

**TOWN OF FLORENCE
HISTORIC DISTRICT ADVISORY
COMMISSION REGULAR MEETING**

Chairman Victoria Knight
Vice-Chair Gilbert Olgin
Commissioner Christine Reid
Commissioner Steve West
Commissioner Ginia Cathemer
Commissioner Paula Butterworth
Commissioner Pamela Tittes



Florence Town Hall
775 N. Main Street
Florence, AZ 85132
(520) 868-7575
www.florenceaz.gov

6:00 PM

Wednesday, March 25, 2026

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the Town of Florence Historic District Advisory Commission and to the general public that a regular Historic District Advisory Commission meeting will be held on Wednesday, March 25, 2026, in the Town Council Chambers, located at 775 N. Main Street, Florence, Arizona.

Members of the public may submit written comments relating to this meeting to Planner Maricella Benitez by emailing maricella.benitez@florenceaz.gov at any time no later than one hour prior to the posted start time for the meeting. Please be sure to include your name and address for the record as well as the meeting date (and Agenda Item #, if applicable) in the subject of your email.

1. CALL TO ORDER:

2. ROLL CALL: Knight___, Olgin___, Reid___, West___, Cathemer___, Butterworth___,
Tittes___, and Council Liaison Neal___.

3. PLEDGE OF ALLEGIANCE:

4. 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.

5. DISCUSSION/APPROVAL/DISAPPROVAL of the minutes for the regular meeting conducted on February 25, 2026.

6. NEW BUSINESS:

- A. PRESENTATION/APPROVAL/ APPROVAL WITH CONDITIONS/DISAPPROVAL** of the Breezeway Project proposed by the Town of Florence.

7. DIRECTOR'S REPORT:

- A. Other updates**

8. CALL TO THE COMMISSION - CURRENT EVENTS ONLY:

9. ADJOURNMENT:

POSTED ON MARCH 19, 2026, BY PATRICIA BUCHANAN, DEPUTY TOWN CLERK, AT 775 NORTH MAIN STREET, FLORENCE, ARIZONA, AND AT WWW.FLORENCEAZ.GOV.

*****PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA), THE TOWN OF FLORENCE DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY REGARDING ADMISSION TO PUBLIC MEETINGS. PERSONS WITH A DISABILITY MAY REQUEST REASONABLE ACCOMMODATIONS BY CONTACTING THE TOWN OF FLORENCE ADA COORDINATOR, AT (520) 868-8300 OR 711 TDD. REQUESTS SHOULD BE MADE AS EARLY AS POSSIBLE TO ALLOW TIME TO ARRANGE THE ACCOMMODATION.**

REGULAR MEETING OF THE HISTORIC DISTRICT ADVISORY COMMISSION OF THE TOWN OF FLORENCE HELD ON WEDNESDAY, FEBRUARY 25, 2026, AT 6:00 PM, IN THE TOWN COUNCIL CHAMBERS, LOCATED AT 775 N. MAIN STREET, FLORENCE, ARIZONA.

CALL TO ORDER

Chairman Knight called the meeting to order at 6:00 pm.

ROLL CALL

Present: Knight, Olgin, Reid, West, and Tittes

Absent: Butterworth, Cathemer, and Council Liaison Neal

Staff Present: Maricella Benitez, Jarod Thiele

PLEDGE OF ALLEGIANCE

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.

DISCUSSION/APPROVAL/DISAPPROVAL of the meeting minutes for the regular meeting conducted on January 28, 2026.

On motion by Commissioner West, seconded by Commissioner Reid, and carried 5-0, to approve the regular meeting minutes of January 28, 2026.

NEW BUSINESS

A. DISCUSSION on upcoming repairs for the Silver King Building.

Ms. Maricella Benitez provided details on the two phases of the Silver King repairs. Phase one will occur in the next couple of months and focus on interior work, including storm-related wall repairs, some flooring replacement, roof repairs, and internal masonry fixes. Mr. Jarod Thiele clarified that some of these repairs were due to a roof drain clogging during the major storms in late 2025. Commissioner Reid asked what caused the damage to the bricks inside the building. Ms. Benitez stated the damaged brick at the top of the stairs was a result of time and poor maintenance. The current contractor is

familiar with historic brick and understands that the mortar between the bricks must meet specific density and material requirements.

Ms. Benitez said Phase Two will take place in the second half of the year and will address exterior needs such as masonry and millwork repairs, replacing rotted balcony “acorns,” and refinishing exterior brick. Funding for Phase Two becomes available in the new fiscal year. The Commission asked what the “acorns” would be replaced with. Ms. Benitez stated that Staff would replace them with a new “acorn” made of a fake wood substitute, so they would last longer and rot less quickly.

DIRECTOR’S REPORT

a. Historic Home Tour

The Historic Home Tour occurred on February 14th, and the turnout was very good. Around 556 tickets were sold, which is on the higher side of ticket sales. The weather was sunny, and Ms. Benitez noted that usually things slow down around 2 PM, but a steady stream of people walked through all day. Chair Knight complimented the event and discussed her experience on the tour. Vice-Chair Olgin suggested ways to improve the tour guide system on the trams.

b. AZ Historic Preservation Conference/CLG Training

Ms. Benitez stated that the Arizona Preservation Conference was cancelled this year due to budget constraints, but the State preservation staff planned to put on the CLG Training workshop sometime later this year. Ms. Benitez would keep track of the date and time and let the Commission know. She asked which Commissioners would be interested in joining. The whole Commission was interested but would require the schedule to know if they could attend.

c. Other Updates

Ms. Benitez stated that the Legion was beginning their repairs and painting. She also noted that the building at 360 N. Main will be primed for painting in the next couple of weeks. The building has had a history of being painted, and the applicant is to touch up and prime the building before painting it a grayish brown with a black trim. Painting does not require a building permit, but it was administratively reviewed by staff for compliance with the historic guidelines and Town Code. The Commissioners asked about the status of a door at a residence on Willow Street. Staff would look into it.

CALL TO THE COMMISSION-CURRENT EVENTS ONLY

None

ADJOURNMENT

On motion by Vice-Chair Olgin, seconded by Chair Knight, and carried 5-0, to adjourn the meeting at 6:23 pm.

Victoria Knight, Chair

Date



HISTORIC DISTRICT ADVISORY COMMISSION STAFF REPORT

TO: Historic District Advisory Commission
FROM: Jarod Thiele, Administrative Project Manager
MEETING DATE: March 25, 2026
SUBJECT: North Main Street Breezeway Improvement Project

BACKGROUND:

The Community Services Department has budgeted Capital Improvement Project Funds for the improvement of the pedestrian breezeway area connecting North Main Street to North Granite Street and the Town's High-Profile Parking Lot. On October 29, 2025, the Commission was presented with various options to improve the area.

Based on the discussion of the various options, it was requested that the ADA pedestrian ramp be brought into compliance, lighting installed, and shade to be maintained in the area.

DISCUSSION:

Since this time, Staff contacted vendors and obtained price estimates to complete the components recommended for this project.

Shade: The recommendation to continue to provide shade in the area is to leave the existing trees in place. While the health of the trees was brought into question, the Town's arborist had indicated that additional measures could be taken to help extend the life of these trees. Installation of shade sails was considered, but due to space constraints required for the installation of poles and footing to meet structural requirements, this is not a viable option.

Pedestrian Ramps: There are currently two ADA ramps that connect the Breezeway area to the High-Profile Parking Lot on N. Quartz Street. The current ramp on the west side of the street does not meet current ADA standards. The cost to upgrade the non-compliant ADA ramp is approximately \$5,100.

Pedestrian Ramp to be replaced



Lighting: The recommended improvement is to install “festoon” type lights through the walkway area. The lights will be commercial-grade and mounted on poles placed in the planters and walkway. The lighting will be in RGB color scheme to achieve different color options to coordinate with other Town lighting themes throughout the year. An additional power receptacle will be installed in each pole to provide for more power in this area. The cost to install power and the final improvements is approximately \$58,000.

Recommended Lighting Option:

