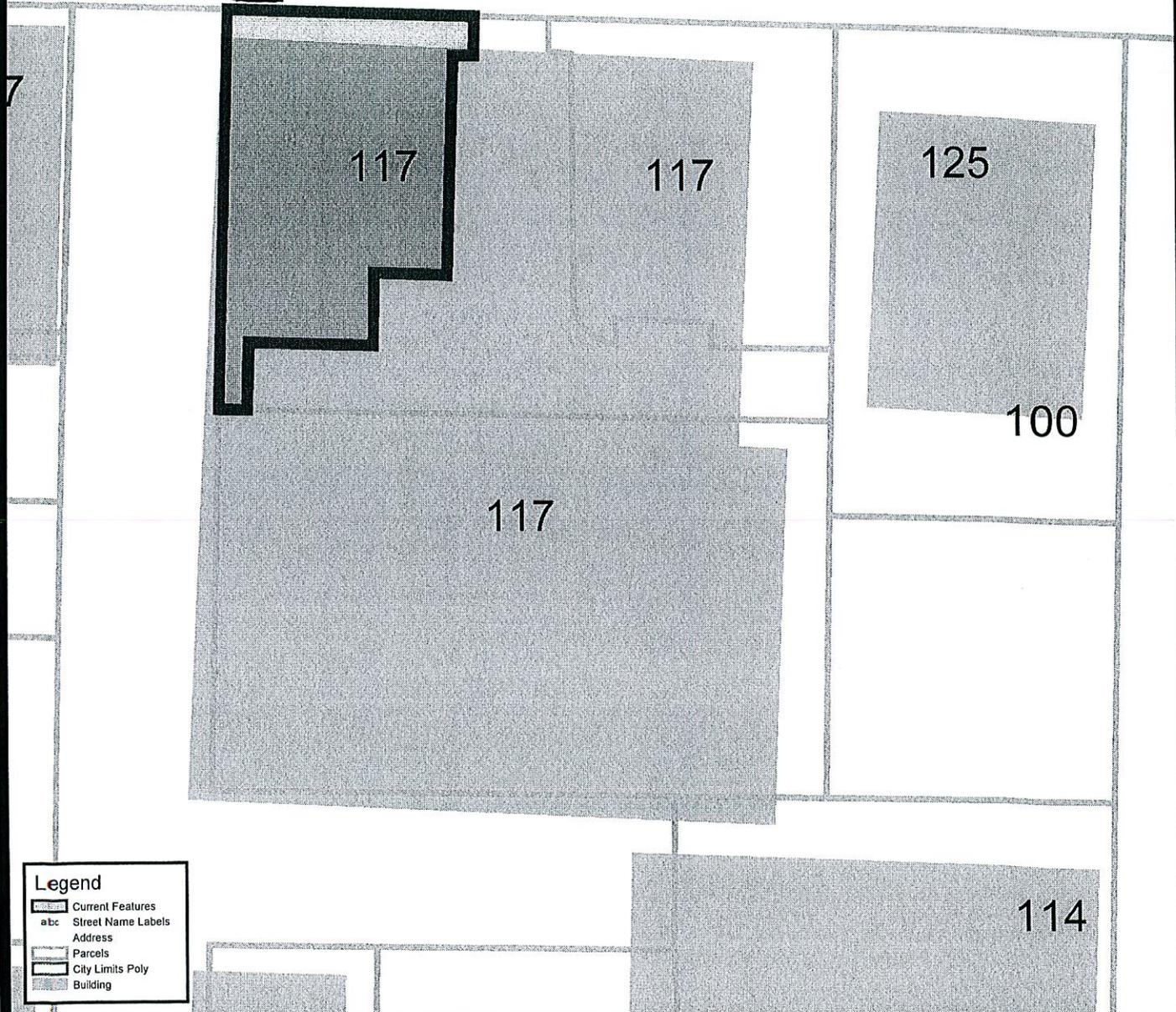
Forty (40) square feet of signage are allowed per storefront. The sign is wall mounted, 1.4 feet by 17 feet totaling 24 square feet.

Site Visit: Not Recommended

Recommended Action: Approve request to replace the polyvinyl insert in an existing cabinet sign on the front elevation of the professional offices of the Elks Theater Building, 117 East Gurley Street suite 111.

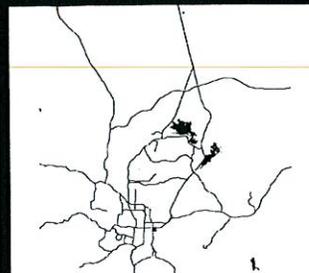
E GURLEY ST

SIGN LOCATION



Legend

- Current Features
- abc Street Name Labels
- Address
- Parcels
- City Limits Poly
- Building



This map is a product of the
The City of Prescott GIS



Blue



SUN MOUNTAIN I.T.

WHITE
LETTERS

PRESCOTT PRESERVATION COMMISSION COMMUNITY DEVELOPMENT DEPARTMENT Staff Report June 11, 2010	
AGENDA ITEM: HP10-010 , 117 E Gurley St suite 113 - Request to replace the polyvinyl insert in an existing cabinet sign on the front elevation of the professional offices of the Elks Theater Building.	
Assistant Director: George Worley 	
Director: Tom Guice	
Historic Preservation Specialist: Cat Moody 	
Report Date: June 1, 2010	

REQUEST: Request to replace the polyvinyl insert in an existing cabinet sign on the front elevation of the professional offices of the Elks Theater Building.

APN: 109-01-011C

Zoning: DTB

Location: 117 East Gurley Street, the Elks Theater, 1978 Multiple Resource Area National Register District

Agent/Applicant: Virgil Aurand, 117 E Gurley St- suite 111, Prescott AZ 86303

Owner: Prescott Elks Building LLC, 117 E Gurley St- 3rd floor, Prescott AZ 86303

STAFF ANALYSIS

Conformance with the Prescott Historic Preservation Master Plan (HPMP): In part, the HPMP chapter for the Elks Building and Theater Historic District recommends:

- Encourage continued subtle use of contrasting light colors on the building
- Replace existing business signage with simpler, historically accurate design
- Promote continued use of the Elks Building and Theater Historic District as a quality professional and entertainment complex in the heart of Prescott

Conformance with Design Guidelines: The design guidelines for the Elks Building and Theater Historic District do not address signage.

Existing Conditions

National Register Status: This property is listed in the National Register of Historic Places. The building, completed in 1905, may be described as a Territorial Commercial Style. It is an intact example of early twentieth century commercial development that still serves the primary functions for which it was built.

Applicant is requesting approval for one sign which conforms to the sign design package which has been developed by the building owner for the storefront tenants in the building. Applicant is changing only the sign face. Colors will be blue background with white lettering to display the tenant's name, McCain 2010.

Agenda Item: HP10-009 117 East Gurley Street Suite 113

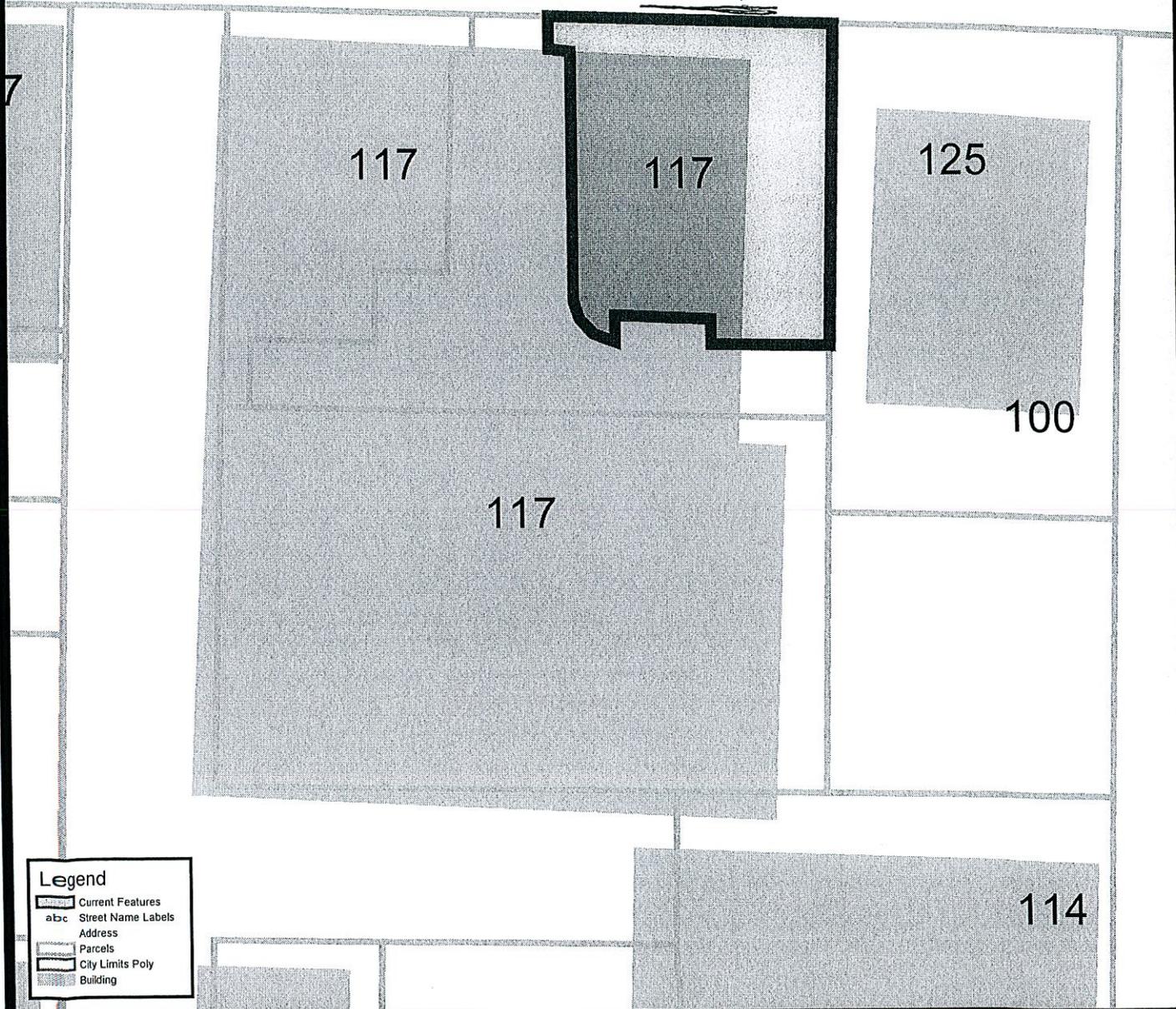
Forty (40) square feet of signage are allowed per storefront. The sign is wall mounted, 1.5 feet by 13 feet totaling 20 square feet.

Site Visit: Not Recommended

Recommended Action: Approve request to replace the polyvinyl insert in an existing cabinet sign on the front elevation of the professional offices of the Elks Theater Building, 117 East Gurley Street suite 113.

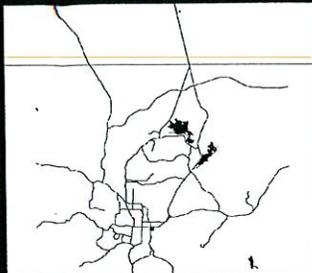
E. GURLEY ST

SIGN LOCATION



Legend

- Current Features
- Street Name Labels
- Address
- Parcels
- City Limits Poly
- Building



This map is a product of the
The City of Prescott GIS





18" 13

PROJECT:
 18"x13" PLEX FACE MOUNTED ON EXISTING ILLUMINATED SIGN CABINET
 PRESCOTT OFFICE FOR MCCAIN 2010 CAMPAIGN

DRAWN BY: SKM
 DATE:
 CUSTOMER APPROVAL:

SCALE: NTS

THIS UNPUBLISHED DRAWING IS SUBMITTED FOR A PROJECT BEING DESIGNED FOR YOU BY MORGAN SIGN. IT IS NOT TO BE SHOWN TO ANYONE OUTSIDE YOUR ORGANIZATION, REPRODUCED OR USED IN ANY FASHION WITHOUT EXPRESSED WRITTEN APPROVAL. THE ORIGINAL IDEAS HEREIN ARE PROPERTY OF MORGAN SIGN.

704 Moeller
 Prescott, AZ 86301
 p 928.778.6336
 f 928.778.5094
 www.morgansign.com
 morgansign@cableone.net

Satisfaction by Design 
morgan sign
 ANNO MCMLXXXII
 ROC:173453

 INTERNATIONAL SIGN MANUFACTURER
 INTERNATIONAL SIGN MANUFACTURER
 REGISTERED TRADE MARK IN THE STATE OF ARIZONA

© COLORS SHOWN ARE FOR VISUAL PRESENTATION ONLY. ACTUAL COLORS MAY VARY.

**CITY OF PRESCOTT
PRESCOTT PRESERVATION COMMISSION
AMENDED
BY-LAWS**

ARTICLE I
Name

- A. The name of this organization shall be: PRESCOTT PRESERVATION COMMISSION, City of Prescott, Arizona.

ARTICLE II
Purpose

- A. The Commission is responsible for acting in accordance with the provisions of the City Code: Title I, Chapter 22, Title III, Chapter 9 and Title X, and in accordance with City Council policies as adopted by the City Council, for the purpose of taking action on all matters which properly come within the purview of the Commission. (*Amended: March 14, 1997, January 23, 2004*).

ARTICLE III
Membership

- A. Members shall be appointed by the Mayor and City Council in accordance with Title I, Chapter 22 of the City Code. Members may continue to serve until their successors are duly appointed. (Ord. 4449, 1-11-2005; amd. Ord. 4739-1036, eff. 04-13-2010).
- B. The Commission shall consist of seven (7) members who shall be residents of the City of Prescott. The members of the Commission shall serve staggered terms of three (3) years, with terms to expire in March of the respective year. All members of the Commission shall have a demonstrated interest, experience or knowledge in at least one of the following: history, architectural history, architecture, historic interiors, historic architecture, planning, archaeology, historic archaeology, real estate, historic preservation, law, or another historic preservation related field. To the extent available in the community, at least two (2) members of the Commission should be professionals from the disciplines of architecture, history, architectural history, planning, archaeology, or related historic preservation disciplines such as cultural geography or cultural anthropology. (*Amended September 14, 2001*).

~~C. Members shall serve for a three (3) year term; however, initial terms shall be staggered; i.e., three shall serve for one (1) year, three shall serve for two (2) years, and three shall serve for three (3) years.~~

C. Members shall serve without compensation.

D. Absences: if any member shall be absent for more than two (2) consecutive meetings without notifying the chairman or the ~~community services director~~ Community Development Director or shall be absent for more than thirty percent (30%) of all meetings during any one 12-month period for any reason, he or she shall thereupon automatically cease to hold membership on the Prescott Preservation Commission, without any further action being taken by either the Commission or the City Council. It shall be the responsibility of the Chairman of the Commission to so notify the City Council immediately upon the creation of a vacancy pursuant to this section. Meetings as used in this section shall include all regular and special meetings, study sessions and field inspections. (Ord. 4072, 1-23-2001; amd. Ord 4739-1036, eff. 04-13-2010).

ARTICLE IV

Vacancies

A. Commission members may resign from their appointed post for any reason. It is suggested that thirty (30) days written notice be given.

B. Members must comply with the requirements of Council policy as set forth in ~~Resolution 2463. (Amended March 14, 1997).~~ Amended by Ordinance 4739-1036, eff. 04-13-2010).

~~C. The Council, by a majority vote, shall have the authority to remove any member of the Prescott Preservation Commission from office whenever, in its discretion, the best interest of the City shall be served thereby. This authority to remove members shall not apply to the member from the district property owners' committee. (Ord. 1461, 8-11-1980).~~

ARTICLE V

Duties of Officers

A. ~~Commission shall elect from its members~~ The City Council shall appoint a chairman and vice-chairman at the first regularly scheduled meeting in January in March of each year and shall prescribe their duties. Term of office shall be (1) year. (Amended Jan. 23, 2004). (Ord. 1461, 8-11-1980; amd. Ord. 4739, eff. 04-13-2010).

B. The Chairman shall
(1) Preside at all meetings

- (2) Coordinate agenda with Planning and Zoning Office
 - (3) Coordinate with Community Development Director to provide current information on preservation regulations, City Council actions and Planning and Zoning policies. (*Amended March 14, 1997*).
- C. The Vice-Chairman shall act for the Chairman in his/her absence.
- D. ~~Secretary.~~ The Secretary, who shall be appointed by the Community Development Director, shall keep a record of proceedings of all meetings, send out all meeting notices required, compile agenda, records, files, indexes and shall perform the clerical work of the Commission. (*Amended March 14, 1997*).
- E. Legal Counsel. The City Attorney shall be legal counsel.

ARTICLE VI

Meetings

- A. All meetings and hearings of the Commission shall be subject to the Arizona Open Meeting Law. *Roberts Rules of Order Newly Revised* will prevail. Meetings of the Prescott Preservation Commission shall be held at least once each month, provided, however, that special meetings may be called at any time by the chairman or by four (4) members of the said commission. (Ord. 1668, 2-27-1984).
- B. **Regular meetings** will be held on the second Friday of every month at 8:00 A.M. The day and time of the meeting may be changed by a majority vote of the Commission. (*Amended March 14, 1997 and December 14, 2003*).
- C. **Special meetings** may be called by the chairman or vice-chairman and one (1) other Commission member. (*Amended September 14, 2001*).
- D. A **Quorum** will consist of four (4) members. (*Amended September 14, 2001*).
- E. **Agenda format** (*Amended March 14, 1997*).
- (1) Call to order
 - (2 ~~4~~) Design review applications
 - (3 ~~2~~) Recording of members present/absent and staff attendance
 - (4 ~~3~~) Approval of minutes
 - (5) Establishment of districts
 - (6) Other agenda items
 - (7) Recent communications (~~distribution of Council Newsletter and Announcements~~)
 - (8) Adjournment

ARTICLE VII
Amendments

- A. Amendments to these by-laws may be made by a *majority vote of the full Commission* except that articles of these by-laws which are established by ordinance or resolution may not be changed unless authorized by City Council action.

ARTICLE VIII

- A. Prescott Preservation Commission members occupy positions of public trust. Commission members shall strictly adhere to both the letter and the spirit of the laws of the State of Arizona pertaining to conflicts of interest and open meetings.
- B. Commission members shall comply with the provisions of Title 38, Chapter 3, Article 8 of the Arizona Revised Statutes. (*Amended March 14, 1997*).

Approved on the 23rd 11th day of ~~January~~, June, ~~2004~~ 2010, by a Quorum of the Prescott Preservation Commissioners.

Thomas Menser, Chairman
Prescott Preservation Commission

ATTEST:

APPROVED AS TO FORM:

Thomas A. Guice
Community Development Director

Gary D. Kidd
City Attorney

Date: _____

Date: _____