



# PRESCOTT PRESERVATION COMMISSION A G E N D A

**PRESCOTT PRESERVATION COMMISSION  
REGULAR MEETING/PUBLIC HEARING  
FRIDAY, May 13, 2016  
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, May 13, 2016** 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**

DJ Buttker, Chairman  
Gary Edelbrock, Vice-Chairman  
Russ Buchanan

Christy Hastings  
Robert Burford  
Mike King

- III. REGULAR AGENDA**

- 1. **Approval of the minutes of the April 8, 2016 meeting.**
- 2. **Follow up presentation on previously approved projects.**

- IV. UPDATE OF CURRENT EVENTS OR OTHER ITEMS OF NOTE**

- V. ADJOURNMENT**

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#### **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 May 6, 2016 at 3:00 PM in accordance with the statement filed with the City Clerk's Office.

Darla Eastman, Administrative Assistant  
Community Development Department



**PRESCOTT PRESERVATION COMMISSION  
REGULAR MEETING / PUBLIC HEARING  
APRIL 8, 2016  
PRESCOTT, ARIZONA**

**MINUTES OF THE OF THE PRESCOTT PRESERVATION COMMISSION REGULAR MEETING / PUBLIC HEARING held on APRIL 8, 2016 at 8:00 A.M. in COUNCIL CHAMBERS located at 201 S. Cortez Street, Prescott, Arizona.**

**I. CALL TO ORDER**

Vice-Chair Edelbrock called the meeting to order at 8:05a.m.

**II. ATTENDANCE**

<b>MEMBERS PRESENT</b>	<b>STAFF PRESENT</b>
DJ Buttke – Chair - Absent	Cat Moody, Preservation Specialist
Gary Edelbrock – Vice Chair	Darla Eastman, Administrative Specialist
Russ Buchanan	George Worley, Planning Manager
Robert Burford - Absent	Matt Podracky, Assistant City Attorney
Christy Hastings	<b>COUNCIL PRESENT</b>
Mike King	Councilman Shishka
Diane Breault - Absent	

**III. REGULAR AGENDA**

**1. Approval of the minutes of the March 11, 2016 meeting.**

**Mr. Buchanan, MOTION to approve the March 11, 2016 meeting minutes. Ms. Hastings, 2<sup>nd</sup>. VOTE 4-0; passed.**

**2. Training for Commissioners.**

Cat Moody gave a Powerpoint presentation training for the Commissioners and provided a brief description of the following objectives:

**Open Meeting Law by Matt Podracky**

Matt Podracky stated that with certain exceptions, all meetings of a public body must be open to the public. A meeting is generally defined as “a deliberation by a public body with respect to any matter within the body’s jurisdiction.” The purpose of the Open Meeting Law is to ensure transparency in the deliberations on which public policy is based. Because the democratic process depends on the public having knowledge about the considerations underlying governmental action, the Open Meeting Law requires, with some exceptions, that meetings of public bodies be open to the public.

**Procedures and Rules of Order**

The purpose of “Robert’s Rules of Order” includes ensuring majority rule, protect the rights of the minority, the absentees and individual members, provide order, fairness and decorum, and facilitate the transaction of business and expedite meetings.

## **A Brief History of Historic Preservation**

In response to the destruction of older buildings and neighborhoods in the immediate post-World War II years, the National Historic Preservation Act of 1966 (NHPA) signaled America's commitment to preserving its heritage. The NHPA established the framework that focused local, state, and national efforts on a common goal – preserving the historic fabric of our nation. The NHPA: Conceived the national historic preservation partnership involving federal, tribal, state and local governments and the private sector.

## **Preservation, Restoration, Rehabilitation, Reconstruction**

The Standards offer four distinct approaches to the treatment of historic properties—preservation, rehabilitation, restoration, and reconstruction with Guidelines for each. The Secretary of the Interior's Standards for the Treatment of Historic Properties are common sense historic preservation principles in non-technical language. They promote historic preservation best practices that will help to protect our nation's irreplaceable cultural resources.

## **The Secretary of the Interior's Standards**

- 1966 NHPA authorized the Secretary of the Interior to "establish professional standards for the preservation of historic properties" Grants-in-Aid program for acquisition & development of National Register-listed properties
- 1973 *Historic Preservation Grants-in-Aid: Policies and Procedures*. Funds are available for stabilization, restoration, and reconstruction.
- 1976 *Preservation Project Standards*. Eligible treatments expanded to seven: acquisition, protection, stabilization, preservation, restoration, rehabilitation, and reconstruction
- 1976 Tax Reform Act

## **What is a CLG?**

A Certified Local Government (CLG) is a unit of local government that has met the requirements of, and has applied for, certification to become a fully participating partner in national and state historic preservation programs.

## **Compare SOIS and Local Guidelines**

The Secretary's Standards for Rehabilitation are general, and flexible enough to be useful across a wide variety of situations. The most important thing about local design guidelines is that they are part of a quasi-judicial process, which means that commission decisions need to be fair and equitable, accounting for due process.

## **National Register District vs. Local Historic District**

A National Register Historic District is a historic district that is listed in the National Register of Historic Places. The National Register is our country's official list of historic places worthy of preservation. It includes individual buildings, structures, sites, and objects as well as historic districts that are historically, architecturally, or archaeologically significant. The National Register is maintained by the U.S. Department of the Interior. In Arizona, the National Register program is administered by the State Historic Preservation Office of the Arizona State Parks Department. A local historic district is a district designated by local ordinance and falls under the jurisdiction of a local preservation review commission, the Prescott Preservation Commission.

### **Establishing a Local Historic District**

The Prescott Local Historic Preservation District designation process can be initiated by the property owner(s) in a potential district, provided that a petition is signed by a majority (51% minimum) of the property owners in the potential district.

### **Prescott's Historic Districts**

Courthouse Plaza, Edmund Wells Residence, Hassayampa, Pine Crest, Prescott Armory, Sam Hill Warehouse, Santa Fe Depot, Southeast Prescott Union Street, Historic Homes at Hassayampa, Ft. Necessity, and Rev. E. Meany Residence.

### **Commonly Referenced Guidelines from the Master Plan**

Ms. Moody stated that if anyone needs a copy of the Master Plan to please let her know.

- Encourage scale consistent with existing structures and styles
- Additions to existing buildings should be to the rear of the property to maintain the front facade
- Locate doors consistent with the historic pattern
- Encourage porches consistent with the historic style
- Emphasize vertical orientation on windows, use several vertical windows for a larger opening versus a large horizontal window
- Encourage wood for replacement doors and windows
- Encourage the use of fabric awnings, on both residential and commercial buildings
- Encourage wood siding on residential buildings; brick and stone as secondary materials
- Encourage brick on new commercial buildings
- Adhere to historic height ranges for one, two and three story buildings
- Encourage historic building proportions as stipulated in the text
- Encourage transoms above doors and windows extending to the bottom of the finished ceiling
- Emphasize vertical orientation on windows
- Do not allow historic materials to be covered or sheathed with stucco, gunite or any other sprayed or applied material; new or existing buildings must not be sheathed in wood, vinyl or metal
- Use only integral and natural colors of a neutral tone, compatible with the building and the district
- Use historically consistent signage; use only flat against the building; no flashing, revolving or roof-mounted signs are permissible
- Use incandescent or neon lighting for signage; box, cabinet or fluorescent signs are not acceptable
- Integrate awnings into the overall design of the building

### **UPDATE OF CURRENT EVENTS OR OTHER ITEMS OF NOTE**

Ms. Moody said that planning for the 2016 Home Tour is underway. The Tour is on Saturday, May 21, 2016.

**ADJOURNMENT** – Vice-Chair Edelbrock adjourned the meeting at 9:25 a.m.

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Gary Edelbrock, Vice-Chairman



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Darla Eastman,  
Administrative Specialist