

# DRAFT



## MINUTES

**GOVERNMENT SERVICES COMMITTEE  
CITY HALL  
COUNCIL CONFERENCE ROOM  
5850 W. GLENDALE AVE.  
GLENDALE, ARIZONA 85301**

**MARCH 7, 2023  
2:00 P.M.**

**1. CALL TO ORDER**

Councilmember Turner called the meeting to order at 2:15 p.m.

**2. ROLL CALL**

Present: Bart Turner, Chair  
Ian Hugh, Councilmember  
Lauren Tolmachoff, Councilmember

Also Present: Marcela Moreno, Deputy City Clerk  
Jamsheed Mehta, Assistant City Manager  
Randy Huggins, Director, Development Services  
Tabitha Perry, Manager, Planning

Attendees: Timothy Quinn, Chair, Historic Preservation Commission

**3. CITIZEN COMMENTS**

There were no comments.

**4. APPROVAL OF THE MINUTES**

- a. Approval of the minutes of the February 7, 2023 Government Services Committee meeting

Motioned by Councilmember Lauren Tolmachoff, seconded by Councilmember Ian Hugh to approve the February 7, 2023 Government Services Committee meeting minutes.

AYE: Chair Bart Turner

Councilmember Ian Hugh  
Councilmember Lauren Tolmachoff  
Passed

## 5. NEW BUSINESS

### a. Discussion regarding Historic Preservation Commission activities

Councilmember Turner explained why he requested to discuss possible Historic Preservation Commission (HPC) activities related to notifying historical homeowners of their historical value for the community. He asked for staff to share the current roles of the HPC.

Timothy Quinn, Historic Preservation Commission Chair, said due to the pandemic, commission activities slowed down. He said the inventory could be updated from twenty years ago, but it would be costly and would require significant staff time.

Ms. Perry said staff was in the process of conducting research on the cost to survey homes that should be added to the registrars' list. She shared feedback from the commissioners on requested activities for the commission.

Mr. Quinn suggested also research various historical homes that were not necessarily in historic areas. He gave an example of Great Depression era housing made of concrete structures in the area southeast of 51st Avenue and Northern Avenue.

Councilmember Hugh asked what the requirements for a home were to qualify to be considered historic.

Ms. Perry recalled a form was required and surveyors would inspect the property to make a determination.

Councilmember Hugh asked how old a house had to be.

Ms. Perry did not have that information.

Councilmember Hugh suggested the HPC could determine new historic properties.

Mr. Quinn said there were numerous areas that could be reviewed. He recalled a consultant was used previously.

Ms. Perry said that was correct. She said the commission's budget would require funding in order to hire a consultant.

Councilmember Tolmachoff recalled the state funding The Heritage Fund. She asked if this was an opportunity that the commission could use.

Ms. Perry said the department has discussed the possibility of grant funding.

Councilmember Tolmachoff recalled she requested funding for a Grant Writer during the last budget cycle.

Councilmember Turner asked if it was too late into the budget cycle to allot funds for Historic Preservation activities.

Mr. Mehta said typically a consultant was hired for grant writing and that cost should not be an

issue for the current fiscal year.

Councilmember Turner said if salary savings were used to fund a grant writer, it was salary costs, although it would not be internal.

Mr. Mehta said that was correct.

Councilmember Turner asked if there were any requests from the HPC that the Council should be aware of.

Mr. Mehta suggested to hire a grant writer to obtain funding to pay for surveyors and publications.

Mr. Quinn suggested to contact the architectural school at Arizona State University (ASU) to develop a class related to conducting a survey.

Mr. Huggins shared his experience participating in the Historic Preservation tour.

Councilmember Turner asked if the Historic Preservation tour would be restarting.

Mr. Quinn said Ms. Perry was currently researching the requirements to restart the tour.

Councilmember Turner suggested adding the Historic Preservation tour as a stop on the Glendale University program.

Mr. Perry said based on time and funding for the current year, the tour would be virtual, with the anticipation that next year would be the walking tour. She was still gathering the necessary information before presenting it to the commission for input.

Mr. Huggins recalled the bus tour used coach style buses.

Ms. Perry said the buses were obtained through grant funding.

Councilmember Turner shared why he requested to discuss the Historic Preservation Commission. Asked if it was possible to conduct outreach to owners of historic properties.

Mr. Mehta said flyers could be sent to individuals explaining what a designation would entail.

Councilmember Turner asked if it was possible to flag historic properties on the Assessor's website.

Councilmember Tolmachoff said it could be part of the title report for the property.

Councilmember Turner asked if there was a designated Historic Preservation Officer.

Ms. Perry said a Senior Planner was the unofficial officer and he was in the process of being trained.

Councilmember Tolmachoff asked if there were rules regarding maintaining historic character of the property or neighborhood for the city.

Ms. Perry said the city did have similar rules.

Councilmember Tolmachoff asked how people were notified.

Ms. Perry gave an example of when a permit was pulled to change a structure, if in a historic area, they were required to obtain clearance for their proposal as to whether the change maintained the character.

Councilmember Tolmachoff gave an example of a person that was not aware of the requirement to maintain the character of the neighborhood. She asked if information could be provided to a buyer of city requirements.

Ms. Perry said explained the process of a person requesting a permit through the city and the process of a person making changes without notifying the city. She said based on the discussion, staff needed to inform historic property owners the proper steps to make any structural changes.

Mr. Quinn said designated properties had the opportunity to pay half of the property tax that would be required.

Councilmember Turner asked if there was an ordinance that had a similar requirement to changing historic structures. He recalled businesses did not get the tax break, only residential properties.

Ms. Perry said that was correct.

Councilmember Turner gave an example of the old First Christian Church and how the exterior was painted. He asked if they had any way of knowing the requirement for the historic property.

Ms. Perry recalled that they did work through staff and it was determined to be acceptable, but she was unsure the exact reason why.

Councilmember Turner did not recall requirements that would stop someone from making changes to a historic property.

Councilmember Tolmachoff asked if a permit was required to stucco an exterior.

Mr. Huggins explained the inspection process for stucco.

Mr. Mehta said there was a certification process, but he did not recall if it was part of an ordinance. He explained the Historic Preservation Officer's process in reviewing and certifying incoming requests. Requests would also go through a second review with the Planning Commission.

Councilmember Turner said they would act similar to the Board of Adjustment for preservation issues.

Mr. Mehta said that was correct.

Ms. Perry did not recall many cases brought before the Planning Commission.

Councilmember Turner shared the process he went through when modifying the entryway to the fruit packing house at Sahuaro Ranch Park. He recalled seeing ditches piped in that were previously open ditches. He was unsure whether that change went through the historic process.

Mr. Mehta recalled Jim Burke, Parks and Recreation Director, asking the Planning Department if the improvement was allowable within the historic preservation ordinance.

Mr. Quinn added the last major renovations done to the main house were completed under those same guidelines.

Councilmember Hugh was in favor of moving forward with allowing the commission to notify residents of the historical housing within the city. He added there were additional historic homes that were not within historic neighborhoods.

Mr. Quinn recalled a home a 51st Avenue and Northern.

Councilmember Hugh recalled that home was enclosed by the orchard.

Councilmember Turner summarized the discussion and conveyed to the Historic Preservation Commission members the GSC's appreciation for their efforts. He encouraged feedback from members on how GSC could support their historical efforts.

Councilmember Turner asked if the Historic Preservation tour was well attended.

Ms. Perry said it absolutely was.

Councilmember Tolmachoff asked how much the tour cost to hold. She commented on the City's historical value that many residents may not be aware of.

Mr. Quinn recalled the initial response from tour participants.

Councilmember Tolmachoff requested information on the cost to hold a tour.

Ms. Perry indicated she had begun researching the information and would provide that to the GSC.

Councilmember Tolmachoff asked if the Historic Preservation Commission was involved with Manistee Ranch.

Mr. Quinn said the Historical Society oversaw Manistee Ranch.

Councilmember Turner shared how the property was divided with parts belonging to the Historical Society and the City.

Councilmember Tolmachoff added previous discussions regarding the sustainability of Manistee Ranch and the possibility of an endowment for the property.

Councilmember Turner restated his gratitude for the commission and if staff would like to discuss the item further to let the GSC know.

Mr. Quinn said when staff time became available, he would like to discuss details that could proceed a survey.

Councilmember Turner said the Council could consider appropriating budgeted funds to support the commission.

Councilmember Tolmachoff suggested an intern to assist with the more detailed research and work for the survey and planning a tour.

## **6. MOTION TO ENTER INTO EXECUTIVE SESSION**

Motioned by Councilmember Ian Hugh, seconded by Councilmember Lauren Tolmachoff to hold an executive session.

AYE: Chair Bart Turner  
Councilmember Ian Hugh  
Councilmember Lauren Tolmachoff  
Passed

## **7. EXECUTIVE SESSION**

The Government Services Commission met in executive session at 2:59 p.m. for discussion and consideration of appointments and other items relating to various boards and commissions and other bodies pursuant to (A.R.S. 38-431.03(A)(1)).

Motioned by Councilmember Ian Hugh, seconded by Councilmember Lauren Tolmachoff to adjourn the executive session.

AYE: Chair Bart Turner  
Councilmember Ian Hugh  
Councilmember Lauren Tolmachoff  
Passed

Councilmember Turner adjourned the executive session at 3:04 p.m.

## **8. NEXT MEETING**

Ms. Moreno said the April 4th Government Services Committee meeting would be vacated due to the previously scheduled budget meeting. The next Government Services Committee meeting would be held on May 2nd, 2023 at 2:00 p.m., in the Council Conference Room of City Hall, located at 5850 W. Glendale Ave, Glendale, Arizona 85301.

## **9. ADJOURNMENT**

Motioned by Councilmember Lauren Tolmachoff, seconded by Councilmember Ian Hugh to adjourn the meeting.

AYE: Chair Bart Turner  
Councilmember Ian Hugh  
Councilmember Lauren Tolmachoff  
Passed

Councilmember Turner adjourned the meeting at 3:05 p.m.

The Government Services Committee meeting minutes of \_\_\_\_\_, 2023 were submitted and approved this \_\_\_ day of \_\_\_\_\_, 2023.

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Marcela Moreno, CMC  
Deputy City Clerk