Tempe Historic Preservation Commission

AGENDA

Date: THURSDAY, October 9, 2014
Location: Hatton Hall, 34 E 7th Street, Tempe (parking in City Hall Garage)

6:00 PM Call to Order; sign in, introductions (please mute cell phones)

1. Call to Audience: Persons wishing to address the commission on any matter may do so at the discretion of the Chair, however, Arizona Open Meeting Law limits commission discussion to matters listed on the posted agenda. Other topics may be placed on a future agenda for discussion.

2. Approval of HPC Minutes
   September 11, 2014 Tempe HPC Monthly meeting

3. Presentation Hayden House Redevelopment Approach
   Grady Gammage and Nore Winter discuss general project approach

4. Presentation Historic Preservation Office Operations
   Joe Nucci and Mark Vinson discuss office operations in transition

5. Discuss & Consider Graduate Student Intern Program Projects
   Joe Nucci Historic Preservation Graduate Student Intern Program update

6. Discuss and Consider Chair / Staff Updates:
   Tempe Historic Preservation Foundation Update
   Tempe HPO Social Media Project n=2977 http://www.facebook.com/TempeHPO
   Tempe HPF Social Media Project n=1385 http://www.facebook.com/TempeHPF

7. Current Events / Announcements / Future Agenda Items
   - Member Announcements
   - Staff Announcements: 10/31/2014
   - November HPC Meeting Date: Thursday 11/13/2014, 6:00 pm Hatton Hall

Adjourn

The City of Tempe endeavors to make all public meetings accessible to persons with disabilities. Within 48 hours notice, special assistance can be provided for sight and/or hearing impaired persons at public meetings. Please call (480) 350-8007 (voice) or 350-8400 (TDD) to request accommodation.
Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Tempe Historic Preservation Commission and to the general public that the Tempe Historic Preservation Commission will hold a meeting open to the public on Thursday, July 10, 2014 from 6:00 p.m. to 8:00 p.m., at Hatton Hall, located on the Governor B. B. Moeur Campus at 34 East 7th Street, Tempe, Arizona.

A copy of the agenda for the meeting will be available at Tempe City Hall, 31 East 5th Street, Garden Level East, Community Development Department, Historic Preservation Office at least twenty-four hours in advance of the meeting.

Dated this 6th day of October, 2014

Tempe Historic Preservation Commission

By [Signature]

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Tempe City Clerk, 480-350-8007 (voice), or 480-350-8400 (TDD). Requests should be made as early as possible to arrange the accommodation.
Tempe Historic Preservation Commission [Tempe HPC]

MEETING MINUTES

Date: THURSDAY, September 11, 2014

Location: Eisendrath House, 1400 N. College Avenue, Tempe

Commissioners Present: Ira Bennett, Chuck Buss, Andrea Gregory, Scott Sollday, Brenda Shears, Korri Turner

Staff Present: Hansen, Billy Kiser, Joe Nucci, Mark Vinson

Public Present: Grady Gammage Jr., Patti Olson, Paula Scott, Nore Winter

Call to Order: 6:07 P.M., Andrea Gregory, Chair

1. Call to Audience NO REPLY

2. Approval of HPC Minutes 07/10/2014

MOTION [BUSS]: MOVE TO APPROVE TEMPE HPC MEETING MINUTES FROM 07/10/2014, SECOND [TURNER]. APPROVED 6-0.

3. Hayden House Redevelopment Team Introductions

- Personal introductions of architects and other project members
- Monti’s redevelopment project to consist of high-rise hotel and office buildings
- Site plan to be presented at October HPC meeting
- Goal is to retain historic Hayden House structure as an up-scale restaurant
- Original character of the adobe structure with courtyard to be emphasized in redevelopment
- Gregory: Monti’s will have a community spotlight just like the adjacent flour mill, so this redevelopment could create precedent for future projects at the mill
- Gregory: Are there plans to tie Monti’s redevelopment to the mill?
  - Gammage: No, the Monti’s project will not be linked to the mill in any way
- Hayden House was Tempe’s first mixed-use property, and will continue to be mixed-use after redevelopment
- Overview of prior failed proposals for redevelopment (current plan is less intensive)
- Current plan calls for 870,000 square feet of total space with a maximum height of 207 feet
- Expected timeframe for completion is at least three years; construction to begin in approximately one year, and will last for about 24 months
- Period of significance being emphasized for redevelopment is 1871-1930s, to include the Robert Evans renovations in the 1920s
- Hotel will be Kempton, which has a tradition of occupying renovated historic buildings and being cognizant of historic character and integrity in their designs
4. Discuss & Consider Character Area Plans (Kiwanis/The Lakes and Corona/South Tempe)
   - Hansen - Overview of Project and Purpose
   - 8 Character Areas (CAs); Kiwanis/The Lakes & Corona/South Tempe are first two to be launched and developed
   - CAs intended to create civic pride and identity, similar to areas like Ahwatukee and Arcadia in Phoenix
   - CAs can serve as a road map for future city decision-making on new development projects and community initiatives
   - Timeline for each CA project (from start to finish) is approximately one year
   - Overview of community workshops (3 total) for each CA with strong community involvement and interest so far
   - Workshops allow CAs to be community-driven, similar to design guidelines for historic preservation
   - City mailed postcard to every home in the two CAs announcing workshops
   - HP issues will arise in future CAs north of the 60 (no major HP issues in first two CAs south of the 60)
   - Discussion of ASU involvement in forthcoming Rio Salado CA; ASU is state land so City does not have purview over campus or university-owned property
   - CAs can help identify strategies for creating places for public congregation – this is especially needed in South Tempe
   - CAs will need to be revisited/reassessed periodically, much like the General Plan

5. Discuss & Consider Arizona State University Historic Preservation Activities
   - Olson presentation on recent ASU historic preservation projects
   - Harrington-Birchett House exterior rehabilitation completed; ASU now looking at interior renovation
   - Overview of ASU/THM collaboration on Harrington-Birchett House project
   - Discussion of Art Annex Building renovation to accommodate two incoming restaurants
   - Overview of Cultural Center facelift
   - Undergraduate Academic Services Building to be demolished; recordation documentation being done prior to demolition
   - Old Main exterior restoration is in the planning stage
   - ASU’s MPDF includes 27 buildings from 1930 to 1969
   - Gregory: Update on ACS archaeological monitoring of ASU projects; nothing substantial has been discovered
   - Mention of ASU’s project in Washington, D.C. (to occupy a historic building)

6. Discuss & Consider Graduate Student Intern Program Projects
   - Intern Program has received next round of SHPO grant funding in the amount of $10,000 and still has GRIC Indian Gaming Grant funds to match
   - Recent intern hire Kimberly Feldbauer has left the program
   - ASU public history graduate student Holli Solis has accepted a position as new preservation intern
   - Possible projects for Solis include a revised NRN for the Elias-Rodriguez House, which was listed on the NRN in 1984 under the MRA, with no detailed nomination as an individual property
7. **Discuss and Consider Chair/Staff Updates:**
   - Discussion of 4 pending RFQ’s
   - Tempe preservation social media initiatives should be updated prior to Monti’s redevelopment, which will generate broad public interest
   - Solliday update on NRNs for Tomlinson Estates and Date Palm Manor; both projects nearing completion and being prepared for HSRC review
   - Nucci on new format of the HPC; there will no longer be alternate commission members, meaning that 5 members must be present to achieve quorum at each meeting
   - Yucca Tap Room and adjacent Southern Avenue frontage may be considered for listing on the THPR at the property owner’s request

8. **Current Events / Announcements / Future Agenda Items**
   - Announcement: Joe Nucci will be retiring and his last day as Tempe HPO will be October 31, 2014. Plans to remain active in Tempe preservation through the THPF, Tempe History Museum, Walking Tours, and other public outreach initiatives
   - HR currently looking to hire a new senior planner to be assigned to historic preservation
   - Next HPC Meeting Date Thursday 10/09/2014 at 6:00 p.m. at Hatton Hall, 34 E 7th Street

Meeting adjourned at 7:55 PM

Andrea Gregory, Chair

-minutes scheduled for HPC approval on 10/09/2014
FREQUENTLY USED ABBREVIATIONS OR ACRONYMS
- CDD – City of Tempe Community Development Department: Established February 15, 2005, by City Manager Will Manley the CDD consists of six divisions; Economic Development, Housing Services, Redevelopment, Neighborhood Enhancement, Rio Salado/Town Lake, and Special Projects, as well as the Community Design Studio / City Architect. The Tempe Historic Preservation Office is an agency of the Special Projects Division.
- CLG – Certified Local Government: In 1980, Congress established a framework for local preservation programs through an amendment to the National Historic Preservation Act empowering Arizona cities and counties to become Certified Local Governments (CLGs). Once certified, these entities are eligible for specialized assistance and funds for developing their own local preservation programs and entitled to comment on NR and other SHPO activities within their boundaries. The City of Tempe became a CLG in 1995.
- DDA – Development & Disposition Agreement: a redevelopment contract between the City and one or more developers or redevelopers specifying terms and conditions for construction or reconstruction.
- DSD – City of Tempe Development Services Department: dealing with Building Safety, Land Use, Planning and Zoning
- GRIC – Gila River Indian Community: is an alliance of two tribes, the Akimel O'odham (Pima) and the Pee Posh (Maricopa). Established by Executive Order in 1859, the Community covers more than 600 square miles and is the largest indigenous community in the Phoenix metropolitan area. GRIC helps make the Tempe Preservation Graduate Student Intern Program possible through a generous grant of State-Shared Revenue funds.
- HPF – (see Tempe HPF) Tempe Historic Preservation Foundation
- HSRC – (Arizona) Historic Sites Review Committee: Arizona's official Arizona and National Register of Historic Places review board. The HSRC meets three times during the year to review National Register nominations and advise the State Historic Preservation Officer on nominations to the State and National Registers.
- IEBC – International Existing Building Code: adopted by Tempe City Council by Ordinance No. 2005.89 on December 1, 2005, as part of the code body promulgated by the International Code Council, provides means for preservation of existing Tempe building inventory through reasonable and feasible code processes.
- IRS – Issue Review Session: informal Mayor and Council public meeting where members of the public may come forward and talk with City Council during the “Call to the Audience” prior to regular Council meetings.
- NPS – National Park Service: the City of Tempe is a Certified Local Government through an inter-governmental agreement with the United States Department of the Interior National Park Service and the Arizona State Historic Preservation Office.
- NRN – National Register Nomination: An application to list a property on the National Register of Historic Places is reviewed by the SHPO and then by the Arizona Historic Sites Review Committee (Sites) before formal application is made to the Keeper of the National Register in Washington DC.
- PAD – Planned Area Development: site plan overlay to define development standards for a specific project.
- SHPO – State Historic Preservation Office: a division of Arizona State Parks, responsible for the identification, evaluation, and protection of Arizona's prehistoric and historic cultural resources; established by the National Historic Preservation Act of 1966.
- SRP-MIC – Salt River Pima-Maricopa Indian Community: created by Executive Order on June 14, 1879 by President Rutherford B. Hayes, the Salt River Pima-Maricopa Indian Community (SRP-MIC) is located in Maricopa County, aside the boundaries of Mesa, Tempe, Scottsdale, Fountain Hills and metropolitan Phoenix.
- Tempe HPC – Tempe Historic Preservation Commission: Created by Ordinance 95.35, adopted November 9, 1995. Members serve three year terms with the exception of the initial appointments; charged with administering the Tempe Historic Preservation Ordinance and Plan, as well as advising Mayor / Council on all matters related to historic preservation
- Tempe HPO – Tempe Historic Preservation Office: Responsible for the identification and conservation of Tempe’s prehistoric and historic cultural resources, the Office uses Federal, state, and city funding for the historic preservation program and assists owners of historic properties with grant applications, property maintenance, and preservation activities; provides staff support to the Tempe HPC.
- THM – Tempe Historical Museum: Located at 809 E. Southern Avenue in Tempe, the Tempe Historical Museum is a center where the community comes together to celebrate Tempe's past and ponder the future. Permanent and changing exhibits, educational programs, and research projects generally focus on some aspect of Tempe's history within the context of state and national events.
- TOD – Tempe Transportation Overlay District: placed to encourage appropriate land development and redevelopment consistent with and complementary to the community’s focused investment in transit, bicycle, and pedestrian infrastructure in certain geographic areas of the City; typically in association with the light rail.
- ZDC – Zoning & Development Code: Adopted by Mayor and Council on January 20, 2005, effective February 22, 2005, the ZDC implements Tempe General Plan 2030 by encouraging creative development of the built environment in order to build a community that promotes the livability and uniqueness of Tempe; establishes zoning districts and development standards.
Rehabilitation Strategy for the Hayden House
Tempe, Arizona
October 2, 2014

Introduction
The Hayden House is to be included in a redevelopment of the site known as Monti’s and associated properties. This is one of the most significant historic resources in the City of Tempe.

This paper provides a summary of the approach for rehabilitating the historic Hayden House. As an initial step in devising a strategy, archival materials were reviewed, including written histories, maps and photographs, in order to gain an understanding of the way in which the property was originally constructed and how it has evolved. The property was toured to gain a general understanding of its existing conditions and its integrity as a historic resource.

At a later stage in the design process for the project, more detailed research and technical analysis of the building will occur, which will inform the strategy presented here.

Objective
The fundamental objective is to keep the building in active service, while preserving its historic significance, and enhancing its role as a landmark feature at an important gateway into the city.
Approach
There are these basic aspects to the treatment approach:

1. The historic adobe portion of the building will be preserved.
2. Existing additions that are not historically significant and that detract from the property will be removed.
3. A new courtyard will be created that evokes an earlier one, now missing.
4. A new supporting wing will be designed to be compatible with the historic structure.

Preservation work on the historic structure
The basic approach for the Hayden House is to rehabilitate it for purposes of adaptive reuse. Key features that contribute to the significance of the property will be preserved. Those features in good condition will be protected during rehabilitation work and appropriate maintenance procedures will be applied. Key features that are deteriorated will be repaired to the extent feasible, and those beyond repair will be replaced in kind.

An addition will be designed to respect the historic character of the Hayden House and minimize any negative effects on the key features that contribute to its historic significance. This will be visually compatible with the historic structure, but will be distinguishable as new, so as not confuse its history. Special consideration will be given to the protection and preservation of the adobe walls and original roof materials during construction. This will include potential effects of construction machinery operating in the area, foundation stabilization and structural reinforcement. Specific measures will be determined in a later stage of analysis and design development.
Factors to consider in developing a treatment strategy
These factors should be considered in developing an approach for the treatment of the property:

1. The condition of the property
2. Its degree of integrity as a historic resource
3. The reasons for historic significance
4. The period of historic significance
5. Contemporary programmatic requirements
6. Contemporary code requirements (albeit within the framework of the International Existing Building Code, as adopted with amendments by the City of Tempe)

Why is the property historically significant?
The reasons for historic significance are these:

1. The oldest residence in Tempe (1871)
This in itself is a reason for historic significance. It represents early building technology and settlement patterns in Tempe and therefore is important as a part of the city’s heritage.
2. Association with the Hayden family (1871-1930s)
This includes Charles Trumbull Hayden, who constructed the house, considering his contributions to the early settlement and economy of Tempe, as well as his son, Carl Hayden, who was born in the house, and was one of the most preeminent politicians in Arizona history. C.T. Hayden’s wife, Sallie Davis Hayden, also played a prominent role in the community and was inducted into the Arizona Women’s Hall of Fame in 1984.

3. Association with architect Robert T. Evans (1924)
Evans is widely recognized as establishing the adobe revival style in the region, including the Eisendrath House in Tempe, the Jokake Inn in Scottsdale and his own home, Villa Il Segreto in Phoenix. His first commission in Arizona was the rehabilitation of the Hayden House in 1924.

The National Register nomination form (1984) references all three of these factors in its statement of significance. A second statement of historic significance, written for local designation under the Tempe preservation ordinance, is consistent with these findings as well.

The property’s time as Monti’s Restaurant, beginning in 1954, is recognized locally as a popular institution, but it was not designated as a historical landmark for this reason. (The National Register form makes no mention of the use as Monti’s.) The best approach for addressing the history of the Monti’s period is to document its existing conditions prior to any rehabilitation work.
Period of Significance

The term “period of significance” is a formal concept in the historic preservation field. In the case of the Hayden House, the period of significance is from 1871 into the 1930s. A particular “period of focus” is around the time of the renovation by Robert T. Evans in 1924. This captures a point in which a consistent design existed, and that represents both the earliest years of the house, its predominant years of use by the Hayden family, and the work of Evans.

Sanborn map detail, 1927. The courtyard appears, framed by the Hayden House on the north and east sides and the Warehouse on the south side. The distinctive L-shaped plan of the original building is clearly visible. A smaller supporting wing defines the western edge of the courtyard.
Key features of the Hayden Era property

Given this recommended “period of focus” for the property, there are these features to consider in developing a rehabilitation plan:

1. The original adobe construction
   All of the surviving adobe rooms dating from the 1880s and which reflect the Evans restoration time are of significance.

2. One story, flat roof building form
   Although there is evidence of a two-story portion by 1898, this was removed by Evans. This may have been for structural concerns as well as changing functional requirements and the desire to restore a more authentic adobe house design. While it is of interest, it is not key to interpreting the property during the broader span of its period of historic significance.

3. An open courtyard
   An open-air courtyard was a key feature historically (which now is obscured). The size and shape of the courtyard varied over time, but some enclosed open space was a key feature throughout the period of significance. Sanborn insurance maps show some changes in shape and detail, sometimes with overhanging verandas and sometimes not. At various stages in time, the western and southern edges of the courtyard were framed by adobe walls. Later, buildings defined portions of those sides of the courtyard.

Alterations that detract from the historic significance of the property:
There are some notable later alterations that detract from one’s ability to interpret the historic significance of the Hayden House:

1. The roof enclosing the original courtyard
   This obscures the original wall line of the one story adobe, L-shaped plan that was a key feature. Removing this intrusion and exposing the original form should be considered. (This may require a new enclosure, however, depending upon structural issues and functional requirements for a new use.)

2. Internal alterations within the original courtyard area
   This includes construction of dining rooms, kitchen and bar areas erected after the Hayden era within the original courtyard area.

3. Later additions to the south
   All of the restaurant additions constructed to the south of the original courtyard wall detract from the historic character.
The historic setting
The setting as it existed during the period of historic significance was a “mixed use” environment. It included buildings designed for industry, commerce, accommodations and housing. Warehouses, sheds, carriage houses and barns also appeared in the mix.

The scale, form and massing of these buildings also varied. Early photographs and Sanborn insurance maps demonstrate this fact. The Hayden flour mill also was a massive structure. Even the earliest version of the mill was relatively large, and subsequent buildings added to that site grew to five stories and then even more with construction of the silos in 1951. Several Sanborn maps, including one dated from 1901, note that the mill was “run day and night,” and lists a variety of milling machines that remained in operation, which certainly must have contributed to a sense of activity in the area. From the historical records this part of town appeared to be lively, highly varied, and robust during the period of significance.

The character of the setting is relevant to new development concepts for the area, in that this variety of building scale, a mix of uses, and changing conditions is a part of the site’s heritage.
Abbreviated Chronology
Revised: August 20, 2014

1871 – Hayden ferry begins operation.

1871-1873 – Charles Trumbull Hayden builds the first house, immediately north of Hayden’s store.

1876 – Hayden marries Sallie Davis.

1876-1883 A second story is added to part of the house; three other rooms are built to create a west wing.

1877 – Carl Hayden (prominent Arizona Congressman and Senator) is born in the house.

1889 – The Hayden family moves to their “new” home, leaving the adobe house.

1889-1924 – The building is operated as a boarding house, “Hotel Hayden.”

1892 – The westernmost adobe room is removed.

1924 – Architect, Robert T. Evans, is commissioned to restore the house by Hayden’s daughters; this is reported to be “the first restoration of a historic house in Arizona.”

In the renovation:
• All second story rooms are removed.
• 15 feet of the west wing is demolished.
• A new adobe end wall with curvilinear parapet is constructed.
• Cottonwood vigas of the south wing are exposed.
• River rock fountain is installed.
• Plain board wainscoting and wrought iron light fixtures are added to the interior.


1956 – Monti’s La Casa Vieja opens for business.

1969 – The Mill Room and new kitchen are added.

1979 - Southside addition is built.

1984 – The property is listed in the National Register of Historic Places #84000173.

2000 – The property is added to the Tempe Historic Property Register (Property #11).

2000 – Thirteen windows and doors are “rehabilitated,” through an Arizona State Parks Heritage Fund grant.
Tempe Historic Preservation Commission

AGENDA PACKET
Historic Preservation Office Operations

**Purpose and intent** – The Tempe historic preservation office was established on November 9, 1995, when; as an expression of civic pride, the Tempe City Council unanimously adopted Ordinance 95.35 – the Tempe Historic Preservation Ordinance. The goal of the Historic Preservation Program is to enhance community character and heritage through the identification and preservation of significant buildings, structures, objects, districts, and sites.

*Ordinance States: Sec. 14A-1. “The intent of this chapter (of the city code) is to provide protection for significant properties and archeological sites which represent important aspects of Tempe’s heritage; to enhance the character of the community by taking such properties and sites into account during development, and to assist owners in the preservation and restoration of their properties.”*

The Historic Preservation Office is organized to implement historic preservation objectives identified by the [Tempe Historic Preservation Plan](#), and include;

- Identify, preserve and protect significant historic properties and archaeological sites,
- Identify historic districts most worthy of historic designation and preservation,
- Foster economic vitality through preservation and/or adaptive rehabilitation of historic properties that contribute to character of the community,
- Integrate historic preservation planning with boards, commissions, neighborhood and redevelopment planning efforts to protect and enhance community heritage and complement city redevelopment and revitalization efforts.

The Historic Preservation Officer (HPO) is also established by the Tempe Historic Preservation Ordinance which enumerates specific duties as follows:

1. **Serving as secretary to the historic preservation commission, facilitating its efforts and, with other city staff as necessary, providing administrative support;**
2. **Accepting applications for designations and proposed alterations, new construction, demolition or removal;**
3. **Acting as intermediary between the commission and other city regulatory functions;**
4. **Providing technical and background information to the commission and public, as required;**
5. **Approving proposed alterations, new construction, demolition or removal affecting landmarks, historic properties and properties within historic districts, in the instance of such work being obviously minor in nature and impact, or in cases of imminent public hazard, and reporting such approvals to the commission;**
(6) Preparing annual written reports of commission activities that are submitted to the state historic preservation officer (SHPO) and made available to the public. The reports shall contain, at a minimum, minutes of meetings, decisions made, special projects and activities, the number and type of cases reviewed, current resumes of commission members and member attendance records; and

(7) Maintaining the Tempe historic property register and lists of historic eligible and archeologically sensitive properties.

The City of Tempe is a Certified Local Government, in association with the Arizona State Historic Preservation Office and the United States Department of the Interior / National Park Service. Community certification opens doors to funding, technical assistance, and other preservation successes. Additional duties and responsibilities of the Historic Preservation Officer are stated in the intergovernmental agreement between the City of Tempe and the Arizona State Historic Preservation Office titled Arizona State Parks Board Certified Local Government Participation Agreement CON96-263.

(1) Serving as secretary to the historic preservation commission, facilitating its efforts and, with other city staff as necessary, providing administrative support;

Historic Preservation Commission Monthly Meetings

The Tempe Historic Preservation Commission typically meets on the second Thursday of the month from 6:00 to 8:00 p.m. All meetings are open to the public and are usually held downtown at Hatton Hall, 34 E. Seventh Street, (parking in the City Hall Garage is validated at the meeting). Occasionally the commission will skip a meeting and each year the June meeting is normally cancelled and commissioners encouraged to attend instead the statewide Certified Local Governments conference produced by the Arizona State Historic Preservation Office.

Ordinance states: 14A-3.(i) “The commission shall hold a minimum of four (4) public meetings/hearings per year. Special meetings may be called at the discretion of the commission chair or five (5) or more members of the commission.”

Prepare Agenda – 14 days before the meeting date HPO works with the Commission Chair to prepare a Meeting Agenda. The Chair has the final authority to set the agenda, however; the order of agenda items has been standardized to accommodate public attendees, invited guests, consultants, and city staff as indicated in the Rules of Procedure adopted by the commission and as follows.
• Call to order and approval of minutes shall be the commission’s first business,
• Members of the public and guests of the commission shall next be invited to speak,
• Public Hearing presentations or discussion shall be the commission’s next business,
• Public Meeting presentations or discussion shall be the commission’s next business,
• Presentations by City Staff shall be the commission’s next business,
• Presentations by Consultants shall be the commission’s next business,
• Presentations by Standing Committees of this Commission shall occur next,
• Presentations by Special Committees of this Commission shall occur next,
• General discussion and Commissioner’s Business shall then occur.

Prepare Agenda Packet – 14 days before the meeting date HPO works with members of the public, guests of the commission, city staff, consultants, and standing or special committees to assemble materials for inclusion in the Agenda Packet. These materials may be supplemental to the presentations made to the commission or may be the same materials that will be discussed and considered at the monthly meeting. The agenda packets will be posted online and so the individual exhibits are compiled as pdf files which are then combined to a single pdf file and ultimately posted on the web.

Agenda approved by Chair – 10 days before the meeting date HPO verifies final agenda configuration with Commission Chair and transmits agenda to Deputy Community Development Director - Planning for CDD approval.

Agenda approved by CDD – 7 days before the meeting date HPO assumes agenda approved if no comments have been received from CDD Staff.

Agenda posted by Clerk – 7 days before the meeting date HPO transmits agenda and Notice of Public Meeting of a Public Body to City Clerk with request for physical posting via email to mailto:CC - City Clerk Agenda Postings < 3@tempe.gov>

Agenda packet uploaded and linked to Events Calendar – 7 days before the meeting date HPO requests Julie Stennerson (8245), CDD Executive Assistant, julie_stennerson@tempe.gov post the agenda packet online and link it to the Events Calendar at http://www.tempe.gov/city-hall/services/calendar-of-events-meetings.

Agenda packet mailed and emailed to Commission members, subscribers, and presenters – 7 days before the HPC meeting date HPO transmits hard copy of the Agenda packet to commission members via USPS. HPO distributes electronic copy of the Agenda Packet to HPC, city staff, subscribers, and presenters via pdf.

Quorum Call – 7 days before the meeting date HPO and at the time of electronic distribution of the Agenda packet, HPO polls commission members to determine if a quorum of 5 commissioners will be present at the meeting. Failure to raise a quorum can result in a consent agenda only format for the meeting, rescheduling or cancellation of the meeting could also occur.
Agenda Questions – up until 24 hours before the scheduled meeting time agendas can be revised for lack of a quorum or for any reason necessary.

Meeting Setup (Hatton Hall) – commission meetings are usually held at Hatton Hall on the campus of the Governor B B Moeur House located at 34 E 7th St. and facility reservations are automated to occur on the second Thursday of the month. Reservations are controlled by Kathy Nugent (858-2315), Tempe Community Council Accounting Manager, kathy_nugent@tempe.gov. If a meeting is cancelled or relocated HPO advises TCC so they can make the room available for someone else.

Meeting Setup (Eisendrath House) – commission meetings are occasionally held at the Rose Eisendrath Meeting Building on the campus of the Carl Hayden Campus for Sustainability located at 1400 N College Av. Reservations are controlled by Peter Smith (350-2668), Water Conservation Coordinator, peter_smith@tempe.gov.

HPO should arrive at least 30 minutes before the scheduled meeting time at either location to configure the room for the meeting. This involves arranging tables and chairs as well as setting up any media equipment required. Copies of the meeting agenda with meeting protocol on the reverse side are brought for public distribution. HPO brings an attendance record and something to record commission member volunteer hours. HPO also brings a clean copy of the previous month’s meeting minutes for signature by the Chair. Any last minute information for the commission which was received after the Agenda Packet was mailed can also be distributed before the meeting starts.

Neighborhood Meeting – In addition to the regular monthly meeting, the commission may hold a Neighborhood Meeting for historic property designation in accordance with the requirements for Zoning map amendments stated in Section 6-402 of the Zoning and Development Code Neighborhood Meetings.

Public Hearing – In addition to the regular monthly meeting, the commission may hold a Public Hearing for historic property designation in accordance with the requirements for Historic designation and listing in the Tempe Historic Property Register and as stated in Section 14A-4 of the Tempe City Code Designation of landmarks, historic properties and historic districts 14A-4(c)3.

Meeting Minutes – Minutes of commission meetings, indicating the vote of each member and records of its official actions are kept and filed in the offices of the community development department and the city clerk as part of the public record. Minutes of commission meetings are included in the annual written reports of commission activities that are submitted to the State Historic Preservation Office (SHPO) and are made available to the public upon request.
Finished Agenda posted – 3 days after the commission meeting date HPO transmits a Finished Agenda to Julie Stennerson (8245), CDD Executive Assistant, julie_stennerson@tempe.gov and requests that she post it online and link it to the City Clerk webpage at http://www.tempe.gov/city-hall/city-clerk-s-office/boards-and-commissions/boards-commissions-committees-and-other-public-bodies/historic-preservation-commission-/toggle-all.

Approved Minutes posted – 3 days after the commission meeting date HPO transmits the meeting minutes approved by the commission to Julie Stennerson (8245), CDD Executive Assistant, julie_stennerson@tempe.gov and requests that she post them online and link it to the City Clerk webpage at http://www.tempe.gov/city-hall/city-clerk-s-office/boards-and-commissions/boards-commissions-committees-and-other-public-bodies/historic-preservation-commission-/toggle-all. Meeting minutes are approved by Commission Members and accepted by Mayor and Council.

(2) Accepting applications for designations and proposed alterations, new construction, demolition or removal;

Historic Property Designation and Listing in the Tempe Historic Property Register

The Tempe Historic Preservation Commission acts in an advisory capacity to the City Council in all matters concerning historic preservation and makes recommendations to the Development Review Commission regarding designation of landmarks, historic properties and historic districts. A designated property is one that has been classified as a landmark, historic property or contributing property within an historic district, as a result of formal city council action. Historic property designation is a form of overlay zoning, applied to an individual property, a district, or an archaeological site, which expresses a distinctive character worthy of preservation.

Ordinance states: Sec. 14A-3.(a) “The commission shall make recommendations to the development review commission regarding designation of landmarks, historic properties and historic districts.”

The ordinance establishes broad authority to apply for historic property designation allowing the owner of such real property (or of property located within the boundaries of a proposed district) or any officer, department, board, commission or the city council, to bring a nomination for historic property designation and listing §14A-4(c)(1).

In practice, the commission has not initiated the nomination process and instead responds to requests from property owners or neighborhood representatives for historic property designation and listing. In the case of city-owned properties, the commission
has requested that the Mayor initiate the nomination process by providing a letter to the commission directing such action.

**Eligibility Criteria** – The ordinance establishes criteria for historic property designation that are largely consistent with National Register of Historic Places criteria, and in fact, if a property is listed on, or meets the criteria for listing on the National Register it is automatically eligible for local listing. Although properties that are not National Register eligible can still be locally listed in accordance with ordinance provisions, the commission has expressed a preference for local listing of National Register eligible properties so as to be able to convey the most complete compliment of benefits and protections to a property. By ordinance, However; Mayor and Council remain the ultimate adjudicators of which properties become locally listed and National Register eligibility is not a condition precedent to local designation and listing §14A-4(a)(2)(3).

**Designation Procedure** – The ordinance specifies procedure for historic property designation that is no longer a complete enumeration of protocol. Specifically the requirement to hold a Neighborhood Meeting at the onset of the designation process has never been added to the historic preservation ordinance ex post facto. Regardless, the commission has been convening a Neighborhood Meeting and holding the ordinance specified Public Hearing prior to making a recommendation to the Development Review Commission which then also holds a second Public Hearing prior to making a recommendation to the City Council which then holds a third and a fourth Public Hearing and acts on the proposed designation and listing in a process that takes approximately 100 days.

**Application Requirements** – In the spirit of customer service, HPO works closely with the proponents of a proposed historic property designation to satisfy the nomination requirements and begin the Application Process. Also not indicated in the current ordinance is the requirement for property owners to file zoning waivers as part of the nomination. Historic property designation applies Historic Overlay Zoning to eligible properties. The city now requires owners seeking any zoning action to provide a waiver holding the city harmless from any future diminution in value. Finally, in one additional modification to ordinance specifications, property owners are requested to authorize HPO to act as their agent in carrying out the protracted nomination process which now includes one or more neighborhood meetings and not less than four public hearings. This is done as a service to the applicant and to help ensure that the designation and listing process can remain on schedule in the event that the owner cannot fully participate in all procedural activities.

To summarize, the application for historic property designation now requires three primary components to initiate the process at HPO; the no-fee Nomination Form, the ordinance specified Letter of Explanation describing how the property meets designation criteria and authorizing HPO to act on behalf of the property owner, and the notarized Zoning Waiver form. Additional information which the applicant may have available, including historic photographs and records of the property are welcomed in
support of the nomination, however; HPO can and often does initiate the nomination process with only the three required items identified above.

Historic Preservation Commission Neighborhood Meetings

**Neighborhood Meeting** – Concurrent with the *regular monthly meeting*, the commission may hold a Neighborhood Meeting for historic property designation in accordance with the requirements for Zoning Map amendments stated in [Section 6-402 of the Zoning and Development Code](#).

*Code States:* 6-402 “The purpose of the neighborhood meeting is to provide a means for the applicant, surrounding residential neighbors, and registered neighborhood and homeowner’s association representatives to review a preliminary development proposal and solicit input and exchange information about the proposed development.”

There is conflicting opinion as to whether or not a Neighborhood Meeting should be required for historic property designation because no development is being proposed; however, a zoning map amendment does occur and so the commission has been convening a meeting on behalf of the property owner as part of their regular monthly meeting.

**Schedule Meeting** – The Neighborhood Meeting is required to be held at least fifteen calendar days and not more than one year before the first public hearing. The commission conducts the Neighborhood Meeting at their meeting the month prior to holding a Public Hearing for historic designation and listing.

**Provide Notification** – CDD posts public notice about the meeting not less than fifteen (15) calendar days prior to the date of neighborhood meeting, a notice of the date, time and place and a summary of the request. A sign having a minimum sign area of sixteen (16) square feet is installed and includes information on future public hearings, pursuant to Section 6-404(C)(2). HPO coordinates this posting with the Planning Interns through Ryan Levesque (350-8331), Deputy Community Development Director – Planning, ryan_levesque@tempe.gov.

HPO mails a notice not less than fifteen (15) calendar days prior to the date of the neighborhood meeting which also identifies the date time and place of the subsequent HPC public hearing to:

a. All property owners within three hundred (300) feet of the subject property according to the records of the Maricopa County Assessor’s Office;

b. The chairperson of the registered neighborhood association(s) and home owners association(s) within six hundred (600) feet of the subject property; and

c. All tenants, within the boundary of the subject property(ies).
Owner means the legal ownership entity of an individual parcel or property, as recorded with Maricopa County. This information is available online at the Maricopa County Assessor's Office website at [http://maps.mcassessor.maricopa.gov/](http://maps.mcassessor.maricopa.gov/).

Chairperson means the person identified in the Neighborhood Services Division records of neighborhood and homeowners' associations. This information is available from Shauna Warner (350-8883), Tempe Neighborhood Program Manager, shauna_warner@tempe.gov.

**Preliminary Determination of Eligibility** – HPO produces the bulk of the historic research for the Neighborhood Meeting. In accordance with the Historic Preservation Ordinance, upon receipt of a designation request, HPO reports on the historic significance of the property and evaluates integrity in the form of a Preliminary Determination of Eligibility (PDE) report. The report represents the bulk of the historic research and addresses property location, condition, age, significance and the integrity of historic features as required by ordinance. Also included is the reporting of character-defining features in a manner that will inform consideration of future changes to an individually listed property that will not be the subject of future design guidelines. Other relevant information is reported and provides the basis for a recommendation regarding designation and listing §14A-4(c)(4).

**Prepare Script** – HPO includes a Neighborhood Meeting Script in the monthly meeting agenda packet. This is read into the record by the Chair and the HPO and calls for comments and discussion from Commissioners and the public.

**Convene/Conclude Neighborhood Meeting** – The Neighborhood Meeting typically occurs toward the beginning of the regular monthly meeting as a courtesy to property owners and those persons interested in attending only that portion of the meeting. The Chair calls the meeting to order, conducts proceedings, and concludes the meeting in accordance with the protocol of the scripted summary. The outcome of the Neighborhood Meeting is anticipated to be that the commission will reach consensus to hold a Public Hearing at their next regular monthly meeting when they will act to approve, deny, conditionally approve or continue the nomination for historic designation and listing in the Tempe Historic Property Register.

**Neighborhood Meeting Summary** – HPO provides a summary of the Neighborhood Meeting to the Development Services Department staff seven (7) calendar days before the Development Review Commission public hearing which summarizes issues and discussions from the meeting and is transmitted for subsequent public hearings at DRC and Council.
Historic Preservation Commission Public Hearings

**Public Hearing** – Concurrent with the regular monthly HPC meeting, the commission may hold a Public Hearing for historic property designation in accordance with the requirements of Sec. 14A-4 – Designation of landmarks, historic properties and historic districts.

**Ordinance States:** Sec. 14A-4 (c) (3) “The HPO shall then place the request on the next available agenda of the commission for a public hearing. Upon request by the applicant, a special meeting may be called at the discretion of the chair of the commission, or by five (5) or more commission members”

**Schedule Hearing** – The Public Hearing is conducted as part of the regular monthly HPC meeting, and typically occurs at the HPC meeting following the Neighborhood Meeting in accordance with the 100 day project schedule worked out with planning staff at the beginning of the designation process.

**Provide Notification** – CDD posts public notice about the HPC public hearing not less than fifteen (15) calendar days prior to the date of neighborhood meeting. HPO had previously mailed notice of the neighborhood meeting which also identified the date time and place of the public hearing at HPC.

**Legal Advertisement** – Unlike the Neighborhood Meeting, notification of the Public Hearing must be published in the official newspaper at least once, no fewer than fifteen (15) days prior to the commission meeting date §14A-4(d)(3). Contact Steve Nagy (8985), CDD Administrative Assistant, steve_nagy@tempe.gov to arrange Legal Advertising Requirements.

**Staff Summary Report** – HPO produces a condensed version of the Preliminary Determination of Eligibility report that anticipates the subsequent Development Review Commission public hearing in both format and content. This Staff Summary Report (SSR) provides a history and facts chronological perspective along with a more focused consideration of aspects, features, and characteristics of the property that should receive priority for their conservation and maintenance in the future.

**Supplemental Research** – HPO may prepare additional research for the commission beyond what is intended to be transmitted for subsequent public hearings at DRC and Council. HPO may provide a Supplemental Research Report (SRR) to assist owners with managing change to their historic properties in ways that balance preservation objectives with continued viability and enhancement of value. Additional guidance, if provided, is a value added to the designation process.

Prepare Script –

Convene/Conclude Public Hearing –
Handoff to Planning Staff –

(3) Acting as intermediary between the commission and other city regulatory functions;

Historic Preservation Office Customer Service

Although the public often expects to find the Historic Preservation Office attached organizationally to the Community Services Department through the Tempe History Museum, HPO operates out of the Community Development Department (CDD). CDD plans the land use future of Tempe for transportation corridors, business districts and residential areas as well as administering permits and oversight of current construction. Bringing together unique skill sets, the department focuses on sustainable development, urban open space planning, historic preservation and job attraction. It also administers federal grant programs for housing, social services and capital improvements. This is certainly a good organizational fit for HPO and places the preservation program squarely in the context of larger land use and community development activities.

Commission objectives for integration of historic preservation planning with boards, commissions, neighborhood and redevelopment planning efforts to protect and enhance community heritage and complement city redevelopment and revitalization efforts are facilitated by the CDD organizational culture.

HPO works with CDD Development Services Staff to review plans and specifications of proposed construction, building, fire & engineering permits.

HPO is organized within the CDD Design + Preservation Staff where it works to develop illustrative graphics, design guidelines, architectural and development concepts and other products utilizing appropriate methodology and technology to support a safe and sustainable community.

HPO works with CDD Neighborhood Revitalization + Redevelopment Staff for project coordination & management for large private sector and City-owned projects in Downtown Tempe, Apache Blvd. Project Area, ASU-Tempe Joint Review Committee

HPO works with CDD Planning Staff to facilitate development entitlements such as use permits, variances, development plans, signs; and process change or adoption of codes, ordinances and neighborhood plans.

HPO works with CDD Special Projects Staff on projects such as the Hayden Flour Mill and other unique Tempe opportunities.
HPO works with the Tempe History Museum where the community comes together to explore Tempe's past, share its present and imagine its future.

HPO works with other departments, boards, and commissions throughout the city to provide protection for significant properties and archeological sites and to enhance the character of the community.

HPO works with Mayor and Council in an advisory capacity in all matters concerning historic preservation.

HPO works with the Tempe Historic Preservation Foundation to advance their mission of "Preserving Tempe's at risk historic properties and supporting worthy preservation projects through education, community participation and fundraising."

www.tempepreserves.org

HPO works with other public agencies, private enterprises, and nonprofit organizations to provide protection for significant properties and archeological sites which represent important aspects of Tempe's heritage and to assist owners in the preservation and restoration of their properties.

HPO works with Arizona State Historic Preservation Office, a division of Arizona State Parks, to advance their mission to assist private citizens, private institutions, local governments, tribes, and state and federal agencies in the identification, evaluation, protection, and enhancement of historic and archaeological properties that have significance for local communities, the State of Arizona, or the Nation. As a Certified Local Government (CLG), the city receives specialized assistance and funds for developing local preservation programs. HPO is an active participant the state and tribal preservation initiatives to protect and preserve Arizona's cultural heritage utilizing these fund sources primarily to operate the Historic Preservation Office Graduate Student Intern Program.

HPO works with Arizona State University Historic Preservation Coordinator in the Office of the University Architect to exchange information regarding historic preservation requirements and the coordination of relevant projects.

HPO works with Arizona State University Public History Program to provide a hands-on educational experience for Arizona State University graduate students in the City of Tempe Historic Preservation Office.

HPO works with the historic property owners, historic district residents, and the public at large in the capacity of ombudsman and as an intermediary between the commission and other city regulatory functions.

EDIT POINT>
(4) Providing technical and background information to the commission and public, as required;

Sec. 14A-10. Incentives.
It is the intent of the city to make ownership of a landmark, historic property or property within an historic district as beneficial as possible. In addition to the intangible benefits of owning a property recognized as an important community resource, the HPO or commission may, when applicable and possible, provide such owners with the following:
(1) Assistance in locating potential sources of financial assistance and tax credits;
(2) Assistance in preparing grant applications and potential third party sponsorship;
(3) Technical information and referrals;
(4) Assistance in locating buyers or sellers;
(5) Assistance, through the neighborhood programs office, in the formulation and operation of a neighborhood association; and
(6) Assistance in obtaining other benefits as may become available through the city or other sources.

§14A-10.
Historic Preservation Office Graduate Student Intern Program

Program description – The Tempe Preservation Graduate Student Internship Program provides a hands-on educational experience for Arizona State University graduate students in the City of Tempe Historic Preservation Office. Students undertake short-term research and administrative projects in the Historic Preservation Office during the summer and throughout the school year. Preservation Interns participate in all aspects of Certified Local Government historic preservation operations. http://www.tempe.gov/home/showdocument?id=14683

From its inception in 2009, the Tempe Preservation Graduate Student Internship Program has ushered in a new epoch in Tempe Preservation capacity and has helped energize this 20-year old program at a time when other resources are in severe decline. Although the city realizes a tremendous value from the program it has no direct investment in it; the program operates using grants from outside agencies.

SHPO Grant – As a Certified Local Government (CLG) the city is able to apply to the Arizona State Historic Preservation Office each year for up to $10,000.00 in Federal Historic Preservation Pass-Through grant funding. Each year, Eric Vondy (602-542-6998), Preservation Incentives Program Coordinator, Arizona State Historic Preservation Office, evondy@azstateparks.gov, sends out an invitation to apply for Pass-Through grant funding. The timing of these invitations can vary based on legislative conditions; however, funding always begins with authorization of the intergovernmental agreement and concludes with the end of the Federal Fiscal Year on September 30. Authorization to apply for, accept, and spend the Pass-Through grant funding must be processed as a city council resolution using a request for council action.

GRIC Grant – The Gila River Indian Community shares gaming revenues with the city in accordance with guidelines and procedures adopted by the Community Council. The priority areas that the Community concentrates funding on are; Public Safety, Transportation, Health Care Services, Economic Development, and Education. The Tempe Preservation Graduate Student Internship Program qualifies under the Economic Development and Education priority areas, which together represent 37% of the Community’s funding. The Community awards grants for a two-year period using the website at http://www.gilariver.org/index.php/about-tribe/office-of-special-funding-group1-state-shared-gaming-revenue/office-of-special-funding to advise applicants of deadlines and submittal procedures. Every two years, HPO contacts Cheryl Pablo, (520-562-9698 ext. 258 or 259) GRIC Program Administrator, cheryl.pablo@gric.nsn.us, to coordinate an application for continued funding. Authorization to apply for, accept, and spend the State Shared Revenue grant funding must be processed as a city council resolution using a request for council action.

Grant Accounting –
Preservation Interns assist in the day to day activities of ordinance enforcement and compliance, provide support for volunteer commission members and professional staff, and participate directly in the designation and listing of community cultural resources at the national, state, and local levels. Preservation Interns are assigned individual projects which are carried out in consultation with peer professionals and under the supervision of preservation professionals. Working in a professional setting, students learn about and contribute to the Certified Local Government historic preservation program operated by Tempe in partnership with the Arizona State Historic Preservation Office and the United States National Park Service.