

**TOWN OF FLORENCE  
HISTORIC ADVISORY COMMISSION  
REGULAR MEETING  
ACTION MINUTES**

REGULAR MEETING OF THE HISTORIC DISTRICT ADVISORY COMMISSION OF THE TOWN OF FLORENCE HELD WEDNESDAY, JUNE 29, 2016 AT 6:00 PM, IN THE CHAMBERS OF TOWN HALL, LOCATED AT 775 N. MAIN STREET, FLORENCE, ARIZONA.

**1. CALL TO ORDER**

**Chairwoman Wheeler called the meeting to order at 6:00 pm.**

**2. ROLL CALL**

**Present: Chairwoman Wheeler, Vice-Chairwoman Adam, Commissioner Reid, Commissioner Smith, Commissioner Schmidt, Commissioner Novotny, Commissioner Feliz**

**3. PLEDGE OF ALLEGIANCE**

**4. DISCUSSION/APPROVAL/DISAPPROVAL of the meeting minutes for the regular meeting conducted May 25, 2016.**

**On motion of Commissioner Feliz, seconded by Vice-Chairwoman Adam, and carried to approve the meeting minutes for the regular meeting conducted May 25, 2016 with changes.**

**5. STAFF REPORT**

- A. Town of Florence Historic District website ([www.florenceaz.gov/historic-district](http://www.florenceaz.gov/historic-district))**
- B. Finalized Historic District Rehabilitation Information Booklet**
- C. 2016 Annual Historic Preservation Conference Results**
- D. Tucson Adaptive Reuse Field Trip Presentation**
- E. American Legion Historic Plaque Erected**
- F. Update on Streetscape Project, presented by Jess Knudson.**
- G. Follow up questions asked by Commission members at the May 25, 2016 HDAC Meeting:**

- 1. Vice Commissioner Adam addressed the public's question if the Rehabilitation brochure would be placed on a CD. Vice Commissioner Adam questioned if this would be necessary if the information were to be on the new Town Historic District website.**

Town staff does not believe a CD would be necessary because of having printed versions at the Community Development Office and the McFarland State Park/Visitor Center, as well as being available on the Town of Florence Historic District website.

2. From the new Historic District Rehabilitation Brochure, Commissioner Smith asked how one could receive a copy of the Historic District Guidelines?

The Historic District Guidelines can be found on the town historic district website (<http://www.florenceaz.gov/historic-district/>) or copies may be obtained at the Community Development office (fee may apply).

3. Chairman Wheeler asked if the Design Guidelines could be placed on a CD for convenience reasons.

If someone wants a copy of a CD, then there would be a \$5 charge (which is in the Town fee schedule) for the cost of the CD. Ideally we direct them to the website first, if they want a paper copy then the charge is 50 cents per page. We have to follow public record rules and the fee schedule since it is a public record.

4. Commissioner Reid asked if the Town can research which historic properties are receiving tax incentives while submitting photographs to the State Historic Preservation Office (SHPO) for who is not maintaining their properties.

Property owners receiving incentives have an agreement between Pinal County and the State Historic Preservation Office. The County should have records on who is receiving tax incentives for historical preservation, and any contractual breeches would involve the State, Pinal County and the property owner. The Town supplies information only to historic property owners on how to receive this benefit from the county and coordinating with SHPO.

#### **6. CALL TO THE PUBLIC/COMMISSION RESPONSE:**

Call to the Public for public comment on issues within the jurisdiction of the Historic District Advisory Commission. Individual Commission members may respond to criticisms made, may ask staff to review a matter raised or may ask that a matter be put on a future agenda. However, members of the Commission shall not discuss or take action on any matter during an open call to the public unless the matters are properly noticed for discussion and legal action.

#### **7. CALL TO THE COMMISSION-CURRENT EVENTS ONLY.**

**8. ADJOURNMENT**

**Chairwoman Wheeler adjourned the meeting at 7:20 pm.**

**POSTED ON JULY 1, 2016 BY MARIA HERNANDEZ, DEPUTY TOWN CLERK AT  
WWW.FLORENCEAZ.GOV.**