AGENDA
HISTORIC PRESERVATION COMMISSION
REGULAR SESSION
October 7, 2019
HOPI CONFERENCE ROOM
11000 N. LA CANADA DRIVE

REGULAR SESSION AT OR AFTER 5:00 PM

CALL TO ORDER

ROLL CALL

CALL TO AUDIENCE - at this time, any member of the public is allowed to address the Commission on any issue not listed on today’s agenda. Pursuant to the Arizona open meeting law, individual Commission members may ask Town staff to review the matter, ask that the matter be placed on a future agenda, or respond to criticism made by speakers. However, the Commission may not discuss or take legal action on matters raised during “Call to Audience.” In order to speak during “Call to Audience”, please specify what you wish to discuss when completing the blue speaker card.

COUNCIL LIAISON COMMENTS

INFORMATIONAL ITEMS (this item is for report/comments only, no discussion is allowed)

1. Current information for Historic Preservation Commissioners
2. Report from Oro Valley Historical Society President
3. Report from Gail Munden, HPC liaison to the Oro Valley Historical Society

REGULAR SESSION AGENDA

1. REVIEW AND APPROVAL OF THE SEPTEMBER 9, 2019 REGULAR SESSION MEETING MINUTES
2. DISCUSSION ON THE POSSIBILITY OF A PUBLIC-PRIVATE PARTNERSHIP TO REPAIR THE PROCTER LEIBER HOUSE
3. DISCUSSION ON THE STEAM PUMP RANCH MASTER PLAN RELATED TO STABILIZING THE INTERIOR OF THE LEIBER HOUSE
4. DISCUSSION ON FUNDS GENERATED FROM EVENTS HOSTED AT STEAM PUMP RANCH

FUTURE AGENDA ITEMS

The Historic Preservation Commission may bring forth general topics for future meeting agendas. Discussion must be limited to clarification only. The next Historic Preservation Commission meeting is tentatively scheduled for Monday, November 4, 2019 at 5:00 p.m.

ADJOURNMENT
When possible, a packet of agenda materials as listed above is available for public inspection at least 24 hours prior to the Commission meeting in the Town Clerk's Office between the hours of 8:00 a.m. – 5:00 p.m.

The Town of Oro Valley complies with the Americans with Disabilities Act (ADA). If any person with a disability needs any type of accommodation, please notify the Town Clerk’s Office at least five days prior to the Commission meeting at 229-4700.

**INSTRUCTIONS TO SPEAKERS**

Members of the public have the right to speak during any posted public hearing. However, those items not listed as a public hearing are for consideration and action by the Commission during the course of their business meeting. Members of the public may be allowed to speak on these topics at the discretion of the Chair.

If you wish to address the Commission on any item(s) on this agenda, please complete a blue speaker card located on the Agenda table at the back of the room and give it to the Recording Secretary. Please indicate on the speaker card which item number and topic you wish to speak on, or if you wish to speak during “Call to Audience,” please specify what you wish to discuss when completing the blue speaker card.

Please step forward to the podium when the Chair announces the item(s) on the agenda which you are interested in addressing.

1. For the record, please state your name and whether or not you are a Town resident.
2. Speak only on the issue currently being discussed by the Commission. Please organize your speech, you will only be allowed to address the Commission once regarding the topic being discussed.
3. Please limit your comments to 3 minutes.
4. During “Call to Audience”, you may address the Commission on any issue you wish.
5. Any member of the public speaking must speak in a courteous and respectful manner to those present.

Thank you for your cooperation.

“Notice of Possible Quorum of the Oro Valley Town Council, Boards, Commissions and Committees: In accordance with Chapter 3, Title 38, Arizona Revised Statutes and Section 2-4-4 of the Oro Valley Town Code, a majority of the Town Council, Board of Adjustment, Historic Preservation Commission, Parks and Recreation Advisory Board, Stormwater Utility Commission, and Water Utility Commission may attend the above referenced meeting as a member of the audience only.”
Historic Preservation Commission

Meeting Date: 10/07/2019

Requested by: Maritza Valenzuela, Parks and Recreation

Submitted By: Jeanna Ancona, Community and Economic Development

SUBJECT:
INFORMATIONAL ITEMS (this item is for report/comments only, no discussion is allowed)

1. Current information for Historic Preservation Commissioners
2. Report from Oro Valley Historical Society President
3. Report from Gail Munden, HPC liaison to the Oro Valley Historical Society

RECOMMENDATION:
This item is informational only.

EXECUTIVE SUMMARY:
N/A.

BACKGROUND OR DETAILED INFORMATION:
N/A.

FISCAL IMPACT:
N/A.

SUGGESTED MOTION:
This item is informational only.

Attachments

Oct 2019 Education and Information Staff Report
Tax Aspects of the Historic Preservation Tax Incentives - FAQs

1. Who can claim a rehabilitation tax credit?

The rehabilitation tax credit is available to the person(s) and/or the entity who holds title to the property.

2. How can property owned by a tax-exempt entity utilize rehabilitation tax credits?

The rehabilitation tax credit would be of no use to a tax-exempt entity. However, in many instances, tax-exempt entities are involved in rehabilitation projects by forming a limited partnership and maintaining a minority ownership interest as a general partner. In these situations, the limited partners would be entitled to the rehabilitation tax credit and the tax exempt entity is able to ensure that their organizational goals are being met.

3. When can a taxpayer claim the rehabilitation tax credit?

The property must be substantially rehabilitated. During a 24-month period selected by the taxpayer, rehabilitation expenditures must exceed the greater of the adjusted basis of the building and its structural components or $5,000. The basis of the land is not taken into consideration. It is important to note that any expenditure incurred by the taxpayer before the start of the 24-month period will increase the original adjusted basis. See Treasury Regulation 1.48-12(b)(2).

If the rehabilitation is completed in phases, the same rules apply, except that instead of a 24-month period, a 60-month period is substituted. This phase rule is available only if the taxpayer meets three conditions:

1. There is a written set of architectural plans and specifications for all phases of the rehabilitation. (If the written plans outline and describe all phases of the rehabilitation, this will be accepted as written plans and specifications);
2. The written plans must be completed before the physical work on the rehabilitation begins; and It can be reasonably expected that all phases of the rehabilitation will be completed.
3. The property must be placed in service. See Treasury Regulation 1.46-3(d) for definition of "placed in service." The rehabilitation credit is generally allowed in the taxable year the
rehabilitated property is placed in service provided that the building has met the "qualified rehabilitated building" requirements for the 24 month period ending in that taxable year. A qualified rehabilitated building is defined as that which has been substantially rehabilitated and was placed in service as a "building" before the beginning of the rehabilitation (as opposed to a ship, airplane, bridge, etc). See Treasury Regulation 1.48-12(b).

If the taxpayer fails to complete the physical work of the rehabilitation prior to the date that is 30 months after the date the taxpayer filed a tax return on which the credit is claimed, the taxpayer must submit a written statement to the District Director stating such fact and shall be requested to sign an extension to the statute of limitations. See Treasury Regulation 1.48.12(f)(2).

4. What is the definition of "placed in service?"

"Placed in service" generally means that the appropriate work has been completed which would allow for occupancy of either the entire building, or some identifiable portion of the building. See Treasury Regulation 1.46-3(d).

What is an RFP (Request for Proposal)?

A) A request for proposal (RFP) is a document that solicits proposal, often made through a bidding process, by an agency or company interested in procurement of a commodity, service, or valuable asset, to potential suppliers to submit business proposals.

B) A request for proposal (RFP) is a business document that announces and provides details about a project, as well as solicits bids from contractors who will help complete the project. Most organizations prefer using RFPs, and, in many cases, governments only use requests for proposal.

What is an RFP (Request for Proposal)?

A) A request for information (RFI) is a common business process whose purpose is to collect written information about the capabilities of various suppliers. Normally it follows a format that can be used for comparative purposes.

B) A request for information is a document that asks for information from suppliers about their products and/or services. It is a preliminary document, usually sent early in the buying process, with the purpose of gathering general information about a vendor’s ability to meet a company’s needs and solve unique problems.
SUBJECT:
REVIEW AND APPROVAL OF THE SEPTEMBER 9, 2019 REGULAR SESSION MEETING MINUTES

RECOMMENDATION:
Staff recommends approval.

EXECUTIVE SUMMARY:
N/A.

BACKGROUND OR DETAILED INFORMATION:
N/A.

FISCAL IMPACT:
N/A.

SUGGESTED MOTION:
I MOVE to approve (approve with changes), the September 9 minutes as written.

Attachments
09/09/19 Draft Minutes
CALL TO ORDER

Chair Huff called the meeting to order at 5:00 p.m.

ROLL CALL

Present: Dan Huff, Chair  
         Dan Biel, Vice Chair  
         Michael Wilson, Commissioner  
         Steve Hannestad, Commissioner  
         Gail Munden, Commissioner

Absent: Susan Kalasunas, Commissioner  
        Timothy Bohen, Commissioner

Staff Present: Lynanne Dellerman, Recreation Manager  
               Steve Solomon, Town Council Liaison

Attendees: Gary Cohen, Attorney for the Town

CALL TO AUDIENCE

There were no speaker requests.

COUNCIL MEMBER LIAISON REPORT/COMMENTS

Council Liaison Solomon did not have any updates.

INFORMATIONAL ITEMS (this item is for report/comments only, no discussion is allowed)

1. Current information about Historic Preservation for Commissioners  
   There were no updates.

2. Report from Oro Valley Historical Society President  
   Roxy Johnson, the Oro Valley Historical Society President spoke about the Fundraising the Society continues to do throughout the year.

3. Report from Gail Munden, HPC liaison to the Oro Valley Historical Society  
   There were no updates.

REGULAR SESSION AGENDA
1. REVIEW AND APPROVAL OF THE JUNE 3, 2019 REGULAR SESSION MEETING MINUTES

Motion by Commissioner Gail Munden, seconded by Commissioner Michael Wilson to approve the meeting minutes as written.

Vote: 5 - 0 Carried

2. DISCUSSION AND PRESENTATION BY DAN ADAMS REGARDING IDEAS FOR FUTURE USAGE OF PROCTOR / LEIBER HOUSE

Dan Adams presented a power point presentation with regard to Steam Pump Ranch improvements and funding for them. Dan Adams says that with improvements we may see profit going forward. Commissioners asked questions regarding funding and how it would take place. Dan discussed possible lease options.

3. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE STAFF RECOMMENDED PRIORITIZATION OF THE FY19/20 STEAM PUMP RANCH CAPITAL IMPROVEMENTS

One blue card was presented with regard to this item. Twink Monard read a letter from Paul Loomis that was meant for the Historical Preservation Commission members. The letter stated that Mr. Loomis would like the staff to take a different direction with future funds and use them for improvements to Steam Pump Ranch instead of preservation of the property. Gail Munden agrees with the recommendations in Paul Loomis’s letter. She states that the Pusch house needs to be finished. Dan Biel ask questions regarding the fire code and if we have a plan for fire protection at the Ranch.

Steve Hannested moves to go against staff recommendation for allocation of CIP funds for the ranch. Steve states that he has museum experience and that we must have fire protection and a security system before moving forward with anything else at the Ranch.

Kristy Diaz- Trahan explains that the core values of the Historic Preservation Committee are to preserve the property and not let it deteriorate. Dan Huff asks how many years it might be before we can start storing borrowed artifacts at the Ranch. Kristy Diaz-Trahan says that we need to continue restoration and stabilization of the Carlos house.

Lynanne Dellerman talks about stabilization done in 2015 and that really only lasts one year. It is of utmost importance that we keep up with the need. Dan Huff explains that he realizes how hard it is to get movement with regard to funds. He states that more funds mean a big impact on structures at the Ranch.

Michael Wilson asks if there is a possibility to do both improvements and restoration. Kristy Diaz-Trahan sates that there are not enough funds. Dan Biel talks about fire protection and how we could fundraise to be able to make it happen. Kristy Diaz-Trahan states that the Historic Preservation Commission is a nonprofit, and they do not fundraise.

Motion by Commissioner Steve Hannestad, seconded by Commissioner Gail Munden to approve the essay questions and due dates.

Vote: 4 - 1 Carried

OPPOSED: Chair Dan Huff

4. LOCAL REGISTRY PROJECT UPDATE BY LYNNANNE DELLERMAN
Lynanne Dellerman provided a report based on the local registry project consisting of the three mid-century modern neighborhoods in Oro Valley: Shadow Mountain Estates, Oro Valley Country Club Estates and Suffolk Hills.

A report based on potentially nominating three homes into the local registry of Historical Places.

5. DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTION OF THE STAFF RECOMMENDED TOPICS FOR THE WILLIAM ADLER WRITING CONTEST, INCLUDING THE RECOMMENDED TIMELINE FOR IMPLEMENTATION

Lynanne Dellerman reviewed the different essay questions, and the members voted on their top 3 choices. The essay questions that will be utilized will be: 1) How do you predict wildlife populations will change in Oro Valley in 20 years? 2) Who is Francisco Romero? Where did he settle and what challenges did he and his family encounter? Consider food, clothing, shelter, water, and threats to their safety. 3) Describe the shape of the Hohokom ball court its probable uses and how you think the game(s) may have been played. What activities, real or fictional, use a similar type of ball field? Describe an activity you would do in a similar area.

6. DEPARTMENT REPORT

1. Projects completed at SPR at the end of FY 18/19
   a. Roof repaired on BBQ
   b. Almost done with Chicken coops. Tin roof going up now.
      i. Will complete the adobe sections with workshops soon
   c. Finished the block and brought in dust mitigation soil around the Farmers Market Ramada
   d. Created a block walkway and planted trees in P/L back yard
      i. Grass will be added soon
   e. Brought in Electric panel to area near bunk houses
   f. Took down a rotten tree and planted a new one in Front of P/L house
   g. Ordered railroad ties to adjust parking area
      i. To be done after haunted hayrides
   h. Design documents completed for Garage utilizing specifications from the Historical Society to meet their needs for an office, labs and meeting space.

2. We have several special events coming up at Steam Pump Ranch
   a. Monster Mash – Oct 4th 4 to 9 p.m.
   b. Haunted Hayrides - Oct 4, 6 to 9 p.m. and Oct 5, 11, 12 & 18 5 to 9 p.m.
   c. 2nd Saturday with Hands on Archaeology and the Historical Society tours – Oct 12, 9 a.m.-1 p.m.
   d. Friday night Concert - Nov 1, 6:30 – 9 p.m.
   e. Historical Society Christmas Market Nov 9 – Dec 21

We need volunteers for the Monster Mash and Haunted Hayrides

   a. Monster Mash – Oct 4th 4 to 9 p.m.
      i. We need volunteers to arrive at least on hour prior so we can train and explain. Being dressed up is a plus.
   b. Haunted Hayrides - Oct 4, 6 to 9 p.m. and Oct 5, 11, 12 & 18 5 to 9 p.m.
      i. If they would enjoy helping us with the hayrides we need people to arrive by 3 on the 4th and by 3:30 for any first time folks and 4:14 if they have not helped before.

FUTURE AGENDA ITEMS

There were no items brought forth. The next Historic Preservation Commission meeting is tentatively scheduled for Monday, October 7, 2019 at 5:00 p.m.

ADJOURNMENT
Motion by Chair Dan Huff, seconded by Vice Chair Dan Biel to adjourn the meeting.

Vote: 5 - 0 Carried

Chair Huff adjourned the meeting at 6:23 p.m.

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular session of the Town of Oro Valley Historic Preservation Commission of Oro Valley, Arizona held on the 9th day of September, 2019. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of ____________________, 2019.

___________________________
Casey Wilson
Senior Office Specialist