

**Town of Oro Valley
Historic Preservation Commission**

2017 ANNUAL REPORT
Reporting Period: July 2016 – June 2017



TOWN COUNCIL	HISTORIC PRESERVATION COMMISSION	TOWN STAFF
Mayor Satish I. Hiremath, D.D.S.	Chair Eric Thomae	Kristy Diaz-Trahan Parks & Recreation Director
Vice Mayor Lou Waters	Vice Chair Walter Ohlson	Lynanne Dellerman Recreation & Cultural Resources Manager
Councilmember Joe Hornat	Commissioner Dan Huff	Tobin Sidles Legal Services Director
Councilmember Rhonda Pifia	Commissioner Joseph Kane	Mollie Frye Parks & Recreation Sr. Office Specialist
Councilmember Bill Rodman	Commissioner Jenni Sunshine	
Councilmember Mary Snider		
Councilmember Steve Solomon		

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INTRODUCTION

The Oro Valley Historic Preservation Commission (HPC or the Commission) is charged with providing the historic perspective and review for the Town of Oro Valley, Arizona (Town). Through its monthly meetings, the HPC provides input and direction for the Town on issues involving historically significant resources. The Commission functions to ensure the preservation of historic buildings, districts, landmarks, structures, documents, photographs, and other artifacts that represent the historic background and development of the Oro Valley area. Further, the Commission actively promotes educational opportunities relating to the Town's history and preservation efforts. Since May 2009, the Town has maintained Certified Local Government (CLG) status under the National Historic Preservation Act of 1966. Pursuant to the CLG Historic Preservation Program in Arizona, Section III(C), this report details the activities of the HPC for the reporting period ranging from July 2016 through June 2017. This report includes highlight and special projects (and any cases reviewed), decisions made, meeting minutes, resumes of commission members, and commissioner attendance at meetings.

I. Activity Highlights and Special Projects

The highlights of special projects and activities of the HPC are provided below for reference. This section also includes any HPC-reviewed cases and/or issues during this reporting period.

A. Public Participation in Preservation Efforts and Heritage Education

In furthering these Commission goals, the HPC continues to distribute the Town's Cultural and Historic Resources brochure. The brochure includes information on the Town's history – from prehistoric Hohokam villages near the Tortolita and Santa Catalina Mountain ranges to nineteenth-century homesteads and ranches to twentieth-century suburban neighborhoods. This brochure discusses major Native American archeological sites in the Town, nineteenth-century ranching families, the Pusch family and the Steam Pump Ranch, and post-World War II development in the Town. The brochure also provides references for the public to access more information from the Town, the HPC, and the Oro Valley Historical Society.

Additionally, the HPC again sponsored the William Adler Historical Expository Writing Contest for local fourth-grade students in the Amphitheater Public School District (Amphi) and area home-school programs. The Commission worked to align the essay topics of the Contest with the Social Studies curriculum adopted by Amphi. This year, the HPC enhanced the Contest by engaging staff at Catalina State Park so that Contest entrants could have a complimentary interpretive tour of a Hohokam ruin. The HPC also collaborated with the Oro Valley Public Library so that Contest entrants could utilize its services for essay research. In May 2017, the HPC announced the winners of the Contest and they included: First Place winner Zach Phillips, Second Place winner Gavin Phillips, and Third Place winner Maya Lamoreaux. Winning entries remain available for public view on the Town website.

Finally, this year the Town hosted the 15th Annual Arizona Historic Preservation Conference. One morning during the conference, the Town hosted a breakfast at Steam Pump Ranch that included docent-led tours by the Historical Society and educational information regarding Honey Bee Preserve.

Other efforts of the HPC's William Adler Educational Outreach Program include work with the Oro Valley Historical Society on the Speakers' Bureau – a program aimed at educating the public on local history.

B. Steam Pump Ranch

A continued focus of the Commission has been the Town's unique and valuable property – the Steam Pump Ranch. The HPC remains concerned with the deterioration of the historic-core buildings and structures on the property. These structures include the Pump House, Pusch Ranch House, Procter-Leiber House, Bunk Houses, Garage/Workers' Housing, Carlos' House/Former Barbecue Pavilion, Chicken Coop Structures, and the Stables. The Commission has worked to improve its ability to monitor the process of preservation and restoration at Steam Pump Ranch.

This year, the HPC ensured that stabilization work was completed as planned for the Chicken Coop Structures at Steam Pump Ranch. The Structures were at significant risk of complete loss prior to commencement of stabilization work. The Town also secured a grant to educate the public on adobe repair and conservation. With the help of the public, adobe repair work was completed at Steam Pump Ranch as well.

C. Historic Neighborhoods

One of the HPC's primary concerns during this reporting period has been the development of a program for historic designation and recognition of private residences and neighborhoods in the Town. In previous years, the HPC has surveyed potentially significant properties throughout the Town.

This year, the HPC dedicated considerable attention to the identification of the Oro Valley Country Club Estates (OVCC) as a significant historic neighborhood. Commissioners have worked with residents of OVCC in order to advance the work of attaining historic designated status for the neighborhood. Specifically, Chair Thomae and Vice Chair Ohlson have had considerable contact with OVCC regarding the issue.

D. Town History and Records

Although many of the Town's historic records and photographs remain available for public viewing at the Oro Valley Public Library, and the Oro Valley Historical Society maintains historic photographs and documents, the HPC continues to work toward its mission goal of creating and maintaining an inventory of significant artifacts. The HPC is encouraged by the support of such endeavors from both the Library and the Historical Society.

E. Honey Bee Village

A focus of the work of the HPC remains Honey Bee Village. The Commission continues to explore the feasibility of public tours on the site in the future.

F. 2017 Historical Writing Contest Winners

The Commission once again conducted a writing contest for elementary school students focused on topics of local historical significance. This year, the winners included: First Place: "The Time of the Hohokam" by Zach Phillips; "Hohokam vs. Modern" by Gavin Phillips; and "The Gadsden Purchase" by Maya Lamoreaux.

II. Commission Meeting Summaries

The Commission convened monthly from September 2016 through June 2017 for a total of ten meetings. Summaries of decisions made for each meeting are provided below for reference. Commissioner attendance is also included.

A. September 6, 2016 Meeting

- a. Present: Jenni Sunshine, Walter Ohlson, Alison Crane, Dan Huff, Joseph Kane
- b. Commissioners elected Commissioner Sunshine as Chair and Commissioner Ohlson as Vice Chair.
- c. Commission adopted the conceptual site plan at Vistoso Trails and Honeybee Preserve
- d. Commissioners reviewed samples of approved sign plan for the Historic Designation Program and made recommendations for changes. Commission adopted sign design.
- e. Commission adopted the 2016 Annual Report.

- f. Commissioner Crane discussed the Historic Landmark Designation process.
- B. October 3, 2016 Meeting
 - a. Present: Jenni Sunshine, Walter Ohlson, Alison Crane, Dan Huff, Joseph Kane
 - b. HPC adopted Historic Designation sign design
 - c. HPC adopted essay questions for writing contest
 - d. HPC adopted the Historical Society license agreement
 - e. Commissioner Ohlson discussed the Speakers Bureau status
- C. November 7, 2016 Meeting
 - a. Present: Jenni Sunshine, Walter Ohlson, Joseph Kane
 - b. Absent: Eric Thomae
 - c. Excused: Alison Crane, Dan Huff
 - d. The meeting was closed due to a lack of quorum.
- D. December 5, 2016 Meeting
 - a. Present: Jenni Sunshine, Walter Ohlson, Alison Crane, Dan Huff, Joseph Kane, Eric Thomae
 - b. HPC reviewed the Historical Landmark Designation process
 - c. HPC adopted Oral History project as written
- E. January 3, 2017 Meeting
 - a. Present: Walter Ohlson, Alison Crane, Joseph Kane, Eric Thomae
 - b. Excused: Dan Huff, Jenni Sunshine
 - c. HPC elected Eric Thomae as Chair and Walter Ohlson as Vice Chair
 - d. Chair Thomae presented windshield tour of significant properties in the Town
- F. February 6, 2017 Meeting

- a. Present: Eric Thomae, Jenni Sunshine, Alison Crane, Dan Huff, Joseph Kane

G. March 2017 Meeting

- a. Present: Eric Thomae, Walter Ohlson, Dan Huff, Joseph Kane, Jenni Sunshine
- b. Excused: Alison Crane
- c. Commission reviewed final draft application for Historic Landmark Designation and discussed incentives
- d. Oral history project discussed

H. April 2017 Meeting

- a. Present: Eric Thomae, Dan Huff, Joseph Kane, Jenni Sunshine
- b. Walter Ohlson, Alison Crane
- c. Presentation by Planning Manager Bayer Vella
- d. OV Historical Society update
- e. Oral history update

I. May 2017 Meeting

- a. Present: Eric Thomae, Walter Ohlson, Alison Crane, Dan Huff, Joseph Kane, Jenni Sunshine
- b. General Plan presentation
- c. Discussion of incentives for Historic Landmark Designation
- d. Oral history update

J. June 2017 Meeting

III. Commission Meeting Minutes

The minutes for the HPC's meetings are included in the following pages.

MINUTES
ORO VALLEY HISTORIC PRESERVATION COMMISSION
***AMENDED (9/2/16, AT 4:00 PM)**
September 6, 2016
ORO VALLEY COUNCIL CHAMBERS
11000 N. LA CANADA DRIVE

CALL TO ORDER AT OR AFTER 5:00 P.M.

ROLL CALL

PRESENT: Jenni Sunshine, Chair
Walter Ohlson, Vice Chair
Alison Crane, Commissioner
Dan Huff, Commissioner
Joseph Kane, Commissioner

EXCUSED: Eric Thomaе, Commissioner

STAFF PRESENT:

Kristy Diaz-Trahan, Parks & Recreation Director
Lynanne Dellerman, Recreation & Cultural Resources Manager
Michael Spaeth, Senior Planner, Community Development & Public Works
Tobin Sidles, Attorney, Legal Department

1. **REVIEW AND/OR APPROVAL OF THE JUNE 6, 2016 REGULAR SESSION MINUTES**

Minutes were approved upon the changes of two items. Item number two must read "The Town of Oro Valley Planning Department agreed to send early notice of all developmental projects to Mr. Steere and the Tribal Preservation Officers agreed to consult with Oro Valley Historic Preservation Commission in the future." Item nine was amended to read "Vice Chair Sunshine indicated she had a list of items needing department report follow up. She also suggested the Commission put components of department report in future agenda items. Items for the September meeting included items for the Outreach Essay Contest, reports from Conference attendees, an annual report from Commissioner Huff, revisiting the Oro Valley Historic Preservation Commission rule changes, and a report from the Historical Society."

June 6, 2016 Minutes

MOTION: A motion was made by Commissioner Huff and seconded by Commissioner Kane to approve the minutes as amended.

MOTION carried, 5-0

2. *ELECTION OF OFFICERS

a. ELECTION OF CHAIR

Commissioner Kane nominated Vice Chair Sunshine to replace Chair Lane.

MOTION: A motion was made by Commissioner Kane and seconded by Vice Chair Ohlson to nominate Vice Chair Sunshine as the new Chair.

MOTION carried, 5-0

b. ELECTION OF VICE CHAIR

Commissioner Crane nominated Commissioner Ohlson to replace Vice Chair Sunshine.

MOTION: A motion was made by Commissioner Crane and seconded by Commissioner Huff to nominate Commissioner Ohlson as the new Vice Chair.

MOTION carried, 5-0

3. DISCUSSION AND POSSIBLE ACTION ON THE HONEYBEE PRESERVE IMPLEMENTATION PLAN BY MICHAEL SPAETH, SR. PLANNER

[Click here for Honeybee Recreation Area](#)

[Click here for Conceptual Site Plan](#)

[Click here for Board Report](#)

[Click here for Implementation Plan](#)

Michael Spaeth, Senior Planner from Town of Oro Valley Community Development and Public Works, asked that the Commission consider two recommendations presented by Mattamy Homes. The first request was to approve the park conceptual design and proposed amenities. The second request was to approve a potential future dedication for the Town. Mr. Spaeth explained that the entrance and display area has been relocated closer to Moore Road so that it is no longer near the residential area, yet more accessible to people on Moore Road. Gary Grizzle from the WLB group, who represented Mattamy Homes, further discussed the proposed amenities.

MOTION: A motion was made by Chair Sunshine and seconded by Commissioner Huff to accept the conceptual site plan at Vistoso Trails and Honeybee Preserve and to approve a potential dedication upon completion

MOTION carried, 5-0

4.

REPORT FROM CHAIR SUNSHINE AND VICE COMMISSIONER OHLSON ON THE HPC CONFERENCE

Vice Commissioner Ohlson stated he discovered that certified local government training is helpful and is a powerful networking tool. Chair Sunshine offered to help access educational materials on various historical subjects that she learned about at the conference. She also informed the Commission of incentives for preservation programs and art, as well as programs for tax credits that can be rolled into historical preservation.

5. DISCUSSION AND POSSIBLE ACTION ON THE HISTORIC DESIGNATION SIGN DESIGN

[Click here for Historical Sign Design #1](#)

[Click here for Historical Sign Design #2](#)

Lynanne Dellerman, Cultural Resources Manager, showed samples of the approved sign plans from the designer. The Commission discussed the plans that were submitted and agreed on modifications pertaining to the cut out lettering. It was agreed that the sign would be returned to the designer for the requested modifications.

MOTION: A motion was made by Commissioner Crane and seconded by Vice Chair Ohlson to adopt the burnt orange version of the sign along with modifications to the cut out lettering

MOTION carried, 5-0

6. *DISCUSSION AND POSSIBLE ACTION ON THE HPC ANNUAL REPORT (SPECIAL PROJECTS AND ACTION TAKEN BY THE BOARD), PRESENTED BY COMMISSIONER DAN HUFF

[Click here for Annual Report intro](#)

[Click here for Annual Report Sept-Dec Minutes](#)

[Click here for Annual Report Jan-Mar minutes](#)

[Click here for Annual Report April-May minutes](#)

[Click here for Annual Report Part I Commissioner Application Materials](#)

[Click here for Annual Report Part II Commission Application Materials](#)

Commissioner Huff described the purpose of the report. Vice Chair Sunshine requested inclusion on the report of information about the writing contest and its questions.

MOTION: A motion was made by Chair Sunshine and seconded by Commissioner Crane to adopt the annual report with the addition of the writing contest information

MOTION carried, 5-0

7. REPORT OF CURRENT EDUCATIONAL OPPORTUNITIES FOR HISTORIC PRESERVATION COMMISSION MEMBERS TO ATTEND (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Ms. Dellerman pointed out items of interest specifically the AZ Archeology lectures. She also mentioned the ASM open house, museum day, and the Four Corners Expedition as part of the upcoming events. Details are provided on the educational attachments.

[Click here for September Educational Opportunities](#)

8. COMMISSION WORK PLAN

a. REPORT BY LYNANNE DELLERMAN ON STEAM PUMP RANCH MAJOR IMPROVEMENT PROJECTS

Ms. Dellerman discussed the newly planted grass, grant applications currently in process, and events that are coming up at Steam Pump Ranch. She also reported that the planning for the Historical Preservation Conference is in process and will be held in Oro Valley next year.

b. REPORT BY COMMISSIONER CRANE ON THE HISTORIC LANDMARK DESIGNATION PROCESS

Commissioner Crane stated that she and Ms. Dellerman met and reviewed the applications that are in existence to see if they can be applied to the Commission's process. Commissioner Crane noted she has bullet point items and questions about codes, hearing notices, and staff availability, that need to be finalized and possibly ready for a future meeting.

9. COMMISSION MEMBER ASSIGNMENTS

a. REPORT BY VICE COMMISSIONER OHLSON ON THE ORO VALLEY HISTORICAL SOCIETY SPEAKERS BUREAU PROJECT

Vice Commissioner Ohlson reported that the Oro Valley Historical Society is reorganizing. The Speaker's Bureau report will be deferred to another meeting.

b. *DISCUSSION AND POSSIBLE ACTION ON THE WILLIAM ADLER COMMUNITY OUTREACH WRITING CONTEST, BY VICE CHAIR SUNSHINE

Chair Sunshine requested work on developing questions for the essay. Discussion about leaving the essay to fourth graders only was addressed and noted that elementary grades' curriculum is when students learn AZ history. Commissioner Kane volunteered to head the subcommittee and to have questions expedited to meet deadlines for the contest.

10. DEPARTMENT REPORT

Ms. Diaz-Trahan discussed the resignation of leadership at the Historical Society. She mentioned that she and Ms. Dellerman would like to work with the Historical Society to assist in raising funds and awareness. Ms. Diaz-Trahan reported that a letter of support from the Town, for the designation of US Route 80 as a historic road, had been submitted. The June 17, 2017 Historical Preservation Conference was mentioned by Ms. Diaz-Trahan, as she is on the planning committee and the theme is "Historic Preservation is in our future".

11. FUTURE AGENDA ITEMS

Future Agenda items include the historic sign design, the historic landmark designation process, the Speaker's Bureau Report, and the relationship agreement between the Commission and the Historical Society.

12. NEXT HISTORIC PRESERVATION COMMISSION MEETING TENTATIVELY SCHEDULED FOR MONDAY, OCTOBER 3, 2016 TO BEGIN AT 5:00 P.M. - DISCUSSION AND POSSIBLE ACTION

No discussion

ADJOURNMENT

MOTION: A motion was made by Vice Chair Ohlson and seconded by Commissioner Kane to adjourn at 6:47 p.m.

MOTION carried, 5-0

Prepared by:

Mollie Frye
Senior Office Specialist

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular session of the Historic Preservation Commission of Oro Valley, Arizona held on the 6th day of September, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

MINUTES
ORO VALLEY HISTORIC PRESERVATION COMMISSION
REGULAR SESSION
October 3, 2016
HOPI CONFERENCE ROOM
11000 N. LA CANADA DRIVE

CALL TO ORDER AT OR AFTER 5:00 P.M.

ROLL CALL

PRESENT: Jenni Sunshine, Chair
Walter Ohlson, Vice Chair
Alison Crane, Commissioner
Dan Huff, Commissioner
Joseph Kane, Commissioner

EXCUSED: Eric Thomaе, Commissioner

Staff Present: Kristy Diaz-Trahan, Parks & Recreation Director
Lynanne Dellerman, Recreation & Cultural Resources
Manager
Mike Zinkin, Council Member

CONSENT AGENDA

A. Minutes - September 6, 2016

MOTION: A motion was made by Commissioner Huff and seconded by Commissioner Kane to approve consent items on September 6, 2016 minutes that did not need to be changed

MOTION carried, 5-0

Remaining items that were moved from consent agenda to regular agenda were discussed. Item 2 "Election of Officers", text will be changed to identify appropriate title following the election results.

MOTION: A motion was made by Commissioner Kane and seconded by Commissioner Huff to change text from Chair Kane to Commissioner Kane

MOTION carried, 5-0

MOTION: A motion was made by Vice Chair Ohlson and seconded by Commissioner Huff to replace text from Chair Ohlson to Commissioner Ohlson

MOTION carried, 5-0

MOTION: A motion was made by Chair Sunshine and seconded by Commissioner Crane to approve minutes with corrections

MOTION carried, 5-0

B. Educational opportunities for Historic Preservation Commission members to attend

MOTION: A motion was made by Commissioner Huff and seconded by Commissioner Kane approve the remaining consent agenda minutes on item B

MOTION carried, 5-0

***COUNCIL LIAISON REPORT (Discussion Limited to Clarification Only)**

Councilmember Zinkin thanked the Commission for their service. He provided a copy of the Grant Deed for the Commissioners to review at a later time. He suggested the Commission ensure there is funding for future Capital Programs.

AGENDA

CALL TO THE AUDIENCE

Blue Card speaker and town resident, Paul Loomis, requested information on the historical sign design and offered his opinions.

1. DISCUSSION AND POSSIBLE ACTION ON THE HISTORIC DESIGNATION SIGN DESIGN

Chair Sunshine explained that the sign design was the second sample provided by the designer based on the Commissions direction. Further discussion included signage placement, cost, size range and uses. Consistency and uniformity was the agreed upon goal.

MOTION: A motion was made by Commissioner Crane and seconded by Commissioner Huff to adopt the proposed sign plan

MOTION carried, 5-0

2. DISCUSSION AND POSSIBLE ACTION ON THE WILLIAM ADLER COMMUNITY OUTREACH RULES WRITING CONTEST, PRESENTED BY CHAIR SUNSHINE AND COMMISSIONER KANE. CHAIR SUNSHINE PROVIDED BACKGROUND OF THE CONTEST

Chair Sunshine provided the background of the contest. Chair Sunshine explained that she and Commissioner Kane revised the essay rules to ensure fairness, they

changed the judging criteria to include independent thinking, and they reduced the point scoring structure for ease of grading. The Commissioners discussed amending Question 1 due to sophistication of wording. Ms. Diaz-Trahan recommended staff clean up and edit the document before submitting it to the teacher. Chair Sunshine welcomed anyone to express their interested in writing questions for future essays.

MOTION: A motion was made by Vice Chair Ohlson and seconded by Commissioner Crane to rewrite question one as "Imagine time travel has been perfected and you are an archeology student 500 years in the future. Your assignment is to compare the civilizations represented by two cultures: a) the Hohokam villages of Oro Valley, which were abandoned about 1500 A.D., b) your neighborhood today."

MOTION carried, 5-0

MOTION: A motion was made by Commissioner Kane and seconded by Commissioner Crane to accept questions number two and three as written

MOTION carried, 5-0

3. **DISCUSSION AND POSSIBLE ACTION ON THE RENEWAL OF THE HISTORICAL SOCIETY LICENSE AGREEMENT**

Mr. Paul Loomis, Treasurer of Historical Society and Oro Valley resident, recommended the Town and the Historical Society continue with the renewal agreement. He also requested the Commission rewrite portions of the agreement to reflect items that are no longer applicable or need updated. Ms. Diaz-Trahan explained that the current license expired in March and suggested that we accept the legal document so the Historical Society is able to legally continue to raise funds.

MOTION: A motion was made by Commissioner Crane and seconded by Vice Chair Ohlson approve and adopt the Historical Society license agreement and allow staff freedom to correct the requested typing errors

MOTION carried, 3-2 with Commissioner Crane and Commissioner Huff opposed

4. **REPORT BY LYNANNE DELLERMAN ON STEAM PUMP RANCH MAJOR IMPROVEMENTS AND CHANGES (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)**

Ms. Dellerman described the current work on the lawn and informed the Commission of the upcoming Harvest Festival.

5. **REPORT BY COMMISSIONER OHLSON ON THE ORO VALLEY HISTORICAL SOCIETY SPEAKERS BUREAU PROJECT (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)**

Chair Sunshine explained that the report is a combined report between the Historical Society Speakers Bureau and the Historic Preservation Commission (HPC). Vice Chair Ohlson informed the Commission about upcoming speaker, Dan Devine. He mentioned that any collaboration opportunities have not yet commenced. Vice Chair Ohlson provided a document about the 2.5 square mile Oral History Project of Oro Valley, for the Commission to review. It was decided that this item be tabled for a future agenda item.

6. DEPARTMENT REPORT (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Ms. Diaz-Trahan updated the Commissioners that Katherine Leonard was named the new Historical Preservation Conference Officer. Ms. Leonard is on the planning committee and is securing sponsors and coordinating tours. Ms. Diaz-Trahan also reported that council approved the site plan for the land near the Honeybee Preserve.

7. DISCUSSION AND POSSIBLE ACTION TO DETERMINE TOPICS FOR INCLUSION ON DEPARTMENT REPORT REGARDING CONTENT

Requested topics for inclusion on the department report were discussed. Items included updates on Steam Pump Ranch, programs, Town site plans and Council items that are approved as related to the HPC.

FUTURE AGENDA ITEMS

No topics. Next Historic Preservation Commission meeting tentatively scheduled for Monday, November 7, 2016 to begin at 5:00 p.m.

ADJOURNMENT

MOTION: A motion was made by Chair Sunshine and seconded by Commissioner Huff to adjourn

MOTION carried, 5-0

Prepared by:

Mollie Frye,

Senior Office Specialist I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular session of the Historic Preservation Commission of Oro Valley, Arizona held on the 6th day of June, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

MINUTES
ORO VALLEY HISTORIC PRESERVATION COMMISSION
REGULAR SESSION
November 7, 2016
HOPI CONFERENCE ROOM
11000 N. LA CANADA DRIVE

CALL TO ORDER AT OR AFTER 5:00 P.M.

ROLL CALL

PRESENT: Jenni Sunshine, Chair
Walter Ohlson, Vice Chair
Joseph Kane, Commissioner

ABSENT: Eric Thomae, Commissioner

EXCUSED: Alison Crane, Commissioner
Dan Huff, Commissioner

Staff Present: Kristy Diaz-Trahan, Parks & Recreation Director
Lynanne Dellerman, Recreation & Cultural Resources Manager
Tobin Sidles, Town Attorney

Chair Sunshine declared that a quorum was not present, she closed the meeting.

ADJOURNMENT

Chair Sunshine adjourned the meeting at 5:01p.m..

Prepared by:

Mollie Frye Senior Office Specialist

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular session of the Historic Preservation Commission of Oro Valley, Arizona held on the 7th day of November, 2016. I further certify that the meeting was called but not held because a quorum was not present.

MINUTES
ORO VALLEY HISTORIC PRESERVATION COMMISSION
REGULAR SESSION
December 5, 2016
HOPI CONFERENCE ROOM
11000 N. LA CANADA DRIVE

CALL TO ORDER AT OR AFTER 5:00 P.M.

ROLL CALL

PRESENT: Jenni Sunshine, Commissioner
Walter Ohlson, Vice-Chair
Alison Crane, Commissioner
Dan Huff, Commissioner
Joseph Kane, Commissioner
Eric Thomae, Commissioner

STAFF PRESENT: Kristy Diaz-Trahan, Parks & Recreation Director
Lynanne Dellerman, Recreation & Cultural Resources
Manager

CALL TO THE 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 Historic Preservation Commission may not discuss or take legal action matters raised during "Call to the Audience." In order to speak during "Call to Audience" please specify what you wish to discuss when completing the blue speaker card.

CONSENT AGENDA

A. Minutes - October 3, 2016

MOTION: A motion was made by Commissioner Kane and seconded by Commissioner Sunshine to approve minutes as amended

MOTION carried, 6-0

B. Minutes - November 7, 2016

MOTION: A motion was made by Commissioner Sunshine and seconded by Commissioner Kane to approve items B and C

MOTION carried, 6-0

- C. Educational opportunities for Historic Preservation Commission members to attend

AGENDA

1. DISCUSSION AND POSSIBLE ACTION ON THE HISTORICAL DESIGNATION FORM BY COMMISSIONER CRANE. PLEASE READ SECTION 6-10-7 FOR DISCUSSION AND POSSIBLE ACTION

Commissioner Crane discussed how the Historic Landmark Process was reviewed and addressed some of the requirements. Benefits to homeowners, application process, and a possible checklist were all considered as well as recommendations.

MOTION: A motion was made by Commissioner Crane and seconded by Commissioner Thomae to add a number 7 to include a consequence for violating prior subsections

MOTION: A motion was made by Commissioner Sunshine to add a friendly amendment that a specific consequence be later developed

MOTION carried, 5-1 with Vice-Chair Ohlson opposed

MOTION: A motion was made by Commissioner Sunshine to add a zoning ordinance to support landmark designation
no second, motion failed

MOTION: A motion was made by Commissioner Sunshine and seconded by Commissioner Thomae to change section F to "landmark status once designated remains in perpetuity"

MOTION: A motion was made by Commissioner Kane and seconded by Commissioner Thomae to remove item number A.2.C filing fee

MOTION carried, 4-2 with Vice-Chair Ohlson and Commissioner Crane opposed

MOTION failed, 0-6 with Commissioner Sunshine, Vice-Chair Ohlson, Commissioner Crane, Commissioner Huff, Commissioner Kane, and Commissioner Thomae opposed.

2. DISCUSSION AND POSSIBLE ACTION ON THE ORAL HISTORY PROJECT BY VICE CHAIR OHLSON

Vice Chair Ohlson described a project where people will record and document stories of Oro Valley history. Grant money and student assistance was also discussed.

MOTION: A motion was made by Commissioner Thomae and seconded by Commissioner Huff to adopt the Oral History project as written

MOTION carried, 6-0

3. **REPORT BY LYNANNE DELLERMAN ON STEAM PUMP RANCH MAJOR IMPROVEMENTS AND CHANGES (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)**

Ms. Dellerman reported possible locations for the horse statue

4. **REPORT BY LYNANNE DELLERMAN ON THE HONEYBEE VILLAGE PEDESTRIAN PATH AND EXITING POINT (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)**

Ms. Dellerman reported that an Eagle Scout volunteer group will be cleaning the pedestrian path

5. **DEPARTMENT REPORT (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)**

Ms. Diaz-Trahan reported the following:

- Honeybee Park plan was approved by Council
- All Boards and Commissions operate by the same rules as Council
- An internship program is being developed by Ms. Dellerman
- PRAB is requesting a liaison to attend their meetings
- SHPPO sent word that the Town received two grants
- Agenda for the Council

FUTURE AGENDA ITEMS (The Historic Preservation Commission may bring forth general topics for future meeting agendas. Discussion must be limited to information and clarification).

- Horse recognition artist
- HPC recommendations for budget
- Consequences for destroying landmarks

NEXT HISTORIC PRESERVATION COMMISSION MEETING scheduled for Tuesday, January 3, 2017 to begin at 5:00 p.m.

ADJOURNMENT

Chair Sunshine adjourned the meeting at 7:02 p.m.

Prepared by:

Mollie Frye

Senior Office Specialist

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular session of the Historic Preservation Commission of Oro Valley, Arizona held on the 5th day of December, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

MINUTES
ORO VALLEY HISTORIC PRESERVATION COMMISSION
REGULAR SESSION
January 3, 2017
HOPI CONFERENCE ROOM
11000 N. LA CANADA DRIVE

CALL TO ORDER AT OR AFTER 5:00 P.M.

ROLL CALL

PRESENT: Walter Ohlson, Vice Chair
Alison Crane, Commissioner
Joseph Kane, Commissioner
Eric Thomae, Commissioner

EXCUSED: Jenni Sunshine, Chair
Dan Huff, Commissioner

STAFF PRESENT: Kristy Diaz-Trahan, Parks & Recreation Director
Lynanne Dellerman, Recreation & Cultural Resources
Manager
Steve Solomon, Council Member Liaison, Tobin Sidles, Town
Attorney

CALL TO THE AUDIENCE - No speakers present

CONSENT AGENDA

Review and/or approve the December 4, 2016 regular session minutes

MOTION: A motion was made by Commissioner Huff and seconded by Commissioner Thomae to approve consent agenda

MOTION carried, 4-0

AGENDA

1. **ELECTIONS FOR 2017 HPC OFFICERS**

MOTION: A motion was made by Vice Chair Ohlson and seconded by Commissioner Crane to nominate Eric Thomae as Chairman

MOTION carried, 4-0

MOTION: A motion was made by Commissioner Thomae and seconded by Commissioner Crane to have Vice Chair Ohlson continue as Vice Chair

MOTION carried, 4-0

2. DISCUSSION AND POSSIBLE ACTION ON ORAL HISTORY PROJECT BY VICE CHAIR OHLSON

Vice Chair Ohlson requested that the Oral History Project be tabled until the February meeting so that a strategy can be further discussed.

3. PRESENTATION AND DISCUSSION ON BUDGET 2017-2018, INCLUDING CAPITAL REQUESTS

Ms. Diaz-Trahan introduced the budget calendar and the process for funding requests, priorities and capital improvement projects. The Commission discussed their preservation interests and it was established that a budget package be created to include a Phase I Proctor/Leiber House preservation plan followed by a fire suppression fund.

4. REFRESHER PRESENTATION OF WINDSHIELD TOUR OF ORO VALLEY ARCHITECTURE BY COMMISSIONER THOMAE

Chair Thomae presented his "windshield survey" to the Commission. No action was taken.

5. REPORT BY LYNANNE DELLERMAN ON STEAM PUMP RANCH MAJOR IMPROVEMENTS AND CHANGES (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Ms. Dellerman explained funds that have been used now and future funds for the chicken coop improvements.

6. DEPARTMENT REPORT AND UPDATE OF ESSAY CONTEST (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Ms. Dellerman explained that Chair Sunshine and Commissioner Kane prepared a rough draft of the contest rules and instructions. A final draft is in process.

FUTURE AGENDA ITEMS: (The Historic Preservation Commission may bring forth general topics for future meeting agendas. Discussion must be limited to information and clarification). Next Historic Preservation Commission meeting tentatively scheduled for Monday, February 6, 2017 to begin at 5:00 p.m.

Complete the presentation and overview of the Windshield Survey.

ADJOURNMENT

Chair Thomae adjourned the meeting at 7:02 p.m.

Prepared by:
Mollie Frye Senior Office Specialist

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular session of the Historic Preservation Commission of Oro Valley, Arizona held on the 3rd day of January, 2017. I further certify that the meeting was duly called and held and that a quorum was present.

MINUTES
ORO VALLEY HISTORIC PRESERVATION COMMISSION
REGULAR SESSION
February 6, 2017
HOPI CONFERENCE ROOM
11000 N. LA CANADA DRIVE

CALL TO ORDER AT OR AFTER 5:00 P.M.

ROLL CALL

PRESENT: Eric Thomaе, Chair
Alison Crane, Commissioner
Dan Huff, Commissioner
Joseph Kane, Commissioner
Jenni Sunshine, Commissioner

ABSENT: Walt Ohlson, Vice Chair

STAFF PRESENT: Kristy Diaz-Trahan, Parks & Recreation Director

CALL TO AUDIENCE - No speakers present

INFORMATIONAL ITEMS

1. Educational opportunities for Historic Preservation Commission members to attend

CONSENT AGENDA

- A. Minutes January 3, 2017

MOTION: A motion was made by Commissioner Kane and seconded by Commissioner Huff to approve Consent Agenda

MOTION carried, 5-0

AGENDA

1. UPDATE ON THE ORO VALLEY HISTORICAL SOCIETY (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Jim Williams, board member of the Historical Society was introduced to the Commission. The Historical Society is interested in establishing a permanent office location and is contemplating Steam Pump Ranch. Mr. Williams informed the Commission that membership is increasing so

the Historical Society is interested in having a liaison attend future HPC meetings.

2. DISCUSSION ABOUT CONSEQUENCES OF DESTROYING LANDMARKS

Chair Thomae defined the landmark according to the Town's code. The Commissioners discussed penalties placed by other jurisdictions. The idea to create incentives rather than consequences was proposed for future discussion.

3. PRESENTATION AND DISCUSSION OF A DRAFT APPLICATION FOR HISTORIC LANDMARK DESIGN

Commissioner Crane described the process that she and Ms. Lynanne Dellerman incurred to create the draft application. She focused on the checklist and items on the draft allowing the Commissioners clarification and the opportunity to make changes. Commissioner Crane agreed to implement changes and finalize the draft for future review.

4. DISCUSSION AND POSSIBLE ACTION ON DEVELOPING AN ORAL HISTORY PROJECT BY RECORDING STORIES RELATED TO HISTORICALLY SIGNIFICANT LANDMARKS LOCATED IN THE 2.5 SQUARE MILES OF THE ORO VALLEY ESTATES, BY VICE CHAIR OHLSON.

No discussion or action due to the absence of Commissioner Ohlson.

5. REPORT BY LYNANNE DELLERMAN ON STEAM PUMP RANCH MAJOR IMPROVEMENTS AND CHANGES (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Director Kristy Diaz-Trahan informed the Commission that there was nothing of significance to report about major changes.

6. DEPARTMENT REPORT (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Ms. Diaz-Trahan reported the upcoming work on the chicken coop and the adobe making lecture at Steam Pump Ranch. She also indicated items in the bunk house have been removed, cleaned, itemized, and re-inventoried. She informed the Commission that the writing expository was submitted to schools, including homeschoolers and will be placed on the website. The Historic Preservation Conference early registration expires March 17.

FUTURE AGENDA ITEMS - (The Historic Preservation Commission may bring forth general topics for future meeting agendas. Discussion must be limited to information and clarification). Next Historic Preservation Commission meeting tentatively scheduled for Monday, March 6, 2017 to begin at 5:00 p.m.

- Code changes specific to the Historic Preservation
- Incentivizing landmark status.

ADJOURNMENT

Chair Thomae adjourned the meeting at 7:02 p.m.

MINUTES
ORO VALLEY HISTORIC PRESERVATION COMMISSION
REGULAR SESSION
March 6, 2017
HOPI CONFERENCE ROOM
11000 N. LA CANADA DRIVE

CALL TO ORDER AT OR AFTER 5:00 P.M.

ROLL CALL

PRESENT: Eric Thomae, Chair
Walter Ohlson, Vice Chair
Dan Huff, Commissioner
Joseph Kane, Commissioner
Jenni Sunshine, Commissioner

EXCUSED: Alison Crane, Commissioner

STAFF PRESENT: Kristy Diaz-Trahan, Parks & Recreation Director,
Lynanne Dellerman, Recreation & Cultural Resources
Manager

GUESTS: Carol Ball nominee for Historical Society, Paul Loumis Oro Valley resident

CALL TO THE AUDIENCE – No speakers

INFORMATIONAL ITEMS

Ms. Dellerman indicated that she had some additional educational opportunities that can be emailed to Commissioners.

CONSENT AGENDA

MOTION: A motion was made by Commissioner Kane and seconded by Commissioner Huff to approve Consent Agenda

MOTION carried, 5-0

AGENDA

1. UPDATE ON THE ORO VALLEY HISTORICAL SOCIETY (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Ms. Carol Ball a member from the Oro Valley Historical Society was introduced. Mr. Paul Loumis announced that the Guest Speaker for the Oro Valley Historical Society meeting will be held at the Oro Valley Community Center.

2. PRESENTATION AND DISCUSSION WITH POSSIBLE ACTION ON A FINAL DRAFT APPLICATION FOR HISTORIC LANDMARK DESIGNATION

Ms. Dellerman described changes on the draft that the Commissioners had previously discussed. She furthered her explanation by comparing the Town code with Pima County code.

MOTION: A motion was made by Chair Thomae and seconded by Vice Chair Ohlson to make the draft application of the Historic Landmark Designation form the final application

MOTION carried, 5-0

3. DISCUSSION ON THE CONCEPT OF INCENTIVIZING HISTORIC LANDMARK DESIGNATIONS

Commissioners discussed possible incentives for historic landmark designations which consisted of:

- waive the fees by making a recommendation to the Council
- refund the fees as agreed by the HPC
- feature the home as a landmark on Historic websites
- honor applicant with a social gathering
- submit any researched, unbiased incentives electronically to HPC office specialist

The Commissioners agreed to return to a future meeting with a discussion and possible action on the above mentioned incentives, along with incentives obtained from their own research

4. DISCUSSION AND POSSIBLE ACTION ON DEVELOPING AN ORAL HISTORY PROJECT BY RECORDING STORIES RELATED TO HISTORICALLY SIGNIFICANT LANDMARKS LOCATED IN THE 2.5 SQUARE MILES OF THE ORO VALLEY ESTATES, BY VICE CHAIR OHLSON.

Chair Thomae described a meeting that took place at the Oro Valley Country Club where he met people that can offer a wealth of historic information about the Oro Valley Country Club.

MOTION: A motion was made by Chair Thomae and seconded by Commissioner Huff to have Chair Thomae and Vice Chair Ohlson start the Oral History Project of recording stories related to Oro Valley Estates

MOTION carried, 5-0

5. REPORT BY LYNANNE DELLERMAN ON STEAM PUMP RANCH MAJOR IMPROVEMENTS AND CHANGES (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Ms. Dellerman reported on the success and interest of the adobe workshop. She informed the Commissioners of the budgeted item for repair of the cracks in Pusch House. She reminded the Commission that the pit house burning event has been rescheduled for April 30, 2017.

6. DEPARTMENT REPORT (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Ms. Diaz-Trahan reminded the Commission about parliamentary rules. As the Town representative for the bond committee with Pima County, she reported that the 1997 and 2004 projects are complete and the remaining funds will be amended for use at Honeybee Preserve in two phases. The early registration for the annual conference in June, ends March 17.

ADJOURNMENT

MOTION: A motion was made by Chair Thomae and seconded by Commissioner Sunshine to adjourn at 6:28 p.m..

MOTION carried, 5-0

Prepared by:

Mollie Frye
Senior Office Specialist

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special session of the Parks & Recreation Advisory Board of Oro Valley, Arizona held on the 6th day of March 2017. I further certify that the meeting was duly called and held and that a quorum was present.

FUTURE AGENDA ITEMS - (The Historic Preservation Commission may bring forth general topics for future meeting agendas. Discussion must be limited to information and clarification). Next Historic Preservation Commission meeting tentatively scheduled for Monday, April 3, 2017 to begin at 5:00 p.m.

- work on recommendations for code changes for historic landmarks
- develop strategy to work with Planning and Zoning department to ensure HPC concerns are included in our meetings
- research new concepts for incentives for historic landmark designations
- discuss unfinished work at SPR from first phase
- discuss and possible action of storage and clean up of items at SPR that need attention

- identify which phase of the Master Plan, SPR is involved
- discuss putting up "work in progress" signs on sites relevant to historic sites

MINUTES
ORO VALLEY HISTORIC PRESERVATION COMMISSION
REGULAR SESSION
April 3, 2017
HOPI CONFERENCE ROOM
11000 N. LA CANADA DRIVE

CALL TO ORDER AT OR AFTER 5:00 P.M.

ROLL CALL

PRESENT: Eric Thomae, Chair
Dan Huff, Commissioner
Joseph Kane, Commissioner
Jenni Sunshine, Commissioner

EXCUSED: Walter Ohlson, Vice Chair
Alison Crane, Commissioner

STAFF PRESENT: Kristy Diaz-Trahan, Parks & Recreation Director
Lynanne Dellerman, Recreation & Cultural Resources
Manager
Bayer Vella, Planning Manager
Steve Solomon, Councilmember

GUESTS: Jim Williams, Historical Society President

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 Historic Preservation Commission may not discuss or take legal action matters raised during "Call to the Audience." In order to speak during "Call to Audience" please specify what you wish to discuss when completing the blue speaker card.

No Speakers

INFORMATIONAL ITEMS

1. Educational opportunities for Historic Preservation Commission members to attend

CONSENT AGENDA

MOTION: A motion was made by Chair Thomae and seconded by Commissioner Huff to approve minutes

MOTION carried, 4-0

AGENDA

1. DISCUSSION ON THE RELATIONSHIP BETWEEN HISTORIC PRESERVATION COMMISSION AND PLANNING AND ZONING BY BAYER VELLA, PLANNING MANAGER

Mr. Bayer Vella, Town of Oro Valley Planning Manager, described the relationship between the HPC and the Town Planning and Zoning Department as two fold. That consists of first, to assist in the development review process and second to review projects that include all matters of zoning. He further explained a four step process in which action and information takes place if something significant is to occur. Commissioners asked questions.

2. UPDATE ON THE ORO VALLEY HISTORICAL SOCIETY (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Mr. Jim Williams, President of the Oro Valley Historical Society offered a brief report about elections, building and collections committees, and the Active Speaker's Bureau. He further mentioned upcoming calendar events.

3. UPDATE AND REPORT OF THE ORAL HISTORY PROJECT, HISTORICALLY SIGNIFICANT LANDMARKS LOCATED IN THE 2.5 SQUARE MILES OF THE ORO VALLEY ESTATES (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Chair Thomae explained the beginning point of the process for the Oral History Project. Ms. Dellerman explained items that may be of interest to the project.

4. DISCUSSION AND POSSIBLE ACTION ON TEMPORARY INFORMATIONAL SIGNAGE FOR HISTORIC BUILDINGS AT STEAM PUMP RANCH

The Commission discussed temporary signage possibilities, wording, and budget.

MOTION: A motion was made by Chair Thomae and seconded by Commissioner Sunshine to allow staff, in collaboration with Pat Spoerl former HPC Commissioner, to create informational signage.

MOTION carried, 4-0

5. REPORT AND UPDATE BY LYNANNE DELLERMAN ON THE ESSAY CONTEST AND STEAM PUMP RANCH MAJOR IMPROVEMENTS AND

CHANGES (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Ms. Dellerman described what has transpired with the essay contest thus far and the number of applicants. Ms. Dellerman described the second part of the Adobe workshop class and provided upcoming dates. She also explained that repairs will be addressed on those dates.

6. FAREWELL TO COMMISSIONER ALISON CRANE

Ms. Kristy Diaz-Trahan requested we table the farewell to Commissioner Crane until the May meeting due to her absence.

7. DEPARTMENT REPORT (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Ms. Diaz-Trahan reported on the following:

- Vacancies on the Commission
- Reminder for Commissioners to provide two incentives to the Senior Office Specialist
- Registration for HPC Conference is still available as well as volunteering opportunities
- Ms. Dellerman will be sitting in for Ms. Diaz-Trahan at the May 1st meeting

FUTURE AGENDA ITEMS - (The Historic Preservation Commission may bring forth general topics for future meeting agendas. Discussion must be limited to information and clarification).

- Site description for First and Tangerine Rd project from Planning and Zoning
- "Homework assignment" incentives for landmark designation applicants

NEXT HISTORIC PRESERVATION COMMISSION MEETING tentatively scheduled for Monday, May 1, 2017 to begin at 5:00 p.m.

ADJOURNMENT

MOTION: A motion was made by Chair Thomae and seconded by Commissioner Huff to adjourn at 6:20 p.m.

MOTION carried, 4-0

MINUTES
ORO VALLEY HISTORIC PRESERVATION COMMISSION
REGULAR SESSION
May 1, 2017
HOPI CONFERENCE ROOM
11000 N. LA CANADA DRIVE

CALL TO ORDER AT OR AFTER 5:00 P.M.

ROLL CALL

STAFF PRESENT: : Kristy Diaz-Trahan, Parks & Recreation Director
Lynanne Dellerman, Recreation & Cultural Resources Manager
Bayer Vella, Planning Manager
Elisa Hamblin, Long Range Principal Planner
Tobin Sidles, Town Attorney
Steve Solomon, Councilmember

PRESENT: Eric Thomae, Chair
Walter Ohlson, Vice Chair
Alison Crane, Commissioner
Dan Huff, Commissioner
Joseph Kane, Commissioner
Jenni Sunshine, Commissioner

CALL TO AUDIENCE - No speakers

INFORMATIONAL ITEMS

1. Educational opportunities for Historic Preservation Commission members to attend

CONSENT AGENDA

April 3, 2017 Minutes

MOTION: A motion was made by Chair Thomae to approve minutes after correcting the spelling of a misspelled name

MOTION carried, 6-0

AGENDA

- 1.

PLANNING WORK PLAN FY17/18-18/19 PRESENTATION BY ELISA HAMBLIN (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Ms. Elisa Hamblin, Long Range Principal Planner for the Town, explained that the General Plan is the highest level plan in the Town and from there ten sub-plans are created. She provided a planning division work plan draft and further described the role of the HPC's purpose in the work plan. Discussion ensued regarding the ability of HPC to implement, monitor, and oversee the Town's current and future cultural resources plan, under Parks & Recreation, as deemed by citizens.

2. UPDATE ON THE ORO VALLEY HISTORICAL SOCIETY (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

No report

3. DISCUSSION AND POSSIBLE ACTION ON INCENTIVES FOR HISTORIC LANDMARK DESIGNATIONS

The Commission reviewed and discussed the incentive items submitted by Commissioners. Chair Thomae suggested further discussion be tabled until the Commission is ready to provide the Town Council more information about the application fee and plaque fee for the historic designation process. A recommendation was made that Town staff reach out to SHIPPO to learn local incentives and other opportunities.

MOTION: A motion was made by Chair Thomae and seconded by Commissioner Huff to have staff present the "City of Sedona Small Grant Program Requirements" to the Town for future consideration.

MOTION carried, 6-0

MOTION: A motion was made by Chair Thomae and seconded by Commissioner Crane to ask Town Council to remove reimbursement processing fee for historic designation

MOTION carried, 6-0

4. DISCUSSION AND POSSILBE ACTION ON THE UPDATE OF THE ORAL HISTORY PROJECT, (HISTORICALLY SIGNIFICANT LANDMARKS LOCATED IN THE 2.5 SQUARE MILES OF THE ORO VALLEY ESTATES)

Chair Thomae shared two stories about the Oro Valley Estates as it pertains to the beginning of the Oral History Project. Vice Chair Ohlson also shared a story. It was discussed that stories will be reviewed for the purpose of using as presentations in the Oral History Project.

- 5.

REPORT BY LYNANNE DELLERMAN ON STEAM PUMP RANCH MAJOR IMPROVEMENTS AND CHANGES (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Ms. Dellerman presented the events that took place at the Adobe workshop and shared photos. She further reported that Sunday the pit houses were burned. Ms. Dellerman reported that BASIS Charter School history class planted a tree as part of the planting plan at Steam Pump Ranch.

6. FAREWELL TO COMMISSIONER ALISON CRANE

The Commissioners thanked Commissioner Crane for her service and presented her with a book.

7. DEPARTMENT REPORT (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Ms. Dellerman reported that preparations for the HPC Conference are in process and very successful. A breakfast will be held at Steam Pump Ranch on June 16 along with tours.

FUTURE AGENDA ITEMS - (The Historic Preservation Commission may bring forth general topics for future meeting agendas. Discussion must be limited to information and clarification).

- discussion and possible action on approval and discussion of annual plan for HPC and format it with Planning Department
- discussion and possible action on a strategic plan regarding cultural resources about implementing and creating our own plan
- explore possible code changes and possible presentation about landmark code by Demion Clinco, CEO of Tucson Historic Preservation Foundation
- discussion and action on creating a recommendation to change Town code to include a Historic Landmark zoning overlay
- invite Michael Fassett, MD, Vice President of Tucson Historic Preservation Foundation to educate home owners on Gist and other midcentury homes
- review and revise the Sedona Grant Program

Next Historic Preservation Commission meeting tentatively scheduled for Monday, June 5, 2017 to begin at 5:00 p.m.

ADJOURNMENT

MOTION: A motion was made by Chair Thomae and seconded by Commissioner Sunshine to adjourn at 6:33 p.m.

MOTION carried, 6-0

Mollie Frye
Senior Office Specialist

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special session of the Historic Preservation Commission of Oro Valley, Arizona held on the 1st day of May 2017. I further certify that the meeting was duly called and held and that a quorum was present.

MINUTES
ORO VALLEY HISTORIC PRESERVATION COMMISSION
REGULAR SESSION
June 5, 2017
HOPI CONFERENCE ROOM
11000 N. LA CANADA DRIVE

CALL TO ORDER AT OR AFTER 5:00 P.M.

ROLL CALL

PRESENT: Walter Ohlson, Vice Chair
Dan Huff, Commissioner
Joseph Kane, Commissioner
Jenni Sunshine, Commissioner

ABSENT: Eric Thomaе, Chair

STAFF PRESENT: Kristy Diaz-Trahan, Parks & Recreation Director
Lynanne Dellerman, Recreation & Cultural Resources Manager
Bayer Vella, Planning Manager
Steve Solomon, Councilmember

GUESTS: Jim Williams, Historical Society President

CALL TO AUDIENCE - No Speakers Present

INFORMATIONAL ITEMS (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

1. Educational opportunities for Historic Preservation Commission members to attend

CONSENT AGENDA

- A. Approval of the May 1, 2017 Minutes

MOTION: A motion was made by Commissioner Sunshine and seconded by Commissioner Huff to approve minutes as noted with correction

MOTION carried, 4-0

AGENDA

1. DISCUSSION AND POSSIBLE ACTION ON THE PLANNING WORK PLAN FY17/18-18/19, BY PLANNING ADMINISTRATOR BAYER VELLA

Bayer Vella described how the work plan reflects the Town's strategic plan. The planning department put together a two year plan and the Council decided to use the Your Voice Our Future plan as the guide for the two years. Mr. Vella answered questions and informed the Commission that Planning and Zoning tracks progress while Parks & Recreation manages.

MOTION: A motion was made by Commissioner Huff and seconded by Commissioner Kane to approve the Planning and Zoning Work Plan as is.

MOTION carried, 4-0

2. PRESENTATION OF "HOW ZONING OVERLAYS WORK" BY PLANNING ADMINISTRATOR BAYER VELLA (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Bayer Vella presented and defined zone overlays. Questions and discussion ensued along with examples of overlays within the Town of Oro Valley.

3. UPDATE ON THE ORO VALLEY HISTORICAL SOCIETY (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Mr. Jim Williams from the Oro Valley Historic Society offered information about upcoming guest speakers and reminded the Commission that one of their main functions is to education the community about local history. He mentioned two upcoming topics pertaining to early land law and the Zellweger Mansion.

4. REPORT ON ESSAY WINNERS (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Ms. Dellerman informed Commissioners that student winners were honored and gifted at last month's Council meeting. Essays are placed on the Town's website on the historic preservation page.

5. CALL FOR COMMISSIONER VOLUNTEER TO DEVELOP THE 2016/2017 ANNUAL REPORT TO BE SUBMITTED TO THE STATE HISTORIC PRESERVATION OFFICE (SHPO) IN SEPTEMBER

Ms. Diaz-Trahan reminded the Commission that the Annual Report is a regulated document. Commissioner Huff volunteered to prepare the report.

6. REPORT BY LYNANNE DELLERMAN ON STEAM PUMP RANCH MAJOR IMPROVEMENTS AND CHANGES (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Ms. Dellerman reported that the chicken coop work is still in progress and that workshops will continue at Steam Pump Ranch. David Yubeta will be returning to work on the adobe wall in the garage as pro bono work. Ms. Dellerman also reminded commissioners about several interesting classes that will take place at the Historic Preservation Conference including a breakfast held at Steam Pump Ranch.

7. DEPARTMENT REPORT (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Ms. Diaz-Trahan reported that the Honey Bee Archeology Preserve owned by Pima County provided a report with updates. She listed the details and informed the Commission that completion is expected in the fall. Pima county park rules will apply.

FUTURE AGENDA ITEMS - (The Historic Preservation Commission may bring forth general topics for future meeting agendas. Discussion must be limited to information and clarification). Next Historic Preservation Commission meeting tentatively scheduled for Tuesday, September 5, 2017 to begin at 5:00 p.m.

Commissioner Sunshine reminded the Commission of the existing list that is currently in place. She also requested that the impact on historic properties by land use and development proposals be added as a future agenda item.

ADJOURNMENT

Vice Chair Ohlson adjourned the meeting at 6:06 p.m..

Mollie Frye
Senior Office Specialist

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special session of the Historic Preservation Commission of Oro Valley, Arizona held on the 5th day of June 2017. I further certify that the meeting was duly called and held and that a quorum was present.

IV. Commissioner Application Materials

The application materials for the current HPC commissioners are included in the following pages



ORO VALLEY VOLUNTEER APPOINTMENT APPLICATION

Dear Oro Valley Citizen:

We appreciate your interest in the Town of Oro Valley. This informational form, when completed, will allow us to quickly process your application by assisting us in understanding how we can best use your talents and experience. A list describing the Town's Boards and Commissions is attached for your reference. Information reflecting the procedures surrounding the appointment process to Boards is also attached. Your application will remain on file for two years from the date of receipt. We thank you kindly for volunteering to serve the Town!

Please note: No volunteer shall serve on more than one standing Board at any time.

Return this application to the Town Clerk's Office, 11000 N. La Cañada Drive, Oro Valley, Arizona 85737.

Name: Thomas Eric J. Last First Middle Suffix
Address: Oro Valley AZ 85737 Street City State Zip
Home Phone Business Phone Cellular Phone
Number of Years in Oro Valley: 3 Email Address
Signature: [Handwritten Signature] Date: 12-12-12

Please indicate the board or commission you wish to join: Historic Preservation Commission

Please list your volunteer services in Oro Valley and with other organizations including any boards or commissions on which you have served: (board/commission, civic, educational, cultural, social, etc.)

Orange Grove Manor Townhouse Association - Board Member 2006-2009 and President (2 years)

How does your previous volunteer service prepare you for the board or commission appointment for which you have applied? Please describe an issue considered at a meeting of the Board or Commission for which you are applying.

Three years of membership on a homeowner's association board and two years as president provided me with a wealth of experience in working with others whose opinions usually differed. Able to adapt and compromise and work for the greater good of the community. Additionally, my mother is an architectural historian in Iowa with a PhD in architectural history. She owns her own historic preservation consulting firm and would provide a wealth of knowledge as a resource.

Have you attended the Community Academy or CPI? No What Year? If not, are you willing to attend? Yes

Briefly describe your educational/vocational background.

I have a BA in Political Science from the University of Arizona and a JD from Drake University in Des Moines, Iowa. I have been practicing as an attorney for six years.

IF DESIRED, ADDITIONAL INFORMATION MAY BE ATTACHED
www.orovalleyaz.gov

2/23/11

Profile

Dear Oro Valley Citizen:

We appreciate your interest in the Town of Oro Valley. This informational form, when completed, will allow us to quickly process your application by assisting us in understanding how we can best use your talents and experience. Information reflecting the procedures surrounding the appointment process to Boards is attached below. Your application will remain on file for two years from the date of receipt. We thank you kindly for volunteering to serve the Town!

Please note: No volunteer shall serve on more than one standing Board at any time.

<u>Walter</u> First Name	<u>H.</u> Middle Initial	<u>Ohlson</u> Last Name	<u></u> Suffix
-----------------------------	-----------------------------	----------------------------	-------------------

Email Address

<u></u> Street Address	<u></u> Suite or Apt.
---------------------------	--------------------------

<u>Oro Valley</u> City	<u>AZ</u> State	<u>85755</u> Postal Code
---------------------------	--------------------	-----------------------------

Oro Valley Resident
Please select your residency status:

3 mos
Number of years in Oro Valley (if less than 1 year, please state number of months)

<u></u> Primary Phone	<u></u> Alternate Phone
--------------------------	----------------------------

Which Boards would you like to apply for?

Historic Preservation Commission

Interests & Experiences

Please list your volunteer services in Oro Valley and with other organizations including any

Other Design Background

Question applies to Conceptual Design Review Board.

For each selection you made above, please provide your years of experience and a generalized description of your professional design background in that area.

Have you attended the Community Academy or CPI?

Yes No

If yes, what year?

If no, are you willing to attend?

Yes No

[OHL.S.director.2016.Tucson.docx](#)

Upload a Resume

Please attach any additional documents here

Please read the information contained in Appendices "B" and "C" of the Parliamentary Rules and Procedures before continuing.

[Appendix "B" - Appointment Process](#)

[Appendix "C" - Volunteer Consideration](#)

Please Agree with the Following Statement

By clicking this box, I certify that I have read the information contained in Appendices "B" and "C" of the Parliamentary Rules and Procedures.

I Agree *

WALTER H. OHLSON

SENIOR-LEVEL DIRECTOR

To parlay over twenty-years of building long-term, professional business relationships inside the franchise world, real estate brokerage, IT, and Yellow Pages advertising -- throughout the U.S. -- in addition to having an historian's eye for understanding and interrupting human endeavor, into an executive-level position with a market-leading, cutting-edge corporation.

PROFESSIONAL ACHIEVEMENTS

Administration

- Recruited, trained, and managed hundreds of employees in addition to managers and administrative staffs;
- Administered HR policies and procedures and wrote all employee evaluations in addition to presenting comp-plans;
- Serviced & consulted over 450 franchisee clients in multi-state regions: Desert Southwest (Arizona, New Mexico, Nevada, and West Texas) (twice); and the Midwestern U.S (Illinois, Indiana, Iowa and Nebraska);
- Drafted "preferred vendor" contracts to enhance web-revenue lines in addition to offering broader transactional services;
- Envisioned and planned multiple annual award celebrations, quarterly meetings, and sales rallies for as many as 1,600 attendees;
- Prepared PowerPoint presentations for client proposals and designed company brochures for trade shows;
- Supervised as many as 10 international trade expositions and state conventions, as well as franchisor/brand conventions;
- Relocated entire field operations in both Phoenix as well as Chicago;
- Consolidated and revamped two major parliamentary advertising councils;
- Advanced proficiencies in most Microsoft operating systems;
- Tactfully communicates sensitive information;
- Professional business, educational, and leisure traveler throughout the U.S. and Hawaii, Mexico, Canada, and Europe.

Sales and Sales Management:

- Twenty+ years of *business-to-business*, consultative sales experiences inside extensive cold-calling environments such as Yellow Pages advertising, specialty billboards, and franchising;
- Advanced knowledge of the franchise sales processes, *i.e.*, transactions, legal documents, sales and growth models;
- Negotiated and closed over 70 franchises, with an average royalty-fee of \$250,000, in the states of Arizona, Nevada, New Mexico, Texas, Ohio, and Iowa;
- Managed INTERNET sales operation, closing, on average, 800 transactions annually;
- Experience with various CLIENT RELATIONSHIP MANAGEMENT (CRM) systems including SalesForce;
- Coached and managed hundreds of sales personnel achieving some of the highest productivity metrics measured.

Strategic Planning, Budgeting and Project Management:

- Forecasted monthly/quarterly and annual budgets while leading the nation in net operating profits (N.O.I) with two brands;
- Reconfigured entire lead distribution algorithms to maximize efficiencies and productivity;
- Demonstrated understanding of and expertise in franchisor/franchisee relationship;
- Helped hundreds of franchisees understand their strategic role in building brand via recruiting and M&A initiatives;
- Seven (7) years of field management experience as a Franchise District Manager or Director;
- Drafter of excellent, in-depth S.W.O.T. analyses;
- Commissioned IT development of *Go LOCAL* marketing initiative at Chicago, Omaha and Lincoln, NE.

Academic Achievements:

- Graduate-level work in American (U.S.) History; Earned Bachelor's Degree in Classical Studies;
- Presented academic essay titled: Ambushed at Shiloh: Grant's Army, then Grant Himself at *Mid-America Conference on History* as well as *Northern Illinois University Graduate Student Conference*;
- Successfully completed 3-day seminar on professional public speaking skills using MS PowerPoint;
- Procured state-issued real estate licenses in both Arizona and Illinois.

PROFESSIONAL HISTORY

Capital Connect, Inc., Tucson, AZ, is a nationally recognized leader in residential and commercial security and home automation systems. Partners are industry leaders that help deliver affordable security products and services to customers across Arizona, California, New Mexico, Texas, Colorado, Utah, Nevada, Idaho and Illinois.

■ **DIRECTOR of STRATEGIC PARTNERSHIPS** September 2015 to Present
Home and Business Security Solutions/Technologies

Spearheading new commercial department focusing on business security in addition to seeking partnerships that align with CCI core-residential business.

- Procured the largest Advertising Business Agreement (ABA) in company history, aligning with a 1000-agent real estate firm in Arizona that closes over 15,000 transactions a year – in only first month;

RE/MAX LLC, Denver, CO (NYSE: RMAX)

A "best-in-class" publicly traded brand with 100,000 member-agents working out of over 6,500 offices in 100 countries.

■ **Sr. BUSINESS DEVELOPMENT CONSULTANT (SR. BDC)** August 2014 to August 2015
Franchise Sales, Southwest Region (Arizona, New Mexico and West Texas)

Promoted to the franchise sales division as a *senior* director to market the franchise systems at Tucson, Phoenix, Albuquerque/Santa Fe, and El Paso, TX.

- Sold 7 franchises at Tucson (UA), Scottsdale (Old Town), Tempe, Rio Rancho (3), and Santa Fe – in just 8 months;
- Brokered acquisition of 20-year old company in New Mexico;
- Turned-around declared "termination" by finding and brokering *partnership* to save existing operation at Tucson;
- Probed and forged the *Adult-Community Franchise* concept.

■ **FRANCHISE DEVELOPMENT CONSULTANT (FDC)** February 2014 to August 2014
Regional Services, Southwest Region (Arizona, New Mexico and West Texas)

Relocated to Denver to serve the Southwest Region to bring value to franchise clients; assist and consult members on brokerage growth; collect outstanding fees and renew all expired contracts.

- Stabilized regional services in the state of New Mexico and Southern Arizona by renewing 7 contracts in the first 4 months;
- Terminated non-performing members (where others have failed),
- Engaged and trained ~250 members out of 350 in less than 5 months to gain a robust increase in adoption-rates within the LeadStreet CRM.

■ **DIRECTOR of BUSINESS DEVELOPMENT** February 2013 to February 2014
Regional Services, RE/MAX Central, Inc. Lincoln, NE (Nebraska-Iowa)

Relocated to Lincoln, NE to serve the Central Region, one of the oldest independent regions in the RE/MAX world; market and service the franchise systems.

- Increased membership head-count in Nebraska and Iowa from 585 to 620, or +6%, in just the 1st year from a decline of -22 members (2012);
- Added new franchise @ Des Moines;
- Decommissioned half the hot-air balloon fleet while purchasing and refurbishing fleet in two states;
- Set 2014 Regional Marketing Plan titled: *Go LOCAL!* See <http://www.remax-central.com/omaha/communities>

ADHOC Advocates, L.P., Chicago, IL

Professional business consultancy, concentrating on solving business and brand development issues

■ **MANAGING GENERAL PARTNER**

May 2011 to December 2012

Management Consulting

Four (4) main areas of concentration: Brand Development; New Market Opportunities; Staffing & Recruiting Solutions; Exit Strategy Solutions; Projects commissioned:

- Apartment Finders, Inc.: Brand Development & Investors sought
- Prudential Rubloff Corporation
 - New Market Development (NW Indiana and SW Michigan)
 - Drafted feasibility study on residential rental business in Chicago
- Listingbook, LLC, "*The Ultimate Online Solution for Real Estate Agents and their Clients*," Northeast Illinois
 - Launched new company into Chicago market, promoting their robust CRM.

ZIP Realty, Inc., Emeryville, CA, is a publicly-traded, high-tech corporation working inside the residential real estate space.

■ **DIRECTOR of REGIONAL OPERATIONS (RD)**

April 2009 to April 2011

Internet Real Estate Brokerage (Chicago)

Administered day-to-day business operations for this internet-based real estate brokerage including recruiting and training; fiscal budgetary management; brand development; Client Relationship Management (CRM) development and management; sought advertising revenues and alliances:

- Turned-around one of the most dysfunctional, poorly-run and non-profitable business units in U.S.
- Surpassed both 2009 and 2010 revenue budgets by 13% and 4%, respectively;
- Chicago operation closed over 1,600 transactions on \$8 MM in commissions, generating **\$1,837,051** (22.5%) in net operating profit while company posted record losses of -\$17 MIL in 2009 and 2010;
- One of only five regions in the U.S., out of 34, that posted a positive returns in 2010;
- Recruited on average seventy-five (75) new employees annually and taught engagement strategies;
- Redesigned entire territory configuration to maximize capture rates on 5,000-7,000 B2C internet-prospects *monthly*;
- Sales techniques taught and managed which produced #1 or #2 rankings in LEAD-CONVERSION RATIOS (.67 to .98), nationwide;
- Increased Y-O-Y productivity 133.1% for 51 of 56 employee-agents (91%).

REALOGY Franchise Group (RFG), Parsippany, NJ, is the largest franchisor of residential and commercial real estate brokerage offices in the world with approximately 14,300 franchised and company-owned offices and 253,000 brokers.

■ **REGIONAL SERVICES DIRECTOR (RD)**

February 2006 to September 2008

Regional Services, Northern Illinois and Northwest Indiana

Spearheaded turn-around project of **Century 21 LLC** (Chicago Region) with 200+ member clients and 6000 sales associates, generating \$8 MIL in annual franchise fees:

- Increased market-share from 6.1% to 7.1% after only 1-year while also purging region of 20% of under-performing offices and agents;
- Retention strategies renewed over \$7 million in royalty fees in just the last year alone;
- Re-directed franchise sales efforts which added \$5 MM in adjusted gross commissions;
- Franchise Sales Team won TOP HONOR awards nationwide in '06 and '07
- Hosted 1st ever annual awards celebration inside a built 1929 speakeasy.

RE/MAX International, Denver, CO

Privately-held real estate brand with 75,000 member-agents working out of over 4,500 offices in 80 countries

■ **DIRECTOR OF FRANCHISE DEVELOPMENT**

September 2005 to December 2005

Franchise Sales, RE/MAX of California and Hawaii

Relocated to the California-Hawaii Region at Los Angeles...

- Drafted plan to market the franchise system inside the City of San Francisco;
- Shortly after relocating, regional director passed away and the region was sold;
- Returned to Chicago to run the Century 21 region.

■ **Sr. FRANCHISE SALES CONSULTANT**

February 2001 to September 2005

Franchise Sales, RE/MAX Central & Northern Ohio (Cleveland, Columbus and Toledo, OH)

Hired to combat "adverse" conditions in Cleveland, maintain strength in Columbus, and re-invigorate Toledo; directed the selection and placement of all new franchisees; marketed franchise systems via cold-calling to competing firms:

- Personally Sold 35 franchises in 1st four years while the region sold 66 franchises in same time -- a record in Ohio;
- Earned *Honorable Mention* and promoted after only 1 year, 2001;
- Honored 1st in Franchise Sales Revenue and 2nd in Units Sold in the U.S. COR regions, 2002;
- One of only five employees (5) nationwide to win all-expenses paid vacation (for 2) to Cabo San Lucas, Mexico, '04;

ACADEMIC STUDIES & PURSUITS

Re-Certified, Integrity Selling®, Integrity Solutions Holding, LLC, Denver, CO, January 2015;

Certified, Take Back Your Life! (TBYL), Microsoft Outlook®, McGhee Productivity Solutions, Denver, CO, March 2014;

Graduate, Integrity Selling®, Integrity Solutions Holding, LLC, Las Vegas, NV, March 2013;

M.A. Scholarship, Department of History, WESTERN ILLINOIS UNIVERSITY & LOYOLA UNIVERSITY-CHICAGO, spring and fall 2012, respectively;

- Research within the COLD WAR era, the *American Civil War* and the *History of the American South*.

Real Estate Licensee, Chicago Association of REALTORS (CAR), 2000-2006, 2008;

Certified Racer/Vintage, American Historic Racing Members Association (AHRMA), 2004-2005;

Certified, Shackleton Leadership Training, Chicago, IL, August 2003;

B.A., Classical Studies with double minors in English and History, UNIVERSITY OF ARIZONA, Tucson, AZ, 1996

- *National Honor Society in History*, Phi Alpha Theta, UA Foundation, retroactive from 1996, March 2012.
- *Old Main Member*, University of Arizona Alumni Association, since 1997
- *Booster*, Classics Department, University of Arizona, Spring 1995
 - Spearheaded recruitment of student body for academic tour of classical Italy, March 1995

Real Estate Licensee, Arizona Department of REAL ESTATE (ADRE), 1992-1996.

COMMUNITY COMMITMENTS AND CONTRIBUTIONS

- *Contributor*, CPR, KUVU/KVJZ 88.1, Public Radio, *Cancion Mexicana*, Denver, CO 2014-Present;
- *Membership: President's Circle*, National Baseball Hall of Fame and Museum, Cooperstown, NY, 2014-
- *Contributor*, NET, 91.1 Public Radio, Inspire Nebraska, Lincoln, NE, 2013-14;
- *Intern-Curator*, American Moments: The Legacy of Greek Immigration, National Hellenic Museum, Chicago, IL, 2012;
- *Member*, National Trust for Historic Preservation, Washington, D.C., since 2012;
- *Contributor*, WTTW 11 Public Television, Chicago, 2007-2012;
- *Member Affiliate*, American Historical Association, Washington D.C., 2011-2012;
- *Intern-Oral Historian & Museum Member*, Chicago at the Crossroads of the COLD WAR, Studs Terkel Center for Oral History, Chicago Historical Society, Chicago, 2011-2012;
- *Volunteer Recruiter*, Parents & Alumni Working with Students (P.A.W.S), UNIVERSITY OF ARIZONA, Chicago, 2011-
- *Certified Docent*, Chicago Architecture Foundation Education Program, Chicago, IL, 2009
 - Graduate-level studies on the architectural and engineering discoveries of skyscrapers and their builders;
- *EXTRA Mile Member*, American Motorcycle Association (AMA), 2003-2005.

PUBLIC HISTORY TOURS, CONFERENCES & PRESENTATIONS

- *Public History Tour*, Golden Spike National Historic Site Utah, Promontory, UT 15 August 2015;
 - *Public History Tour*, World War II National Monument, *USS Arizona Memorial*, Honolulu, HI, December 2014;
 - *2014 Induction Ceremony*, National Baseball Hall of Fame and Museum, Cooperstown, NY, 27 July 2014;
 - *Public History Tour*, West Point Military Academy, West Point, NY, 26 July 2014;
 - *Guided Public History Tour*, Mt. Rushmore National Memorial, Crazy Horse Memorial, and Custer State Park, Black Hills, SD, 04 July 2014;
 - *Public History Tour*, Abraham Lincoln Presidential Library & Museum, Springfield, IL 28 November 2011;
 - *Attendee*, "Indians of the Midwest, Past and Present," The Newberry Library *D'Arcy McNickle Center for American Indian and Indigenous Studies*, Chicago, 10 November 2011;
 - *Public History Tour*, "38th Annual Historic Pullman Tour, Historic Pullman Foundation, 09 October 2011;
 - *Guided Tour*, Vicksburg National Military Park, Vicksburg, MS, 02 May 2011
 - *Public History Tour*, Mississippi Blues Trail and the Delta Blues Museum, Clarksdale, MS, 30 April 2011;
 - *Public History Tour*, Mississippi River Museum, Mud Island, Memphis, TN, 29 April 2011
 - *Public History Tour*, Fort Donelson National Battlefield, Dover, TN, 10 April 2010
 - *Public History Tour*, National WW I Museum at Liberty Memorial, Kansas City, MO, June 2009;
 - *Public History Tour*, Negro League Baseball Museum, Kansas City, MO, June 2009;
 - *Graduate Seminar*, "Late Modernism, Post-Modernism & Contemporary," Harrington, Kevin, Ph.D., IIT, 11 April 2009;
 - *Graduate Seminar*, "Origins & Facets of Modernism," Wittman, Tim, Chicago Architecture Foundation, 21 March 2009
 - *Public History Tour*, "Millennium Park Revealed," Chicago Architecture Foundation (CAF), 28 November 2008;
 - *Public History Tour*, National World War II Museum, New Orleans, 30 December 2006;
 - *Public History Tour*, Elvis Presley Birthplace & Museum, Tupelo, MS, 29 December 2006;
 - *Backstage Tour*, Ryman Auditorium, Nashville, TN, 28 December 2006;
 - *Public History Tour*, Abraham Lincoln Birthplace & National Historic Site, Hodgenville, KY, 27 December 2006;
 - *Public History Tour*, GRACELAND, Memphis, TN, 01 June 2006;
 - *Public History Tour*, Sun Studio, Memphis, TN, 31 May 2006;
 - *Conventioneer*, "Master Your MARKET! Build Your BUSINESS!" Moscone Center, San Francisco, CA, October 2005;
 - *Public History Tour*, "Murder of a Prophet: Joseph Smith," Carthage Jail and Visitors' Center, Carthage, IL, 6 August '05;
 - *Conventioneer*, "Seeking New Level," Convention Center, Orlando, FL, 5-8 November 2004;
 - *Motorcycle Tour*, "Forts, Falls & Flight," Harley-Davidson Motor Company's Great Lakes Tour of Lake Ontario, Rochester, NY, July 2004;
 - *Conventioneer*, "A World of Opportunities," Moscone Center, San Francisco, CA, 7-10 November 2003;
 - *Public History Tour*, Harley-Davidson Museum, "100 Years of the Motor Company," Milwaukee, WI, July 2003;
 - *Conventioneer*, "A New View in '02," Convention Center, New Orleans, LA, 8-11 November 2002;
 - *Conventioneer*, "2001: Profiting from Innovation," McCormick Place, Chicago, IL, 2-5 November 2001;
 - *Public History Tour*, Lewis & Clark National Historic Park, Astoria, OR, 18 November 1999
 - Study of winter encampment for the Corps of Discovery from December 1805 to March 1806, Ft. Clatsop;
 - *Guided Tour*, Gettysburg National Military Park, Gettysburg, PA, 02 July 1997
 - In-depth study of *Pickett's Charge* ;
 - *Public History Tour*, The Ronald Reagan Presidential Foundation & Library, June 1995;
 - *Academic Tour*, "Gems of Italy," Roma, Italy, Spring Break 1995, 18-25 March
 - Toured the Roman Forum, *Sorrento, Isola Di Capri, Pompeii, Assisi, Firenze, Pisa & Venezia*;
 - *Public History Tour*, Huntington Library, Art Collections and Botanical Gardens, San Marino, CA, Spring Break 1994;
 - *Mine Tour*, Jerome Historical Society, Jerome, AZ, March 1992;
 - *Walking Tour*, Stone Mountain, Georgia, September 1990
 - *Military Navel Tour*, "Tiger Cruise 1990," USS Carl Vinson, CVN 70, United States Navy, 23-29 July 1990
 - Invited to cruise from Honolulu, HI to San Diego, CA, after passing FBI security check, by Lt. Commander, and X/O of the USS Carl Vinson, Tour of the Pacific 1990, Edward C. Ohlson, Jr. (RET)
 - Toured the bridge deck, flight deck, weapon bays, catapult mechanics, etc.
 - All flight ops were exercised and viewed;
 - *Public History Tour*, Bodie State Historic Park, May 1987
 - *Public History Tour*, J. Paul Getty Museum, Malibu, CA, July 1984;
 - *Public History Tour*, Greenfield Village: The Henry Ford Museum, Dearborn, MI, March 1971;
-

Profile

Dear Oro Valley Citizen:

We appreciate your interest in the Town of Oro Valley. This informational form, when completed, will allow us to quickly process your application by assisting us in understanding how we can best use your talents and experience. Information reflecting the procedures surrounding the appointment process to Boards is attached below. Your application will remain on file for two years from the date of receipt. We thank you kindly for volunteering to serve the Town!

Please note: No volunteer shall serve on more than one standing Board at any time.

Dan		Huff	
First Name	Middle Initial	Last Name	Suffix

.....
Email Address

.....
Street Address

.....
Suite or Apt

Oro Valley
City

AZ
State

85737
Postal Code

Oro Valley Resident

Please select your residency status:

11
Number of years in Oro Valley (if less than 1 year, please state number of months)

.....
Primary Phone

.....
Alternate Phone

Which Boards would you like to apply for?

.....
Historic Preservation Commission, Parks & Recreation Advisory Board, Water Utility Commission

Interests & Experiences

Please list your volunteer services in Oro Valley and with other organizations including any

boards or commissions on which you have served : (board/commission , civic, educational, cultural, social, etc.)

• Member of the Pima County Bar Association (PCBA), 2009 to present. • Member of the PCBA's The Writ Committee, authoring articles on various topics including the State Bar Convention and interviews with superior court judges for the PCBA's monthly publication. • Member of the Arizona State Bar Association, 2009 to present. • Executive Council Member of the Arizona State Bar's Public Lawyers Section, 2014 to present. • Town of Oro Valley Community Academy on Local Governance, 2012. • Member of the Juvenile Law Section of the State Bar and Legislative Committee Member, 2012. • Clinic Volunteer for financial, employment, and bankruptcy related clinics—Southern Arizona Legal Aid, Volunteer Lawyers Program of Arizona, 2009-2010. • Treasurer for a State Legislator Reelection Campaign in the Arizona State House of Representatives preparing and filing campaign finance reports with the Secretary of State, 2009-2010.

How does your previous volunteer service prepare you for the board or commission appointment for which you have applied? Please describe an issue considered at a meeting of the Board or Commission for which you are applying.

I am a task-oriented individual who has demonstrated success in accomplishing goals for the various groups in which I have volunteered. While I have not had an issue in consideration before a Town Board or Commission, my various service participation has exposed me to governmental processes and committee work.

Briefly describe your educational/vocational background.

Gonzaga University School of Law, Spokane, Washington • Juris Doctor, cum laude, May 2009 • Honors: Dean's List (Fall 2008 and Spring 2009); C.A.L.I. Excellence for the Future Awards for top grade in Legal Research & Writing (Fall 2007 and Spring 2008), and Admiralty (Fall 2008); Academic Merit Scholarship (2006-07); Top 5 Finalist in the 2009 Louis Jackson National Student Writing Competition in Employment & Labor Law. The University of Arizona, Eller College of Management, Tucson, Arizona • Bachelor of Science in Business Administration, May 2005 • Major: Finance • Honors: UA Spirit of Discovery Full Academic Merit Scholarship (2001-2004), Honors College (2001-2004), Dean's List, U.S. President's Volunteer Service Award (2004 & 2005), SIFE (Free Enterprise) Service Leadership Award (2005), 2001 Dr. Marion Donaldson Award recipient for outstanding community service to the Amphitheater Public School District (Tucson).

Have you attended the Community Academy or CPI?

Yes No

2012

If yes, what year?

If no, are you willing to attend?

Yes No

Rec_Resume.docx

Upload a Resume

Please attach any additional documents here

Please read the information contained in Appendices "B" and "C" of the Parliamentary Rules and Procedures before continuing.

Appendix "B" - Appointment Process

Appendix "C" - Volunteer Consideration

Please Agree with the Following Statement

By clicking this box, I certify that I have read the information contained in Appendices "B" and "C" of the Parliamentary Rules and Procedures.

I Agree *

Dan Huff

PROFESSIONAL EXPERIENCE

State of Arizona Office of the Attorney General, Tucson, Arizona

- *Assistant Attorney General*, April 2010 to Present
- Represent and advise the Arizona Department of Child Safety (DCS) in litigation in Superior Court, including bench trials and evidentiary hearings throughout the state.
- Address DCS's legal needs including courtroom training; researching; drafting petitions, motions, supporting memoranda, and other pleadings, including limited appellate work; negotiating settlements with opposing counsel; depositions; interviewing and examining witnesses; and performing nearly daily advocacy in court.
- Provide support, mentorship, resources, and advice regarding complex legal issues as a Team Lead to four trial attorneys in the Tucson office (which is comprised of over twenty total trial attorneys.)
- AGO South Unit Liaison for the Arizona Office of Child Welfare Investigations (OCWI).
- Recipient of the Outstanding Contribution Attorney Award in the AGO South Unit for 2013.
- Served as the Education Law Liaison for the AGO South Unit trial attorneys, 2011-12.

Gonzaga Center for Law and Justice, University Legal Assistance, Spokane, Washington

- *Legal Intern*, Spring 2009
- Advised and represented clients in diverse matters including family law proceedings, contract claims, and tort claims in state court, and judgment collection in federal court.
- Drafted complaints, interrogatories, motions, memoranda, and other pleadings, and also finalized settlements, conducted depositions, and conducted hearings in state and federal court.

Goss, Hipperson & Sampson, Spokane, Washington

- *Law Clerk and Legal Intern*, Summer 2008
- Performed legal research and complex analysis and wrote research memoranda for the firm's attorneys in areas such as real property, corporate law, wills and estate planning, jurisdictional issues, lien law, and general civil litigation for matters in both Washington and Idaho.
- Assisted clients through legal matters, including will executions, and appeared in *ex parte* proceedings.

Honorable Jerome Leveque, Superior Court of Washington, Spokane County, Spokane, Washington

- *Judicial Extern for the Chief Judge*, Summer 2008
- Researched and drafted opinions and memoranda for use in the Judge's rulings on motions and other issues for both civil and criminal matters, including striking evidence and pretrial release conditions.

EDUCATION

Gonzaga University School of Law, Spokane, Washington

- Juris Doctor, *cum laude*, May 2009
- Honors: Dean's List (Fall 2008 and Spring 2009); C.A.L.I. Excellence for the Future Awards for top grade in Legal Research & Writing (Fall 2007 and Spring 2008), and Admiralty (Fall 2008); Academic Merit Scholarship (2006-07); Top 5 Finalist in the 2009 Louis Jackson National Student Writing Competition in Employment & Labor Law.

The University of Arizona, Eller College of Management, Tucson, Arizona

- Bachelor of Science in Business Administration, May 2005
- Major: Finance

- **Honors:** UA Spirit of Discovery Full Academic Merit Scholarship (2001-2004), Honors College (2001-2004), Dean's List, U.S. President's Volunteer Service Award (2004 & 2005), SIFE (Free Enterprise) Service Leadership Award (2005), 2001 Dr. Marion Donaldson Award recipient for outstanding community service to the Amphitheater Public School District (Tucson).

COMMUNITY ACTIVITIES

- Member of the Pima County Bar Association (PCBA), 2009 to present.
- Member of the PCBA's *The Writ* Committee, authoring articles on various topics including the State Bar Convention and interviews with superior court judges for the PCBA's monthly publication.
- Member of the Arizona State Bar Association, 2009 to present.
- Executive Council Member of the Arizona State Bar's Public Lawyers Section, 2014 to present.
- Town of Oro Valley Community Academy on Local Governance, 2012.
- Member of the Juvenile Law Section of the State Bar and Legislative Committee Member, 2012.
- Clinic Volunteer for financial, employment, and bankruptcy related clinics—Southern Arizona Legal Aid, Volunteer Lawyers Program of Arizona, 2009-2010.
- Treasurer for a State Legislator Reelection Campaign in the Arizona State House of Representatives preparing and filing campaign finance reports with the Secretary of State, 2009-2010.

OTHER EXPERIENCE

Dept. of English Writing Center, University of Arizona, Tucson, Arizona

- *Writing Consultant, Dept. of English Writing Program Advisory Committee Member, 2002-2005*
- Worked as Writing & Composition Consultant improving composition skills in all disciplines for a diverse group of students ranging from international to graduate.
- Served as student representative on a faculty committee, working with professors to design and implement English curriculum, policies, and technological initiatives at the university.

Profile

Dear Oro Valley Citizen:

We appreciate your interest in the Town of Oro Valley. This informational form, when completed, will allow us to quickly process your application by assisting us in understanding how we can best use your talents and experience. Information reflecting the procedures surrounding the appointment process to Boards is attached below. Your application will remain on file for two years from the date of receipt. We thank you kindly for volunteering to serve the Town!

Please note: No volunteer shall serve on more than one standing Board at any time.

JOSEPH _____ kane _____
First Name Middle Initial Last Name Suffix

Email Address

Street Address Suite or Apt

ORO VALLEY _____ AZ _____ 85737
City State Postal Code

Oro Valley Resident _____
Please select your residency status

10 _____
Number of years in Oro Valley (if less than 1 year, please state number of months)

Primary Phone Alternate Phone

Which Boards would you like to apply for?

Historic Preservation Commission

Interests & Experiences

Please list your volunteer services in Oro Valley and with other organizations including any

Other Design Background

Question applies to Conceptual Design Review Board.

For each selection you made above, please provide your years of experience and a generalized description of your professional design background in that area.

Have you attended the Community Academy or CPI?

Yes No

If yes, what year?

If no, are you willing to attend?

Yes No

Upload a Resume

Please attach any additional documents here

Please read the information contained in Appendices "B" and "C" of the Parliamentary Rules and Procedures before continuing.

[Appendix "B" - Appointment Process](#)

[Appendix "C" - Volunteer Consideration](#)

Please Agree with the Following Statement

By clicking this box, I certify that I have read the information contained in Appendices "B" and "C" of the Parliamentary Rules and Procedures.

I Agree *

boards or commissions on which you have served : (board/commission , civic, educational, cultural, social, etc.)

CURRENTLY PRESIDENT OF DESERT VISTA HOA. SERVED FOR THREE YEARS ON THE BOARD OF DIRECTORS OF THE OLD PUEBLO ARCHAEOLOGY CENTER. PAST TEN YEARS A VOLUNTEER AT THE AMERIND FOUNDATION IN DRAGOON AZ.

How does your previous volunteer service prepare you for the board or commission appointment for which you have applied? Please describe an issue considered at a meeting of the Board or Commission for which you are applying.

ALL POSITIONS REQUIRE A NEED TO WORK TOGETHER WITH A DIVERSE CROSS SECTION OF PEOPLE IN ORDER TO ACCOMPLISH SET GOALS,

Briefly describe your educational/vocational background.

COLLEGE GRADUATE WITH A DEGREE IN ACCOUNTING.

Question applies to Conceptual Design Review Board.

Please describe an issue or project you contributed to which related specifically to conceptual design?

Question applies to Conceptual Design Review Board.

Listed below are fields of professional experience required for four (4) members of the CDRB . If you have relevant experience, please check all that apply.

- Art
- Architecture
- Planning
- Engineering
- Development
- Construction



SEP 18 14AM 9:25 TOU

ORO VALLEY VOLUNTEER APPOINTMENT APPLICATION

Dear Oro Valley Citizen:

We appreciate your interest in the Town of Oro Valley. This informational form, when completed, will allow us to quickly process your application by assisting us in understanding how we can best use your talents and experience. A list describing the Town's Boards and Commissions is attached for your reference. Information reflecting the procedures surrounding the appointment process to Boards is also attached. Your application will remain on file for two years from the date of receipt. We thank you kindly for volunteering to serve the Town!

Please note: No volunteer shall serve on more than one standing Board at any time.

Return this application to the Town Clerk's Office, 11000 N. La Cañada Drive, Oro Valley, Arizona 85737.

Name Sunshine Jenni A. _____
Last First Middle Suffix

Address _____
Street City State Zip AZ 85737

Home Phone _____ Business Phone _____ Cellular Phone (same)

Number of Years in Oro Valley 21 Email Address _____

Signature J. A. Sunshine Date 9/10/2014

Please indicate the board or commission you wish to join: Historic Preservation Commission

Please list your volunteer services in Oro Valley and with other organizations including any boards or commissions on which you have served: (board/commission, civic, educational, cultural, social, etc.)

see attached

How does your previous volunteer service prepare you for the board or commission appointment for which you have applied? Please describe an issue considered at a meeting of the Board or Commission for which you are applying.

See attached

Have you attended the Community Academy or CPI? No What Year? _____. If not, are you willing to attend? yes

Briefly describe your educational/vocational background.
See attached

IF DESIRED, ADDITIONAL INFORMATION MAY BE ATTACHED
www.orovalleyaz.gov

2/23/11

Volunteer Form Supplement

Jenni Sunshine

Please list your volunteer service in Oro Valley and with other organizations including any boards or commissions on which you have served:

I currently serve as vice-president of the board of directors for the Valley of the Moon (also known as the George Phar Legler Society), a nonprofit historical fairyland in Tucson. We are a very small operation and my duties span from historical research to staffing events.

Previously, I served for many years as the chairwoman for the Tribal/ Federal Effective Sex Offender Management Task Force, a group of tribal and federal professionals volunteering to educate the community, identify and promote safety strategies, and manage identified sex offenders through community-based efforts with Native Americans in Southern Arizona.

How does your previous service prepare you for the board or commission for which you have applied? Please describe an issue considered at a meeting of the Board or Commission for which you are applying.

I am not an expert in historical preservation by any means but I have an interest in the area and am actively addressing repair/restoration of historic structures at Valley of the Moon. We are currently doing the work to apply for City of Tucson Historic Landmark designation, in addition to our National Landmark status. I am comfortable with committee work.

I sat in on a Historic Preservation Commission meeting just this week. One member provided an interesting report on options for protective coverings, with discussion of application to the Steam Pump Building. The Commission was navigating the language and intent of earmarked money, as well as educating each other on preservation goals and priorities. It was clear this group operates with civility and intention to do the right thing. I could see myself helping with these sorts of projects and discussion.

Briefly describe your educational/vocational background

I received a BA from Rutgers University with departmental distinctions in psychology. I was honored as a Paul Robeson Scholar for research of humanistic merit for two years. I completed clinical doctorate requirements clinical psychology at the University of Arizona, except for the minor and the dissertation but did not attain a PhD. I have completed a Masters level certificate program in business management through the federal government remote learning program. I have attended the Arizona Historic Preservation Conference the past two years but do not have formal training in preservation.

I have worked as an undergraduate research assistant, a graduate teaching assistant and a counselor for incarcerated juveniles, prior to service with U.S. District Court. With federal court, I started as a probation officer, was promoted to specialist (handling drug, mental health and then sex offenders), and completed my career as a supervisor. I have managed the sex offender unit, tribal lands, and Nogales. I retired five years ago. I currently own and manage a very small rental business, WhiteWave LLC. I also have a consulting business, The Consortium to Prevent Sexual Violence, which is largely inactive, although I do occasionally serve as a grant reviewer and community educator.

V. Commissioner Terms of Service

The terms of service for current HPC commissioners include:

- Chair Eric Thomae: 2nd term expires 12/31/18
- Vice Chair Walter Ohlson: 1st term expires 12/31/18
- Dan Huff: 1st term expires 12/31/17
- Joseph Kane: 1st term expires 12/31/18
- Jenni Sunshine: 1st term expires 12/31/17

VI. Commissioner Continuing Education and Training

The HPC continued to invite and support speakers at HPC meetings. Additionally, Oro Valley was the site of the 15th Annual Arizona Historic Preservation Conference. Commissioners were involved in various aspects of the Conference, including Chair Thomae discussing the HPC's efforts at designating the Oro Valley Country Club Estates as a historically significant neighborhood. The Town also supported a guided tour of the Steam Pump Ranch for Conference attendees.

CONCLUSION

The HPC celebrated another successful year. Preservation efforts continued at Steam Pump Ranch, and the HPC progressed in its commitment to develop an oral history project for the Town, collaborate with the Historical Society, grow the Historical Writing Contest for youth, and develop a landmark designation program for adoption by the Town.

The HPC also lost one of its commissioners when with Marilyn Lane's passing in September 2016. Commissioner Lane's contributions to the HPC were many and her service and friendship are tremendously missed.

Budgetary concerns also continue for the HPC. The Commission is focused on its efforts to support preservation work at Steam Pump Ranch – some of which has been stalled due to budget constraints.

The HPC looks forward to another year of working to protect and preserve the culturally significant resources that are unique and treasured by the citizens and staff of Oro Valley.