

**REGULAR MEETING OF THE HISTORIC DISTRICT ADVISORY COMMISSION OF THE TOWN OF FLORENCE HELD TUESDAY DECEMBER 26, 2018, AT 6:00 PM, AT THE FLORENCE TOWN COUNCIL CHAMBERS, 775 N. MAIN STREET, FLORENCE, ARIZONA.**

**CALL TO ORDER**

**Vice-Chair Adam called the meeting to order at 6:00 pm.**

**ROLL CALL**

**Present: Vice-Chair Adam, Smith, Reid, Knight with Chairman Wheeler, Novotny and Schmidt absent.**

**PLEDGE OF ALLEGIANCE**

**DISCUSSION/APPROVAL/DISAPPROVAL** of the meeting minutes for the special meeting conducted on November 7, 2018

**On a motion by Commissioner Reid, seconded by Vice Chair Adam, and carried 4-0 to approve the special meeting minutes of the November 7, 2018.**

**NEW BUSINESS**

A brief presentation will be made at the meeting regarding each item prior to discussion and possible action.

**A. HDAC 2019 Calendar**

**Confirm meeting dates and any adjustments thereto**

Community Development Director Larry Harmer showed the Commission future meeting dates for 2019. He stated the only potential conflicts may be on November 27<sup>th</sup> and December 25<sup>th</sup> because they were before Thanksgiving and on Christmas day. He asked the Commission how they wanted to move these two meeting dates around for 2019. Vice-Chair Adam suggested to proceed with the November 27<sup>th</sup> meeting but move the meeting on December 25<sup>th</sup> forward to December 18<sup>th</sup>. The Commission agreed.

Mr. Harmer discussed meeting cancellations. He stated meetings packets are completed the week before to give the Commissioners time to read the materials. Vice-Chair Adam stated the Commission prefers the agenda a week in advance because Commission members like to read the packet and visit the sites.

**On a motion by Commissioner Smith, seconded by Commissioner Knight, and carried 4-0 to adopt the meeting calendar for 2019 with December 25 meeting moved to December 18, 2019.**

**B. 2019 Historic Preservation Conference – HDAC Attendees  
Prescott, June 12-14, 2019**

Mr. Harmer presented the dates for the Historic Preservation Conference and noted the Town budget allowed for two full registrations and lodging. He asked the Commission how they wanted to break up the costs and recommended a discussion at the next meeting. He noted that the Town has submitted a session to the conference. The session discusses the grants and tools available to small communities for historic preservation and development. Staff has not heard back on session. The Commission asked Mr. Harmer if he would be presenting the session. Mr. Harmer said yes.

Mr. Harmer mentioned the Town was encouraged to have a representative from the Commission on the conference committee for 2020. Vic-Chair Adam asked for further details about the position. Mr. Harmer said he would check. Vice-Chair Adam stated she had a pass to the conference.

**PRESENTATIONS BY COMMUNITY DEVELOPMENT**

**A. Home Tour Update**

Town Planner Maricella Benitez explained the Home Tour Committee will meet again in January, the map is finalized, and the brochure will be worked on in the next meeting. She said ads are still coming in for the brochure and the Home Tour has eight houses. Mr. Harmer noted letters of interest for the 2020 Home Tour have been sent out and two homeowners have sent in responses.

Vice-Chair Adam asked if the Home Tour trolley route has been walked to make sure the numbers match the destinations. She noted it is important that the map be easy to follow, especially for those walking the route. Ms. Benitez has confirmed the route was driven by Alison Feliz and some of the previous options for the route were changed for a quicker and easier route.

**B. Parking and Sign Code Updates**

Mr. Harmer discussed how the new parking and sign code will impact the Town. He stated staff was looking to update off-street parking and unloading requirements for new businesses and businesses with a new use. He said the new parking code adds more flexibility and establishes new parking standards based on best practices and new technology. Mr. Harmer mentioned that existing parking is grandfathered in and does not need to follow new standards.

Mr. Harmer said Staff is expanding the terms and definitions and including shared parking for businesses with different peak hours. He stated the amendments will enhance new parking facilities, clarify maintenance responsibilities, and reduce parking requirements for lots with less than 20 spaces. He noted the current code limits the amount of additional parking spaces and the new one provides more flexibility to large stores such as Fry's. He explained these changes also include different paving materials because they can help reduce the heat island effect and help with drainage.

Mr. Harmer stated some other changes increase the number of parking spaces for some uses based on industry standards and current requirements. His concern is some places are under-parked and impacting the surrounding neighborhood. He mentioned landscaping requirements for larger parking lots and this includes end of the road islands, planter diamonds, and trees to reduce the heat island effect. Mr. Harmer described the change in minimum curb cut at access points from 40 feet wide to 32 feet. He said the new parking code will also be more specific on access and maneuvering for emergency equipment, refuse pick up, and American Disabilities Act (ADA) requirements.

Mr. Harmer stated the Town published a Sign Code draft in 2014/2015, and it was never adopted by Council. Staff is bringing this draft forward with some minor changes. He said the amendments to the Sign Code draft include an update to the terms and definitions and a change in the format of the subsections.

Mr. Harmer said the new amendments align the Town code with the recent Reed vs Gilbert Supreme Court ruling. He mentioned some other changes include increasing some sign heights and areas along the highways, allowing flexibility for menu boards, and allowing one electronic sign per parcel, except in the historic district. The HDAC can approve electronic signs on a case by case basis. He told the Commission that the first public hearing for the Planning and Zoning Commission was complete and the second public hearing is in January. A citizen participation meeting was already held and there will be a special presentation to the Chamber Commerce. He said after the public hearings, Planning and Zoning will make a recommendation to the Town Council.

Vice-Chair Adam mentioned that the historic district guidelines do not explicitly discuss electronic signs. She asked Mr. Harmer if this meant electronic signs were a case by case situation. Mr. Harmer replied that he wanted to pursue the topic further and address other types of signage found in the guidelines such as neon signs. He asked if he could add the item to the future agenda. The Commission agreed.

Vice-Chair Adam asked if it would be possible to update the guidelines since they have not been updated since 2009. The Commission has found the guidelines limiting and wish to update them. Mr. Harmer agreed to add guideline updates to the agenda for later discussion.

### **C. Kokopelli and Cuen Building Updates**

Mr. Harmer stated the Kokopelli building has been in front of the magistrate twice. He said in the last meeting, the magistrate found that there is a public nuisance regarding the structure's condition. The magistrate gave the property owner two more weeks to find a buyer. Mr. Harmer stated the next hearing is at ten o'clock, next Friday, at Town Hall. Mr. Harmer hopes the hearing will give the Town the right of access to perform the environmental assessment and initial clean up.

Mr. Harmer said Stephanie Rowe has an estimate for the Cuen building's updated drawings. He noted that he toured the building with the architect and noticed a significant amount of deterioration to the inner adobe walls and the roof structure. Mr. Harmer explained the cost of rehabilitation is an estimate and would need construction drawings and a BID to see the true cost. Staff anticipated taking the estimate to the Town Council in January or February for review.

Vice-Chair Adam asked if staff is going to Council to get approval for funding. Mr. Harmer said Staff is looking to place a Capital Improvement Project (CIP) request for next year, but it has to go through the budgeting process. Depending on the outcome, the Town would have ownership of the architectural drawings and could sell the building again.

#### **D. Future Agendas**

Mr. Harmer stated he talked to some downtown business owners about updates to signage and anticipates some design reviews. Vice-Chair Adam asked about continuing the plaque program for historic buildings. She wondered if designating new plaques and doing the research could be added to the budget. Mr. Harmer said he would look into it.

Vice-Chair Adam said the plaques would be a positive activity for the district members because people come and read the signs. Commissioner Reid said a list of structures was submitted, in the past, for those who deserved a plaque. She does not know where the list is. Commissioner Reid said the district is due for a survey on plaque eligibility, especially since some homes are getting older and becoming historic structures. Something to think about or fund eventually. Mr. Harmer asked the Commission to let him look into the records and electronic files for past inventories.

#### **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.


#### **CALL TO THE COMMISSION/CURRENT EVENTS ONLY**

Commissioner Reid wanted to go on record to say the Silver King looked wonderful with the Christmas lights. She wished the lights could be left year-round because it makes downtown so exciting. Commissioner Reid said she is grateful Blue Skye for staying open until five and after because it made that little bit of downtown look alive and exciting. Commissioner Knight stated her cousin put up the lights on the Silver King and she is proud of his work.

Commissioner Smith asked Staff if someone could do something about the weeds in the historic district. They are mainly on lots with abandoned buildings. She discussed the possibility of contacting building owners who are not present to take responsibility in upkeeping their building. She is concerned about the buildings deteriorating further. Vice-Chair Adam echoed the compliment on the Silver Kings' lights and noticed Blue Skye did take their design suggestions into consideration. She said it is a fabulous addition to the Downtown. Vice-Chair Adam asked if the Commission had a Council Liaison. Mr. Harmer said yes, and that Councilmember Michelle Cordes was appointed.

**ADJOURNMENT**

**The meeting was adjourned by Vice-Chair Adam at 6:37 pm.**

  
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Betty Wheeler

  
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Date