
HISTORIC PRESERVATION COMMISSION
THURSDAY, SEPTEMBER 23, 2010
7:00 P.M.
GLENDALE CITY HALL
5850 WEST GLENDALE AVENUE, ROOM 2A

MINUTES

- I. CALL TO ORDER
The meeting was called to order at approximately 7:00 p.m.
- II. ROLL CALL
Commissioners Present:
Chairperson Shady, Vice Chair Grose, Commissioner Lenox, Commissioner Hirsch, Commissioner Worsdell, Commissioner Robert Renning
City Staff Present:
Karen Flores, AICP, Historic Preservation Liaison, Jon M. Froke, AICP, Planning Director, and Marilyn Clark, Recording Secretary
- III. APPROVAL OF MINUTES:
Chairperson Shady called for approval of the May 27, 2010 Historic Preservation minutes and asked for a motion. Commissioner Lenox made a motion to approve the minutes as written; Commissioner Worsdell seconded the motion. The minutes from the May 27, 2010 Historic Preservation meeting were approved as written.
- IV. BUSINESS FROM THE FLOOR
None.
- V. WITHDRAWALS AND CONTINUANCES
None.
- VI. PUBLIC HEARING ITEMS
None.
- VII. OTHER BUSINESS
1. SAVE AMERICA'S TREASURES GRANT FOR MYRTLE AVENUE HISTORIC ENTRYWAY PROJECT
Staff Liaison updated the Commission on the Save America's Treasures Grant, awarded by the National Park Service, for the Myrtle Avenue Historic Entryway project. The paperwork and approvals have been completed, and the grant monies from the National Park Service, together with a city match will fund the project. The consultant finished preparing the design and construction plans. These plans along with other items must be submitted to the National Park Service (NPS) and State Historic Preservation Office (SHPO) for approval. Staff is presently preparing the submittal package. Once the items are approved by NPS and SHPO, a bid package will be prepared for the actual construction.

2. NATIONAL REGISTER NOMINATIONS FOR SAGE ACRES AND GLENDALE GARDENS

Staff Liaison provided an update to the Commission regarding the National Register Nominations for Sage Acres and Glendale Gardens. The city was awarded a Certified Local Government (CLG) Grant to develop nomination packages for Glendale Gardens and Sage Acres. The city now requires that City Council approve these types of grants. This will go before Council on September 28, 2010. The client-architect agreement is in the process of being executed, so with Council approval and sign-off on the client-architect agreement, the consultant will begin to prepare the packages. Staff anticipates that Sage Acres and Glendale Gardens will be listed on the National Register in 2011.

3. CERTIFICATE OF NO EFFECT

Staff Liaison presented information regarding the issuance of a Certificate of No Effect for construction of a new home to replace fire-damaged property located at 7322 North 58th Drive. The owner has submitted plans to rebuild. Because this property is in the Catlin Court Historic District, the process requires review by the Historic Preservation Officer and the issuance of a Certificate of No Effect. The rebuild mimics the original structure, with the exception of a bay-window-type extension on one side of the house. The Historic Preservation Officer reviewed the plans and determined that the proposal is consistent with the character of the Catlin Court Historic District and has issued a Certificate of No Effect.

4. STATUS OF PROPERTY AT 5551 WEST STATE AVENUE AS NATIONAL REGISTER CONTRIBUTING PROPERTY

The Historic Preservation Commission made a recommendation to forward a request to the State Historic Preservation Office to evaluate the status of the property located at 5551 West State Avenue as a National Register Contributing Property. A neighbor contacted the historic preservation staff regarding significant changes to the home which is listed on the National Register of Historic Places. Staff made a field visit to the property and took photos. It was noted that the home had been significantly altered in a manner that is not consistent with the Secretary of the Interior's Standards for Rehabilitation, calling into question the National Register status of the property. SHPO requires that a request to investigate be submitted jointly by the Historic Preservation Commission and city staff. The Commission Chair and Staff Liaison signed a letter requesting a review of continued eligibility as a National Register Contributing property, which will be sent to SHPO. The State Historic Preservation Office will coordinate with the Keeper of the National Register, who will make a final determination regarding the listing of this property on the National Register.

VIII. STAFF REPORT

SANDS ESTATES NOMINATION TO NATIONAL REGISTER

Staff Liaison reported that the nomination package for Sands Estates has been completed and will go before the Site Selection Committee on November 5, 2010. It is anticipated that it will be listed on the National Register sometime in early 2011.

UPDATED NOTEBOOKS FOR THE COMMISSIONERS

Staff provided new/updated notebooks to the Commissioners and provided an overview of the contents. The notebook includes the following:

- Meeting schedule and Member Roster
- Rules of Procedure (for conduct of meetings)
- Open Meeting Law
- 2010 Work Program
- Historic Preservation Plan
- General Plan Element for Historic Preservation
- Zoning Ordinance for Historic Preservation
- Catlin Court PAD District Plan
- Catlin Court Overlay District Design Guidelines
- Historic Properties, Districts, and Maps
- Historic Preservation Programs
- Historic Resources

ROLE OF COMMISSIONERS

Staff reported that the Staff Liaison to the Commission, Karen Flores, AICP, will be retiring as of September 30, 2010, and Jon M. Froke, AICP, Planning Director would assume the role of Historic Preservation Officer. Commission meetings were vacated for the months of October, November, and December 2010, and will resume on January 27, 2011. Staff emphasized that even though there would be no meetings for the next few months, the Commissioners still have a very important role. They are a voice to the community, a liaison between the city and its residents. Since there are seven historic districts, it is extremely important to maintain the historic character of these districts. Commissioners should be vigilant and notify historic preservation staff of any activity that may detract from the historic character of the districts. While these districts and other individual properties are listed on the National Register, this is an honorary designation and imposes no prohibitions. Maintaining the historic character of property is up to the individual property owner. City staff can provide guidance and support to the residents.

Jon M. Froke, AICP, Planning Director, addressed the Commission regarding his new role as Historic Preservation Officer. He assured the Commission that activities such as National Historic Preservation Month, the Ruth Byrne Award, the Historic Preservation Bus Tours, and the Chocolate Affaire would continue to take place in the future. He encouraged the Commissioners to contact him with any questions or concerns regarding historic preservation.

IX. COMMISSION COMMENTS AND SUGGESTIONS

Commissioner Hirsch inquired as to whether scholarships to the State Historic Preservation Conference would be available in the future. Mr. Froke indicated that he would look into this.

Chairperson Shady handed out flyers regarding the Glendale History Online Project. This year the project is doing a collection of oral and written histories on the Arizona Memory Project.

The Commissioners expressed sadness at the retirement of former Historic Preservation Officer, Ron N. Short, FAICP, and the impending retirement of the Staff Liaison, Karen Flores, AICP, Planner. Mr. Froke thanked Ms. Flores for her dedication and the contributions she has made over the past three years with the Historic Preservation Commission.

X. ADJOURNMENT

The meeting was adjourned at approximately 8:00 p.m.

NEXT MEETING

January 27, 2011

Respectfully Submitted,

A handwritten signature in blue ink that reads "Marilyn Clark". The signature is written in a cursive, flowing style.

Marilyn Clark, Recording Secretary