

**Town of Oro Valley  
Historic Preservation Commission**

**2016 ANNUAL REPORT**

Reporting Period: July 2015 – June 2016

**DRAFT**



**DRAFT**

**TOWN COUNCIL**

*Mayor Satish I. Hiremath, D.D.S.*

*Vice-Mayor Lou Waters*

*Councilmember Brendan Burns*

*Councilmember William Garner*

*Councilmember Joe Hornat*

*Councilmember Mary Snider*

*Councilmember Mike Zinkin*

**HISTORIC PRESERVATION  
COMMISSION**

*Chair Marilyn Lane*

*Vice-Chair Jenni Sunshine*

*Commissioner Alison Crane*

*Commissioner Dan Huff*

*Commissioner Joseph Kane*

*Commissioner Walter Ohlson*

*Commissioner Eric Thomae*

**TOWN STAFF**

*Kristy Diaz-Trahan,  
Parks & Recreation Director*

*Lynanne Dellerman,  
Recreation & Cultural  
Resources Manager*

*Tobin Sidles,  
Legal Services Director*

*Mollie Frye,  
Parks & Recreation Sr. Office Specialist*

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## INTRODUCTION

The Oro Valley Historic Preservation Commission (HPC or the Commission) continues to provide the historic perspective and review for the Town of Oro Valley (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 from July 2015 through June 2016, and includes: highlights 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 for 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 to nineteenth century homesteads and ranches to twentieth century suburban neighborhoods. The 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 Historical 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 Historical Writing Contest with the Social Studies curriculum adopted by Amphi. In May 2016, the HPC announced the winners of the 2016 HPC Fourth Grade Historical Writing Contest and they included: First Place: Colin Rizley of Painted Sky Elementary School and Oliver Prosen of Wilson K-8 School; Second Place: Luke Zimmer of Wilson K-8 School; Third Place: Joey Rossetti of Wilson K-8 School; and Honorable Mention: Christian Durazo, Anastasia Nuzzo, Camryn Miller, Devon Green, and Dylan Thiel all of Wilson K-8 School. Winning essay submissions remain on display for public view at the Oro Valley Public Library and available on the Town website.

Also, the Commission continues to work with the Oro Valley Historical Society to develop the Speakers' Bureau in an effort to further educate Town residents and visitors. The Town Council approved the HPC's request to name the Commission's educational-outreach efforts the "William Adler Educational Outreach Program" – in honor of Mr. Bill Adler who tirelessly contributed to the mission and work of the HPC.

## **B. Steam Pump Ranch**

A primary focus of the work of the Commission remains the Town's unique and valuable asset, the Steam Pump Ranch. The HPC is concerned with the deterioration of the buildings in the historic-core of the Ranch. On March 17, 2016, Commissioners had an onsite tour of the buildings at Steam Pump Ranch with Town Recreation and Cultural Services Manager Lynanne Dellerman. The tour covered 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 tour assisted the Commission in determining the extent of the deterioration at the Ranch and in developing an improved plan to better monitor the process of preservation and historic-restoration work on the property.

### **C. Historic Neighborhoods**

The Commission continues its work on identifying the Town's historic neighborhoods and the need to develop a local historic-designation program that promotes preservation efforts. Previously, Commissioner Thomae completed a "windshield inventory" of potentially significant properties that continues to serve as a primary resource for the HPC. The Commission also invited the Director of the Drachman Institute to its February 2016 meeting to discuss how to properly identify "historically significant" properties – though that discussion focused on federal-designations. The Commission also developed and adopted historic signage standards for recommendation to the Town Council for a local program.

### **D. Town History and Records**

While many of the Town's historic records and photographs are available for public-view at the Oro Valley Public Library, and the Oro Valley Historical Society maintains historic photographs and documents, the Commission maintains as a mission-goal the need to create and maintain an inventory of such artifacts as well.

### **E. Honey Bee Village**

The Commission also continues to focus efforts on the preservation work of Honey Bee Village. Though it is largely preserved, as Peter Steere of the Tohono O'odham Nation advised the Commission at its June 2016 meeting, the HPC continues to explore whether it will be feasible to facilitate tours of the site in the future.

## II. Commission Meeting Summaries

The Commission convened monthly from September 2015 through June 2016 for a total of ten meetings. Summaries of decisions made for each meeting are provided below for reference. Respective commissioner attendance for each meeting is also included.

### A. Regular Session: September 8, 2015

*Chair Guyer, Vice-Chair Lane, and Commissioners Huff, Strandkov, Sunshine, Thomae, and Trail were present.*

Commissioners discussed the OV Cultural Heritage Preservation Plan and the need to create a work plan for the upcoming year. Commissioners divided the six implementation areas for closer review and to provide feedback at a later meeting. Commissioners Thomae and Sunshine agreed to lead the project on establishing parameters for historic property-markers in the Town. The Commissioners discussed and approved the HPC's 2015 Annual Report. The Speakers' Bureau was discussed and due to funding difficulties, Town Parks & Recreation Director Diaz-Trahan recommended exploring a partnership with the OV Historical Society on the future of the Speakers' Bureau.

### B. Regular Session: October 5, 2015

*Chair Guyer, Vice-Chair Lane, and Commissioners Huff, Strandkov, Sunshine, Thomae, and Trail were present.*

Commissioners reviewed their respective sections of the OV Cultural Heritage Preservation Plan and suggested amendments. Town Parks & Recreation Director Diaz-Trahan reported the status of stabilization at Steam Pump Ranch, irrigation, and grading. Commissioner Thomae discussed a grant opportunity with the State Historic Preservation Office (SHPO). Commissioners Thomae and Sunshine provided an update on their property-markers project.

### **C. Regular Session: November 2, 2015**

*Vice-Chair Lane and Commissioners Strandkov, Sunshine, and Trail were present. Chair Guyer and Commissioners Huff and Thomae were excused.*

The Commission discussed a prospective process for designating properties in Oro Valley as historic landmarks. Commissioners Sunshine and Thomae discussed the status of their historic property-markers project. Town Parks & Recreation Director Diaz-Trahan reviewed the status of Steam Pump Ranch improvements.

### **D. Regular Session: December 7, 2015**

*Chair Guyer, Vice-Chair Lane, and Commissioners Huff, Strandkov, Sunshine, and Trail were present. Commissioner Thomae was excused.*

At the December 2015 meeting, commissioners discussed prioritizing areas in need of stabilization/preservation at Steam Pump Ranch. The Commission directed Town staff to follow the Steam Pump Ranch Conditional Assessment in order of priority of items listed most at risk and then to request capital improvement project (CIP) funding accordingly. The Commission further discussed the HPC's 2016 Historical Writing Contest. Prospective essay topics included why historic places should be preserved, what life was like in Arizona when it became a state in 1912, and the life of the Countess of Suffolk and her impact on the Oro Valley area. The National Historic Preservation Act Factsheet was distributed along with information regarding the Speakers' Bureau. Commissioners reviewed the revised OV Cultural Heritage Preservation Plan and approved amendments. The Commission also elected Marilyn Lane as the new HPC Chair and Jenni Sunshine as the new HPC Vice-Chair. The Commission had the following funding requests from the Town's General Fund:

- HPC Writing Contest prize funding;
- Speakers' Bureau funding request of \$5,000;
- Pusch Ranch House furniture request of \$4,500;
- Pusch Ranch House art request of \$2,000;

- Funding request for dedicated HPC-Town staff position;
- Consultant for review of the Steam Pump Ranch Plan funding request of \$10,000.

**E. Regular Session: January 4, 2016**

*Chair Lane, Vice-Chair Sunshine, and Commissioners Huff, and Thomae were present.*

Commissioners Sunshine and Thomae discussed the status of their historic property-markers project and provided examples. Commissioner Thomae discussed initiating a historic property-marker program in the Town. The Commissioners discussed updating the HPC Rules.

**F. Regular Session: February 1, 2016**

*Chair Lane, Vice-Chair Sunshine, and Commissioners Crane, Huff, Kane, Ohlson, and Thomae were present.*

The Commission heard an update from Desert Archaeology and the Town's Senior Planner Michael Spaeth on the Honey Bee Village. The Commission also heard a presentation from Drachman Institute Director Brooks Jeffrey on the process for identifying properties for the National Register of Historic Places. Oro Valley Historic Society President Warren Lazar also updated the Commission on the OV Historical Society.

**G. Regular Session, March 7, 2016**

*Chair Lane, Vice-Chair Sunshine, and Commissioners Crane, Kane, Ohlson, and Thomae were present. Commissioner Huff was excused.*

The Commission heard a presentation on the cultural inventory work completed by the Oro Valley Historical Society on items recovered at Steam Pump Ranch. The Commission also heard an update regarding the OV Historical Society work plan. Commissioners Sunshine and Thomae discussed the process to identify historic properties while considering CLG requirements.

#### **H. Regular Session, April 4, 2016**

*Vice-Chair Sunshine and Commissioners Huff, Kane, and Ohlson were present. Chair Lane, and Commissioners Crane, and Thomae were excused.*

The Commission approved the updated HPC Rules. The Commission approved the Historical Marker/Signage report.

#### **I. Regular Session, May 2, 2016:**

*Chair Lane, Vice-Chair Sunshine, and Commissioners Crane, Huff, Ohlson, and Thomae were present. Commissioner Kane was excused.*

The Commission approved the design and concept of the Planting Plan for Steam Pump Ranch. Commissioners discussed their top priorities for the HPC's preservation focus and approved the Procter-Leiber House and creating a process for designating historic neighborhoods as formal priorities. The HPC Writing Contest was discussed along with the winners.

#### **J. Regular Session, June 6, 2016:**

*Chair Lane, Vice-Chair Sunshine, and Commissioners Crane, Huff, Kane, and Ohlson were present. Commissioner Thomae was excused.*

The Commission spoke with Peter Steere, Tribal Preservation Officer for the Tohono O'odham Nation regarding collaboration efforts between the HPC and the Nation in areas of historic significance. The HPC discussed the Commission's work plan with continuing focus on Steam Pump Ranch and the development of the historic-designation program.

### **III. Commission Meeting Minutes**

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

**MINUTES**  
**ORO VALLEY HISTORIC PRESERVATION COMMISSION**  
**REGULAR SESSION**  
**September 8, 2015**  
**HOPI CONFERENCE ROOM**  
**11000 N. LA CANADA DRIVE**

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

ROLL CALL

**PRESENT:** Ellen Guyer, Chair  
Marilyn Lane, Vice Chair  
Dan Huff, Commissioner  
Dean Strandskov, Commissioner  
  
Jenni Sunshine, Commissioner  
Eric Thomae, Commissioner  
Connie Trail, Commissioner

**ALSO PRESENT:** Mike Zinkin, Town Council Member  
Kristy Diaz-Trahan, Parks & Recreation Director  
Lynanne Dellerman, Recreation & Cultural Resources Manager

1. REVIEW AND/OR APPROVAL OF THE JUNE 1, 2015 REGULAR SESSION MINUTES

[Click here for draft minutes](#)

**MOTION:** A motion was made by Commissioner Trail and seconded by Commissioner Thomae to approve the June 1, 2015 minutes as written.

**MOTION** carried, 7-0

2. HISTORIC PRESERVATION COMMISSION WORK PLAN - DISCUSSION AND POSSIBLE ACTION

Chair Guyer explained the purpose is to prioritize items in the Oro Valley Cultural Heritage Preservation Plan and create a work plan for next year. There are six implementation sections of this plan. These sections were divided between commissioners to review and provide feedback.

- Vice Chair Lane will review Section 1: Pubic Participation and Heritage Education
- Commissioner Thomae will review Section 2: Historic Steam Pump Ranch

- Commissioner Sunshine will review Section 3: Historic Neighborhoods
- Commissioner Huff will review Section 4: Town History Records and Reports
- Commissioner Trail will review Section 5: Undeveloped Areas of the Town
- Commissioner Strandskov will review Section 6: Honey Bee Archaeological Preserve

Staff and the commissioners discussed ideas for guest speaker topics. They also discussed additional topics to review next year.

### 3. PROPERTY MARKERS GUIDELINES - DISCUSSION AND POSSIBLE ACTION

Chair Guyer suggested someone on the commission establish parameters to guide creation of these markers.

Commissioner Thomae and Commissioner Sunshine volunteered to lead this project and provide a report to the Historic Preservation Commission at the October meeting.

### 4. HISTORIC PRESERVATION COMMISSION ANNUAL REPORT - DISCUSSION AND POSSIBLE ACTION

[Click here for draft annual report](#)

Commissioner Trail explained this report has been drafted and will be sent to fulfill requirements for a certified local government. Parks and Recreation Director Kristy Diaz-Trahan will report this information to the Town Council.

**MOTION:** A motion was made by Vice Chair Lane and seconded by Commissioner Sunshine to approve the Town of Oro Valley Historic Preservation Commission Annual Report: 2014-2015.

**MOTION** carried, 7-0

### 5. COMMISSION MEMBER PROJECT ASSIGNMENTS AND REPORTS - DISCUSSION AND POSSIBLE ACTION

#### a. HISTORIC PRESERVATION OUTREACH EFFORTS

##### 1) WRITING CONTEST PLAN

Vice Chair Lane discussed suggestions to improve the contest process, including teachers choosing top essays and limiting it to two topics. Topics will be decided next week.

##### 2) SPEAKERS BUREAU

Commissioner Trail said we have been turned down for another funding source. The commission offered suggestions regarding this item. Ms. Diaz-Trahan recommended revisiting this item to determine if we could partner with the Oro Valley Historical Society's speakers bureau.

b. GRANT OPPORTUNITIES

Commissioner Thomae said he will see if there is anything new, including checking with Multimodal Planner Nancy Ellis and researching SHPO grants.

c. FUTURE ASSIGNMENTS

- Property Markers

6. EDUCATIONAL OPPORTUNITIES FOR HISTORIC PRESERVATION COMMISSION MEMBERS - DISCUSSION AND POSSIBLE ACTION

Ms. Dellerman emailed the information to the commissioners today.

7. STEAM PUMP RANCH UPDATE - REPORT AND DISCUSSION

Ms. Diaz-Trahan reviewed projects in progress at Steam Pump Ranch. Commissioner Thomae requested a checklist from staff for the next meeting.

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

Ms. Diaz Trahan reviewed the following:

- Steam Pump Ranch celebration of completion on August 18, 2015
- Review of Open Meetings law presentation
- The Town did not get the Tohono O'odham grant for stables at Steam Pump Ranch

9. FUTURE AGENDA ITEMS (THE HISTORIC PRESERVATION COMMISSION MAY BRING FORTH GENERAL TOPICS FOR FUTURE MEETING AGENDAS. DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION.)

- Steam Pump Ranch Update
- Steam Pump Ranch presentation at the Historic Preservation Conference in June

10. SCHEDULING NEXT HISTORIC PRESERVATION COMMISSION MEETING TENTATIVELY FOR MONDAY, OCTOBER 5, 2015 TO BEGIN AT 5:00 P.M. - DISCUSSION AND POSSIBLE ACTION

No discussion.

ADJOURNMENT

**MOTION:** A motion was made by Vice Chair Lane and seconded by Commissioner Thomae to adjourn the meeting at 6:16 p.m.

**MOTION** carried, 7-0

Prepared by:

Danielle Tanner  
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 8th day of September, 2015. I further certify that the meeting was duly called and held and that a quorum was present.

**MINUTES**  
**ORO VALLEY HISTORIC PRESERVATION COMMISSION**  
**\*\*AMENDED AGENDA**  
**October 5, 2015**  
**HOPI CONFERENCE ROOM**  
**11000 N. LA CANADA DRIVE**

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

ROLL CALL

**PRESENT:** Ellen Guyer, Chair  
Marilyn Lane, Vice Chair  
Dan Huff, Commissioner  
Dean Strandskov, Commissioner  
  
Jenni Sunshine, Commissioner  
Eric Thomae, Commissioner  
Connie Trail, Commissioner

**ALSO PRESENT:** Mike Zinkin, Town Council Member  
Kristy Diaz-Trahan, Parks & Recreation Director  
Tobin Sidles, Director - Legal Services  
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 ON 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.

1. REVIEW AND/OR APPROVAL OF THE SEPTEMBER 8, 2015 REGULAR SESSION MINUTES

[Click here for draft minutes](#)

**MOTION:** A motion was made by Commissioner Thomae and seconded by Vice

Chair Lane to approve the September 8, 2015 minutes as written.

**MOTION** carried, 7-0

2. **\*\*DISCUSSION AND POSSIBLE ACTION REGARDING THE ANNUAL REVIEW OF THE ORO VALLEY CULTURAL HERITAGE PRESERVATION**

The commissioners reviewed the sections of the Oro Valley Cultural Heritage Preservation Plan they were assigned at the last meeting. Suggestions were made to update the current draft and follow up items were discussed.

Section 1: Public Participation and Heritage Education was reviewed by Vice Chair Lane.

Section 2: Historic Steam Pump Ranch was reviewed by Commissioner Thomae.

Section 3: Historic Neighborhoods was reviewed by Commissioner Sunshine.

Section 4: Town History Records and Reports was reviewed by Commissioner Huff.

Section 5: Undeveloped Areas of Town was reviewed by Commissioner Trail.

Section 6: Honey Bee Village Archeological Preserve was reviewed by Commissioner Strandskov.

3. **\*\*DISCUSSION AND POSSIBLE ACTION REGARDING THE IMPLEMENTATION OF THE STEAM PUMP RANCH CONDITIONAL ASSESSMENT REPORT, TO INCLUDE REVIEW OF A COMPLETED WORK CHECKLIST**

Parks & Recreation Director Kristy Diaz-Trahan provided a summary of the Steam Pump Ranch building stabilization. The majority of the work has been completed.

4. **\*\*DISCUSSION AND POSSIBLE ACTION OF A STEAM PUMP RANCH PRESENTATION AT THE 2016 ARIZONA HISTORIC PRESERVATION CONFERENCE**

The commissioners reviewed the sections of the Oro Valley Cultural Heritage Preservation Plan they were assigned at the last meeting. Suggestions were made to update the current draft and follow up items were discussed.

Section 1: Public Participation and Heritage Education was reviewed by Vice Chair Lane.

Section 2: Historic Steam Pump Ranch was reviewed by Commissioner Thomae.

Section 3: Historic Neighborhoods was reviewed by Commissioner Sunshine.

Section 4: Town History Records and Reports was reviewed by Commissioner Huff.

Section 5: Undeveloped Areas of Town was reviewed by Commissioner Trail.

Section 6: Honey Bee Village Archeological Preserve was reviewed by Commissioner Strandskov.

**MOTION:** A motion was made by Vice Chair Lane and seconded by Commissioner Thomae direct staff to work with the architecture firm and encourage them to submit a presentation proposal to be brought back to the Historic Preservation Commission at a later date to contribute to that effort.

**MOTION** carried, 7-0

5. REPORT AND DISCUSSION OF COMMISSION MEMBER ASSIGNMENTS

a. \*\*HISTORIC PRESERVATION OUTREACH EFFORTS TO INCLUDE AN UPDATE ON THE WRITING CONTEST AND SPEAKERS BUREAU

Vice Chair Lane requested assistance to develop the topics for the writing contest. Commissioner Sunshine offered to assist with this project.

Commissioner Trail reported on the Speaker's Bureau. She will provide an update at the December meeting.

b. \*\*GRANT OPPORTUNITIES TO INCLUDE THE STATE HISTORIC PRESERVATION OFFICE ANNUAL GRANT APPLICATION

Commissioner Thomae discussed the scope of the State Historic Preservation Office grant opportunities and potential opportunities for the Town.

c. \*\*PRESENTATION AND RECOMMENDATION FOR PROPERTY MARKERS GUIDELINES TO BE IMPLEMENTED ON ALL HISTORIC LANDMARK SITES

Commissioner Thomae and Commissioner Sunshine reported about their signage research. They will continue to research this item and provide the commission with additional information regarding guidelines to follow and websites to reference.

d. FUTURE ASSIGNMENTS

No discussion.

6. \*\*REPORT OF CURRENT EDUCATIONAL OPPORTUNITIES FOR HISTORIC PRESERVATION COMMISSION MEMBERS TO ATTEND

No report.

7. \*\*REPORT OF STEAM PUMP RANCH IMPROVEMENTS

Ms. Diaz-Trahan reported on the following:

- Steam Pump Ranch irrigation work
- Steam Pump Ranch grading plan

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

Ms. Diaz-Trahan reported on the following:

- Farmer's Market celebrated a second successful year
- Second Saturdays at Steam Pump Ranch events and activities
- Harvest Heritage Festival on November 7, 2015
- Oro Valley Historical Society is cleaning/cataloging artifacts from the bunk houses

9. FUTURE AGENDA ITEMS (THE HISTORIC PRESERVATION COMMISSION MAY BRING FORTH GENERAL TOPICS FOR FUTURE MEETING AGENDAS. DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION.)

November items:

- Presentation regarding property markers
- Possible speaker in November
- Strategies for recruiting Historic Preservation Commission members

Future items:

- Process for client request to have home designated as historic
- Update of Cultural Resources Inventory
- Interior work at Steam Pump Ranch
- Swimming pool at Steam Pump Ranch

10. SCHEDULING NEXT HISTORIC PRESERVATION COMMISSION MEETING TENTATIVELY FOR MONDAY, NOVEMBER 2, 2015 TO BEGIN AT 5:00 P.M. - DISCUSSION AND POSSIBLE ACTION

Chair Guyer will not be present at the November meeting.

ADJOURNMENT

**MOTION:** A motion was made by Commissioner Thomae and seconded by Commissioner Sunshine to adjourn at 6:52 p.m.

**MOTION** carried, 7-0

Prepared by:

Danielle Tanner  
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 October, 2015. 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 2, 2015**  
**HOPI CONFERENCE ROOM**  
**11000 N. LA CANADA DRIVE**

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

Vice-Chair Lane called the meeting to order at 5:00 p.m.

ROLL CALL

**PRESENT:** Marilyn Lane, Vice-Chair  
Dean Strandskov, Commissioner  
Jenni Sunshine, Commissioner  
Connie Trail, Commissioner

**EXCUSED:** Ellen Guyer, Chair  
Dan Huff, Commissioner  
Eric Thomae, Commissioner

**ALSO PRESENT:** Kristy Diaz-Trahan, Parks & Recreation Director  
Tobin Sidles, Legal Services Director  
Lynanne Dellerman, Recreation & Cultural Services  
Manager

CALL TO AUDIENCE

Oro Valley Resident Bill Adler discussed the Your Voice, Our Future document; specifically the cultural resources section. He also discussed the Town's budget process.

1. REVIEW AND/OR APPROVAL OF THE OCTOBER 5, 2015 REGULAR SESSION MINUTES

**MOTION:** A motion was made by Commissioner Sunshine and seconded by Commissioner Strandskov to approve the October 5, 2015 meeting minutes as written.

**MOTION** carried, 4-0

2. DISCUSSION REGARDING STRATEGIES FOR RECRUITING HISTORIC PRESERVATION COMMISSION MEMBERS

Recreation & Cultural Services Manager Lynanne Dellerman reported there are no applications for current vacancies to date. The positions have been advertised. The group discussed additional advertising opportunities.

3. DISCUSSION REGARDING HISTORIC LANDMARK DESIGNATION PROCESS

Discussion occurred regarding how to process requests regarding designating property as a historic landmark. Parks & Recreation Director Kristy Diaz-Trahan suggested a guest speaker make a presentation to the Commission and provide direction. This item will be on a future agenda.

4. REPORT AND DISCUSSION OF COMMISSION MEMBER ASSIGNMENTS

- a. HISTORIC PRESERVATION OUTREACH EFFORTS REGARDING AN UPDATE ON THE WRITING CONTEST AND SPEAKERS BUREAU (VICE CHAIR LANE AND COMMISSIONER TRAIL)

Vice-Chair Lane and Commissioner Sunshine have no report on the writing contest. Commissioner Trail said she is working on the Speaker's Bureau and will share the budget at the next meeting.

- b. GRANT OPPORTUNITIES REGARDING THE STATE HISTORIC PRESERVATION OFFICE ANNUAL GRANT APPLICATION (COMMISSIONER THOMAE)

No report.

- c. PRESENTATION BY COMMISSIONER SUNSHINE AND COMMISSIONER THOMAE AND RECOMMENDATION FOR PROPERTY MARKER GUIDELINES TO BE IMPLEMENTED ON ALL HISTORIC LANDMARK SITES

Commissioner Sunshine suggested reviewing the state of New Jersey's information on state markers to assist with establishing guidelines.

- d. FUTURE ASSIGNMENTS

No report.

5. REPORT OF CURRENT EDUCATIONAL OPPORTUNITIES FOR HISTORIC PRESERVATION COMMISSION MEMBERS TO ATTEND

Ms. Dellerman provided a list of educational opportunities to the Commission.

6. REPORT OF STEAM PUMP RANCH IMPROVEMENTS

Ms. Diaz-Trahan discussed the following:

- Major stabilization work is complete.
- Grass was planted and irrigated.
- Rodent control is complete.
- The Oro Valley Historical Society members reviewed and catalogued items from the bunk house.
- Pusch House is accessible.

7. DEPARTMENT REPORT

Ms. Diaz-Trahan reviewed the following:

- Steam Pump Ranch ghosted structure presentation at the 2016 Arizona Historic Preservation Conference
- Volunteer event at Steam Pump Ranch
- Harvest Heritage Festival

8. APPROVE 2016 MEETING SCHEDULE AND DEADLINES

**MOTION:** A motion was made by Commissioner Strandkov and seconded by Commissioner Trail to approve the 2016 Meeting Schedule and Deadlines.

**MOTION** carried, 4-0

9. FUTURE AGENDA ITEMS

- Parks & Recreation budget (including capital)
- Home designation on National Registry (includes tax benefits and incentives)
- Cultural Resources inventory update (recurring agenda item)
- Interior work at Steam Pump Ranch
- Pool at Steam Pump Ranch
- Outreach

10. SCHEDULING NEXT HISTORIC PRESERVATION COMMISSION MEETING  
TENTATIVELY FOR MONDAY, DECEMBER 7, 2015 TO BEGIN AT 5:00 P.M. –  
DISCUSSION AND POSSIBLE ACTION

No discussion.

ADJOURNMENT

**MOTION:** A motion was made by Commissioner Trail and seconded by Commissioner Sunshine to adjourn the meeting at 6:04 p.m.

**MOTION** carried, 4-0

Prepared by:

Danielle Tanner  
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 2nd day of November, 2015. 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**  
**December 7, 2015**  
**HOPI CONFERENCE ROOM**  
**11000 N. LA CANADA DRIVE**

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

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

ROLL CALL

PRESENT: Ellen Guyer, Chair  
Marilyn Lane, Vice Chair  
Dan Huff, Commissioner  
Dean Strandskov, Commissioner  
Jenni Sunshine, Commissioner  
Connie Trail, Commissioner

EXCUSED: Eric Thomae, Commissioner

STAFF PRESENT: Kristy Diaz-Trahan, Parks & Recreation Director  
Tobin Sidles, Legal Services Director  
Lynanne Dellerman, Recreation & Cultural Services  
Manager

CALL TO THE AUDIENCE - No speakers.

1. REVIEW AND/OR APPROVAL OF THE NOVEMBER 2, 2015 REGULAR SESSION MINUTES

MOTION: A motion was made by Commissioner Trail and seconded by Commissioner Huff to approve the November 2, 2015 minutes as written.

MOTION carried, 6-0

2. PARKS AND RECREATION BUDGET REVIEW AND RECOMMENDATIONS TO INCLUDE GENERAL FUND AND CAPITAL PROJECTS

Parks and Recreation Director Kristy Diaz-Trahan provided an overview regarding the budget process. She requested suggestions for capital items. Capital improvement project items are \$50,000 and up with a use of 5 (five) years or longer. The Commission and staff discussed areas of need at Steam Pump Ranch.

The majority of the Commissioners requested staff first examine the Steam Pump Ranch Conditional Assessment and request funds in order of priority of items listed most at risk.

Ms. Diaz-Trahan asked the Commission for suggestions for General Fund requests. The

following suggestions were made:

- Ms. Diaz-Trahan plans to budget for prizes for writing contest
- Commissioner Trail suggested funding for the Speakers Bureau - \$5,000
- Vice-Chair Lane requested furniture for the Ranch House - \$2,500 for the public relations and \$2,000 to transport/purchase
- Vice-Chair Photos/art for the Ranch House - \$2,000
- Commissioner Sunshine suggested funding for personnel with expertise. She provided several staffing ideas.
- Vice-Chair Lane suggested budgeting \$10,000 for a consultant to review Steam Pump Ranch

3. REPORT OF CURRENT EDUCATIONAL OPPORTUNITIES FOR HISTORIC PRESERVATION COMMISSION MEMBERS TO ATTEND

No report.

4. REPORT AND DISCUSSION OF COMMISSION MEMBER ASSIGNMENTS

- a. HISTORIC PRESERVATION OUTREACH EFFORTS REGARDING AN UPDATE ON THE WRITING CONTEST AND SPEAKERS BUREAU (VICE CHAIR LANE AND COMMISSIONER TRAIL)

Vice-Chair Lane discussed adjustments to the writing contest. The Commissioners suggested creating a subcommittee for this writing contest group.

Commissioner Trail did not have a report for the Speaker's Bureau item.

b. FUTURE ASSIGNMENTS

No discussion.

5. REPORT OF STEAM PUMP RANCH IMPROVEMENTS

Ms. Diaz-Trahan reported on the following improvements:

- Timbers were replaced at the turf line
- Decomposed granite will be placed from the timber to the building
- Concrete and decomposed granite will be placed under the spouts at the buildings
- Staff dug outside the Pusch House and it is being filled in with the metal cloth
- Starting in January, staff will begin the ingress and egress scope of work

6. RECOMMENDATION FOR APPROVAL OF CHANGES TO THE ORO VALLEY CULTURAL HERITAGE PRESERVATION PLAN AS REVIEWED IN THE OCTOBER 2015 MEETING

Commissioner Sunshine provided suggestions on additional minor corrections to the document.

MOTION: A motion was made by Vice Chair Lane and seconded by Commissioner Sunshine to approve the Oro Valley Cultural Heritage Preservation Plan with the minor corrections recommended.

7. DEPARTMENT REPORT

Ms. Diaz-Trahan provided a report of the following:

- Wedding at Steam Pump Ranch
- Second Saturday at Steam Pump Ranch
- Fire Department barbeque event
- Cocoa 5-K event on January 1, 2016
- Meet Me 2 Get Fit event at Steam Pump Ranch (5K running series)
- Volunteer Appreciation Ceremony
- Parks and Recreation Administration division at the Community & Recreation Center

8. ELECTION OF HISTORIC PRESERVATION COMMISSION CHAIR AND VICE-CHAIR

MOTION: A motion was made by Chair Guyer and seconded by Commissioner Trail to elect Marilyn Lane as the new Historic Preservation Commission Chair.

MOTION carried, 6-0

MOTION: A motion was made by Chair Guyer and seconded by Commissioner Trail to elect Jenni Sunshine as the new Historic Preservation Commission Vice-Chair.

MOTION carried, 6-0

9. RECOGNITION OF ELLEN GUYER, DEAN STRANDSKOV AND CONNIE TRAIL FOR HISTORIC PRESERVATION COMMISSION SERVICE

Ms. Diaz-Trahan thanked Ellen Guyer and Dean Strandskov for their years of service and dedication.

10. FUTURE AGENDA ITEMS

- Historic property markers
- Brooks Jeffrey presentation (February)
- Historic inventory (future)
- Update the Historic Preservation Commission Rules
- Inventory of potential significant properties
- Environmentally Sensitive Lands presentation/Commission's role
- Interface with Planning & Zoning and Council on Steam Pump Ranch issues

11. SCHEDULING NEXT HISTORIC PRESERVATION COMMISSION MEETING TENTATIVELY FOR MONDAY, JANUARY 4, 2016 TO BEGIN AT 5:00 P.M. – DISCUSSION AND POSSIBLE ACTION

The next meeting will be on Monday, January 4, 2016 at 5:00 p.m.

ADJOURNMENT

MOTION: A motion was made by Commissioner Trail and seconded by Vice Chair Lane to adjourn the meeting at 6:47 p.m.

Prepared by:

Danielle Tanner  
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 December, 2015. 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 4, 2016**  
**HOPI CONFERENCE ROOM**  
**11000 N. LA CANADA DRIVE**

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

Chair Lane called the meeting to order at 5:01 p.m.

ROLL CALL

**PRESENT:** Dan Huff, Commissioner  
Eric Thomae, Commissioner  
  
Marilyn Lane, Chair  
Jenni Sunshine, Vice Chair

Commissioner Huff attended via telephone.

**STAFF PRESENT:**  
Kristy Diaz-Trahan, Parks & Recreation Director  
Lynanne Dellerman, Recreation & Cultural Services 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 ON 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.

1. REVIEW AND/OR APPROVAL OF THE DECEMBER 7, 2015 REGULAR SESSION MINUTES

[Click here for draft minutes](#)

**MOTION:** A motion was made by Vice Chair Sunshine and seconded by

Commissioner Thomae to approve the December 7, 2015 minutes as presented.

**MOTION** carried, 4-0

2. DISCUSSION AND POSSIBLE ACTION REGARDING HISTORIC SIGNAGE RESEARCH AND DEVELOPMENT OF ORO VALLEY HISTORIC SIGNAGE STANDARDS (VICE CHAIR SUNSHINE AND COMMISSIONER THOMAE)

[Click here for Historic Signs Presentation](#)

[Click here for Texas Historical Marker Procedures](#)

[Click here for Texas Historical Marker Scoring Criteria](#)

[Click here for Texas Historical Marker Types and Sizes](#)

[Click here for Pennsylvania Criteria for Historical Markers](#)

[Click here for New Jersey Research and Recommendations](#)

[Click here for Rillito Race Track Historical Marker Information](#)

[Click here for The Historical Marker Database Information](#)

Vice Chair Sunshine reviewed the research she and Commissioner Thomae found regarding the process in other communities. She discussed:

- Historic sign types
- Oro Valley code on types and materials
- Existing signage at Steam Pump Ranch
- Examples of other signage
- Parks Service guidelines
- Marker examples
- Interpretive signs
- Forest Service guidebook
- Concerns

Commissioner Thomae discussed creating a historic marker program.

Parks & Recreation Director Kristy Diaz-Trahan suggested developing criteria and a process for approval. She offered to send Vice Chair Sunshine and Commissioner Thomae contact information for the appropriate staff member to work with on this process. They will provide a draft for the Commission to review.

**MOTION:** A motion was made by Vice Chair Sunshine and seconded by Commissioner Thomae that the Historic Preservation Commission recommend Oro

Valley have a unified historic sign project.

**MOTION** carried, 4-0

3. UPDATED DRAFT TOWN OF ORO VALLEY HISTORIC PRESERVATION COMMISSION RULES - DISCUSSION

[Click here for Oro Valley Historic Preservation Commission Rules](#)

Ms. Diaz-Trahan said this is the first draft of the document and it includes updates from staff. The Commission may add updates and review in a future meeting.

4. ANNUAL WORK PLAN (SECOND HALF) GOAL SETTING - DISCUSSION AND POSSIBLE ACTION (CHAIR LANE)

[Click Here for Oro Valley Cultural Heritage Preservation Plan](#)

Chair Lane said it is important to decide which goals should be accomplished by the end of the fiscal year. One goal should be to determine ideas to honor Oro Valley resident Bill Adler and suggest those ideas to Town Council. The Commissioners discussed goals such as to preserve and monitor Steam Pump Ranch, signage, collaborate with the Oro Valley Historical Society and have a presentation on the inventory.

The Commission requested a site tour of Steam Pump Ranch.

The Commission and staff reviewed future goals, including the following:

- Historic sign program
- Process to identify and record significant historic buildings
- Historic Preservation Rules
- Input on matters presented to the Town Council which impact historical sites

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

[Click here for Historic Preservation Educational Opportunities](#)

The commission discussed upcoming educational opportunities.

6. REPORT AND DISCUSSION OF COMMISSION MEMBER ASSIGNMENTS

a. HISTORIC PRESERVATION OUTREACH EFFORTS REGARDING AN UPDATE ON THE WRITING CONTEST (VICE CHAIR LANE)

[Click here for Writing Contest Information](#)

[Click here for Essay Topics](#)

Chair Lane explained the language changes for the 2016 Historical Expository Writing Contest document. A subcommittee will be created to include two commissioners and one member of the Oro Valley Historical Society to evaluate the essays.

- b. FUTURE ASSIGNMENTS (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION.)
7. REPORT OF STEAM PUMP RANCH IMPROVEMENTS (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION.)

Ms. Diaz-Trahan reported on the following:

- Durazzo Construction is working on the site this month.
- The Master Planting Plan is in review with the Arizona State Historic Preservation Office.
- The Development and Infrastructure Services Department design team is working on the roadway design.

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

- Budget process has begun
- Receipt of two applications for vacancies on the commission
- Programs and events
- Historic Preservation conference registration and presentation on the Pump House cover

9. FUTURE AGENDA ITEMS (THE HISTORIC PRESERVATION COMMISSION MAY BRING FORTH GENERAL TOPICS FOR FUTURE MEETING AGENDAS. DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION.)

No discussion.

10. SCHEDULING NEXT HISTORIC PRESERVATION COMMISSION MEETING TENTATIVELY FOR MONDAY, FEBRUARY 1, 2016 TO BEGIN AT 5:00 P.M. - DISCUSSION AND POSSIBLE ACTION

No discussion.

ADJOURNMENT

**MOTION:** A motion was made by Commissioner Thomae and seconded by Vice Chair Sunshine

to adjourn the meeting at 7:20 p.m.

**MOTION** carried, 4-0

Prepared by:

Danielle Tanner  
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 4th day of January, 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**  
**February 1, 2016**  
**HOPI CONFERENCE ROOM**  
**11000 N. LA CANADA DRIVE**

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

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

ROLL CALL

**PRESENT:**

Marilyn Lane, Chair  
Jenni Sunshine, Vice Chair  
Alison Crane, Commissioner  
Dan Huff, Commissioner  
Joseph Kane, Commissioner  
Walter Ohlson, Commissioner

Eric Thomae, Commissioner

ALSO PRESENT: Mike Zinkin, Town Council Member  
Kristy Diaz-Trahan, Parks & Recreation Director  
Lynanne Dellerman, Recreation & Cultural Services Manager  
Michael Spaeth, Senior Planner

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 ON 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.

1. REVIEW AND/OR APPROVAL OF THE JANUARY 4, 2016 REGULAR SESSION MINUTES

[Click here for draft minutes](#)

Vice Chair Sunshine recommended expanding the work plan item details in Item 4: Annual Work Plan Goal Setting.

**MOTION:** A motion was made by Vice Chair Sunshine and seconded by Commissioner Thomae to approve the January 4, 2016 minutes as amended.

**MOTION** carried, 7-0

2. WELCOME NEW HISTORIC PRESERVATION COMMISSION MEMBERS

Chair Lane welcomed the new Commissioners. The Commissioners, staff and speakers introduced themselves.

3. REPORT AND DISCUSSION OF HONEYBEE VILLAGE UPDATE BY DESERT ARCHAEOLOGY PRESIDENT WILLIAM DOELLE AND ORO VALLEY SENIOR PLANNER MICHAEL SPAETH

[Click here for Item 3 - Burial Exploration](#)

[Click here for Item 3 - Treatment Plan](#)

Senior Planner Michael Spaeth reviewed the Mattamy Homes project. The Conceptual Site Plan is currently in review and will be provided to the Conceptual Design Review Board and they will provide a recommendation to Town Council. It will then come back to Final Site Plan approval and grading will begin.

Desert Archaeology President William Doelle discussed the discovery of footprints during excavation of a 3,000 year old agricultural field in the Ina Road area and another near Sunset Road.

Mr. Doelle reviewed the following information about Honey Bee Village:

- The history
- How the site has developed over time
- Excavation statistics
- Field statistics
- Features outside the preserve
- How they are addressing burial areas

Mr. Spaeth reviewed the timeline. Staff is reviewing the Treatment Plan.

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

[Click here for Item 4 - Educational Opportunities](#)

Recreation & Cultural Services Manager Lynanne Dellerman discussed the educational opportunities available, including viewing the recent archeological footprint discovery.

5. PRESENTATION AND DISCUSSION OF HOW HISTORICALLY SIGNIFICANT PROPERTIES ARE IDENTIFIED BY DIRECTOR OF THE DRACHMAN INSTITUTE BROOKS JEFFREY

Director of the Drachman Institute Brooks Jeffery presented the following:

- Summary of completed Oro Valley preservation efforts
- Findings and recommendations in Rock, Art, Ranch and Residence
- Historic contexts including early transportation routes, cattle ranching, homesteading and early residential development
- Discussion of definitions, tools and needs
- Benefits of property listings on the National Register of Historic Places
  - 50% reduction in state property taxes for full-time residents
  - Tax credits for commercial properties
- How properties qualify for the National Register of Historic Places
- Sample projects
- Reference documents to assist with the process

6. REPORT REGARDING ORO VALLEY HISTORICAL SOCIETY WORKPLAN (WARREN LAZAR) (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION.)

Oro Valley Historical Society President Warren Lazar reviewed the following:

- A Steam Pump Ranch Project Team has been organized to raise money for restoration and historical rebuilding.
- They are in the process of looking at grants to assist with the garage restoration.
- They hope to work with the Town to establish a historical center to include office space for the Oro Valley Historical Society, a museum and a study room and educational room.
- Steam Pump Ranch Project Team is documenting ranch history for an oral history.
- Additional speaker's bureau volunteers are needed.
- They will report to the Commission on the Steam Pump Ranch inventory in March.

7. REPORT AND DISCUSSION OF COMMISSION MEMBER ASSIGNMENTS

a. HISTORIC PRESERVATION OUTREACH EFFORTS REGARDING AN UPDATE ON THE WRITING CONTEST (CHAIR LANE)

Chair Lane discussed the following:

- The writing contest is underway and information is on the Town's website.

- Additional Historic Preservation brochures are needed.
- Writing contest applications should be available at the Oro Valley Library.

8. REPORT OF STEAM PUMP RANCH IMPROVEMENTS (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION.)

Ms. Diaz-Trahan explained all remedial work has been completed and we are finalizing the pest component.

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

- Off the Vine Wine Festival is on February 20, 2016 at Steam Pump Ranch.
- Parks & Recreation has a staffing change.

10. DISCUSSION AND POSSIBLE ACTION REGARDING RECOGNITION OF BILL ADLER

Chair Lane said Bill Adler was significant to Oro Valley and was a mentor to the Commission. The group discussed the following ideas to recognize Mr. Adler:

- Naming an educational program the "William Adler Educational Outreach Program". The program would include an essay, speaker's bureau and the Oro Valley history video created by Mr. Adler.
- Naming the museum or study center at Steam Pump Ranch after Mr. Adler.
- Naming a Town meeting room after Mr. Adler.

**MOTION:** A motion was made by Commissioner Thomae and seconded by Vice Chair Sunshine to recommend naming the Historic Preservation Commission's educational outreach program after Bill Adler.

**MOTION** carried, 7-0

**MOTION:** A motion was made by Commissioner Thomae and seconded by Commissioner Huff to present to Town Council the suggestions to change the name of a room at Town Hall to honor Mr. Adler and a room in the Steam Pump Ranch garage also be named after Mr. Adler.

**MOTION** carried, 7-0

11. FUTURE AGENDA ITEMS (THE HISTORIC PRESERVATION COMMISSION MAY BRING FORTH GENERAL TOPICS FOR FUTURE MEETING AGENDAS. DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION.)

March Agenda:

- Collections inventory presentation by the Oro Valley Historical Society

- Update on a process to identify historic properties with regard to signage
- Historic Preservation Commission rules

April Agenda:

- Writing Contest review and discussion

12. SCHEDULING NEXT HISTORIC PRESERVATION COMMISSION MEETING TENTATIVELY FOR MONDAY, MARCH 7, 2016 TO BEGIN AT 5:00 P.M. – DISCUSSION AND POSSIBLE ACTION

No discussion.

ADJOURNMENT

**MOTION:** A motion was made by Commissioner Thomae and seconded by Vice Chair Sunshine to adjourn the meeting at 7:27 p.m.

Prepared by:

Danielle Tanner  
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 1st day of February, 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**  
**March 7, 2016**  
**ORO VALLEY COUNCIL CHAMBERS**  
**11000 N. LA CANADA DRIVE**

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

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

ROLL CALL

**PRESENT:** Marilyn Lane, Chair  
Jenni Sunshine, Vice Chair  
Eric Thomae, Commissioner  
Alison Crane, Commissioner  
Joseph Kane, Commissioner  
Walter Ohlson, Commissioner

**EXCUSED:** Dan Huff, Commissioner

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

1. REVIEW AND/OR APPROVAL OF THE FEBRUARY 1, 2016 REGULAR SESSION MINUTES

[CLICK HERE FOR FEBRUARY 1, 2016 MINUTES](#)

**MOTION:** A motion was made by Vice Chair Sunshine and seconded by Commissioner Crane to approve February 1, 2016 minutes as written.

**MOTION** carried, 6-0

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

[Click Here for March Educational Opportunities Document](#)

Lynanne Dellerman, Recreation and Cultural Resources Manager, stated the

opening day of pop-up art by 4th graders will be displayed at the Pusch House at Steam Pump Ranch during Second Saturdays in March and April.

3. PRESENTATION AND DISCUSSION ABOUT THE CULTURAL INVENTORY WORK DONE BY THE ORO VALLEY HISTORICAL SOCIETY'S COLLECTIONS SPECIALISTS

[Click here for preliminary assessment report](#)

Sue Chambasian and Pat Spoerl of the Oro Valley Historical Society gave a presentation on the work done by collection specialists and archivists on artifacts that have been collected, categorized, labeled, and preserved at Steam Pump Ranch. They also provided background on the various families who had occupied the ranch. They discussed the clean up process and disposition of items at the various buildings on the ranch. Collected documents were scanned and archived through a partnership between the Historical Society and the Town of Oro Valley. The original documents are stored in the basement at Town Hall. The remainder of the artifacts that were collected are currently stored in the tack room on the ranch property. The plan is for the items to eventually be displayed at the ranch.

4. REPORT REGARDING ORO VALLEY HISTORICAL SOCIETY WORKPLAN (WARREN LAZAR) (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION.)

Warren Lazar provided an update on the progress of the project team's goal in raising funds and seeking grants. The team recently received grant funds to hire an architect for the garage rebuild. Mr. Lazar also stated that a five-minute documentary of Steam Pump Ranch has been completed and is currently in the editing process.

5. DISCUSSION AND POSSIBLE ACTION REGARDING IMPLEMENTATION OF THE ORO VALLEY CULTURAL HERITAGE PRESERVATION PLAN

Discussion centered on the Rock Art, Ranch and Residence Plan, the previous presentation by Brooks Jeffrey of the Drachman Institute, the Cultural Heritage Preservation Plan, and securing an internship position. The commissioners agreed to prioritize their top two items to develop a plan focus for the next meeting.

6. REPORT AND DISCUSSION OF COMMISSION MEMBER ASSIGNMENTS

a. HISTORIC PRESERVATION OUTREACH EFFORTS REGARDING AN UPDATE ON THE WRITING CONTEST (CHAIR LANE)

Discussed the status on the essay contest and the need to extend the deadline. The commission agreed to extend the date to April 8.

b. PRESENTATION AND DISCUSSION ABOUT DEVELOPING A PROCESS TO IDENTIFY HISTORIC PROPERTIES - FACILITATED BY COMMISSIONERS SUNSHINE AND THOMAE

Discussed using CLG (Certified Local Government) requirements regarding historical properties. Spoke of using criteria from the national register to develop a master list for cultural and historical resources with consideration to privacy issues. The need to make land owners aware of historical value was addressed followed by creating a public list. Commissioner Sunshine shared some sites in Oro Valley that have been identified as historical structures. A request was made to have the Town Attorney review CLG requirements so better discussion can be had at a future meeting.

c. ASSIGNMENT OF ONE OF THE HISTORIC PRESERVATION COMMISSIONERS TO THE SPEAKERS BUREAU

Chair Lane requested a volunteer to work with the Historical Society to move forward with the Speakers Bureau. Commission Ohlson volunteered for the position. The intent of the position is to work with the Historical Society and make recommendations on behalf of the Commission.

7. DISCUSSION AND RECOMMENDATION ABOUT UPDATING THE HISTORIC PRESERVATION COMMISSION RULES SPECIFICALLY RELATED TO WHICH DEPARTMENT THE COMMISSION REPORTS

**MOTION:** A motion was made by Vice Chair Sunshine and seconded by Commissioner Thomae to table this item to a future agenda to allow time for review by the commission.

**MOTION** carried, 6-0

8. STEAM PUMP RANCH ROADWAY AND DEPARTMENT REPORT (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION.)

Kristy Diaz-Trahan, Parks and Recreation Director, provided an update on the work to be completed on roadway at Steam Pump Ranch. The entrance and exit will be rerouted for safer traffic flow. Ms. Diaz-Trahan also provided an update on the Mattamy Homes - Honeybee archeology site. The Arizona State Museum has issued the burial agreement. The work on the burial exploration efforts has been completed and the site has been blessed. She also spoke about previous and upcoming events. She reminded the commission of the site tour at Steam Pump Ranch on March 17 and reiterated the rules for site tours.

9. FUTURE AGENDA ITEMS (THE HISTORIC PRESERVATION COMMISSION MAY

BRING FORTH GENERAL TOPICS FOR FUTURE MEETING AGENDAS. DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION.)

- Status of non-inventoried items at Steam Pump Ranch
- Share comments from Steam Pump Ranch site tour on March 17, 2016 at next meeting
- Signage
- Peter Steer, Tohono O'Odham Tribal Preservation Officer to speak at a future meeting regarding his role and willingness to be a resource for the commission

10. NEXT HISTORIC PRESERVATION COMMISSION MEETING TENTATIVELY SCHEDULED FOR MONDAY, APRIL 4, 2016 TO BEGIN AT 5:00 P.M. - DISCUSSION AND POSSIBLE ACTION

No discussion.

ADJOURNMENT

**MOTION:** A motion was made by Commissioner Thomae and seconded by Commissioner Crane to adjourn meeting at 7:10 p.m.

**MOTION** carried, 6-0

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 7th day of March, 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**  
**April 4, 2016**  
**ORO VALLEY COUNCIL CHAMBERS**  
**11000 N. LA CANADA DRIVE**

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

Vice Chair Sunshine called the meeting to order at 5:04 p.m.

ROLL CALL

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

**EXCUSED:** Marilyn Lane, Chair  
Alison Crane, Commissioner  
  
Eric Thomae, Commissioner

**STAFF PRESENT:**  
Kristy Diaz-Trahan, Parks & Recreation Director  
Lynanne Dellerman, Recreation & Cultural Resources Manager  
Mike Zinkin, Town Councilmember

CALL TO THE AUDIENCE

No speakers.

1. REVIEW AND/OR APPROVAL OF THE MARCH 7, 2016 REGULAR SESSION MINUTES

[Click here for March 7, 2016 Regular Session Minutes](#)

**MOTION:** A motion was made by Commissioner Ohlson and seconded by Commissioner Huff to approve March 7, 2016 minutes as written.

**MOTION** carried, 4-0

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

[Click here for Educational Opportunities document](#)

Lynanne Dellerman, Recreation and Cultural Resources Manager, identified several educational opportunities, as well as two presentations from the Historical Society that were not included in the packet. The two historical presentations will be held at the Oro Valley Library April 27 and May 4, 2016.

3. STEAM PUMP RANCH SITE VISIT FOLLOW-UP REPORT AND DISCUSSION BY LYNANNE DELLERMAN, RECREATION AND CULTURAL RESOURCES MANAGER

Ms. Dellerman identified the biggest concern on the property was the rodent mitigation. Funding has been released and contact with rodent cleaner and the Parks Department is pending. Ms. Dellerman noted that the piano and jukebox will be moved as part of a deep clean-up action. Concern about rocks near the building and water damage was addressed. New grading has created a slope so the building should not be affected by water. Ms. Dellerman also stated that the splash pads near garage will be rechecked for efficacy. Further discussion included safety and security of the building regarding potential liability, fire protection, and securing the stairs.

4. DISCUSSION AND POSSIBLE ACTION ON UPDATING THE COMMISSION RULES

Kristy Diaz-Trahan, Parks & Recreation Director, explained the minor changes made by staff and offered Commissioners the opportunity to review each section. She noted that these are only recommended changes that will be submitted to Council for final decision on how to proceed. Commissioners discussed and offered edits to the Commission Rules.

**MOTION:** A motion was made by Commissioner Kane and seconded by Commissioner Ohlson to adopt changes

**MOTION** carried, 4-0

5. DISCUSSION AND POSSIBLE ACTION REGARDING HISTORIC PRESERVATION COMMISSION (HPC) WORK PLAN PRIORITY AS IDENTIFIED IN THE ORO VALLEY CULTURAL HERITAGE PRESERVATION PLAN AND ROCK ART DOCUMENT

Vice Chair Sunshine recommended with several commissioners absent that this

item be tabled to May meeting.

**MOTION:** A motion was made by Commissioner Kane and seconded by Commissioner Huff to Table the discussion and actions of item 5 and to schedule for a future meeting.

**MOTION** carried, 4-0

6. \*REPORT AND DISCUSSION OF COMMISSION MEMBER ASSIGNMENTS

a. HISTORIC PRESERVATION OUTREACH EFFORTS REGARDING AN UPDATE ON THE WRITING CONTEST, CHAIR LANE

Ms. Diaz-Trahan noted that phone calls had been received but no applications have been submitted, which has been normal practice. Ms. Diaz-Trahan informed the commissioners that the large homeschool group has also been contacted. She requested an alternate to Chair Lane for reviewing essays and to assist in creating a scoring system to determine the best essay. Commissioner Kane agreed to review the essays if Chair Lane was not available.

b. \*HISTORICAL MARKER/SIGNAGE DISCUSSION AND POSSIBLE ACTION, VICE-CHAIR SUNSHINE AND COMMISSIONER THOMAE

Vice Chair Sunshine offered a summary of the recommendation for signage. She discussed types of historical markers and their significance with consideration given to the National Register criteria. Discussion included adding a ribbon/banner noting the founding date, color choice, text format, and the Town of Oro Valley seal. The application requirements were discussed. Commissioners reviewed guidelines and made edits to the document. Ms. Diaz-Trahan recommended once the commission approves the sign criteria, logo and key components the staff will submit the information to sign designers for a specialized look.

**MOTION:** A motion was made by Vice Chair Sunshine and seconded by Commissioner Kane to approve the Historical Marker/Signage document with suggested changes.

**MOTION** carried, 4-0

**MOTION:** A motion was made by Vice Chair Sunshine and seconded by Commissioner Ohlson to approve adopt the sign appearance standards with the Town seal and design information

**MOTION** carried, 4-0

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

Kristy Diaz-Trahan noted that the Parks & Recreation budget will be presented to Council on Wednesday April 13, 2016. Grant capacity funds are included in the budget for an internship. Weekend calendar events were announced. The HPC Conference June 2016 schedule is on the web page. The 2017 HPC Conference will be held in Oro Valley.

8. FUTURE AGENDA ITEMS (THE HISTORIC PRESERVATION COMMISSION MAY BRING FORTH GENERAL TOPICS FOR FUTURE MEETING AGENDAS. DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

No future agenda items were identified.

9. NEXT HISTORIC PRESERVATION COMMISSION MEETING TENTATIVELY SCHEDULED FOR MONDAY, MAY 2, 2016 TO BEGIN AT 5:00 P.M. - DISCUSSION AND POSSIBLE ACTION

**MOTION:** A motion was made by Vice Chair Sunshine and seconded by Commissioner Huff to approve the meeting date as scheduled.

**MOTION** carried, 4-0

ADJOURNMENT

Adjourned the meeting at 7:25 p.m.

Vice Chair Sunshine

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 March, 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  
May 2, 2016  
ORO VALLEY COUNCIL CHAMBERS  
11000 N. LA CANADA DRIVE**

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

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

ROLL CALL

**PRESENT:** Marilyn Lane, Chair  
Jenni Sunshine, Vice Chair  
Dan Huff, Commissioner  
Alison Crane, Commissioner  
Eric Thomae, Commissioner  
Walter Ohlson, Commissioner

**EXCUSED:** Joseph Kane, Commissioner

**STAFF PRESENT:** Kristy Diaz-Trahan, Parks & Recreation Director  
Mike Zinkin, Town Councilmember  
Lynanne Dellerman, Recreation & Cultural Resources

Manager

CALL TO THE AUDIENCE - no speakers

1. REVIEW AND/OR APPROVAL OF THE APRIL 4, 2016 REGULAR SESSION MINUTES AS WRITTEN.

April 4, 2016 minutes

**MOTION:** A motion was made by Vice Chair Sunshine and seconded by Commissioner Ohlson to approve the April 4, 2016 regular session minutes.

**MOTION** carried, 6-0

2. PRESENTATION, DISCUSSION AND POSSIBLE ACTION OF PLANTING PLAN OF STEAM PUMP RANCH BY DARLENE SHOALWALTER, MCGANN & ASSOCIATES

Kristy Diaz-Trahan, Parks & Recreation Director, explained part of the capital improvement funding for the Steam Pump Ranch Master Plan included stabilization and mitigation of the land. A planting plan was requested by the Commission and McGann and Associates were hired to design the plan. Ms. Diaz-Trahan explained that before a plan can be executed, management of the land, discovery of where water flows and settles, and a possible irrigation system must be addressed. The intent of the presentation is for the Commission to review and possibly recommend it pass as part of the easement agreement with Pima County.

[Click here for Planting Plan Map](#)

[Click here for Planting Plan Presentation](#)

**MOTION:** A motion was made by Commissioner Ohlson and seconded by Commissioner Huff to approve design and concept of the Planting Plan presented by McGann and Associates.

**MOTION** carried, 4-2 with Vice Chair Sunshine and Commissioner Thomae opposed

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

Ms. Lynanne Dellerman, Recreation & Cultural Resources Manager, provided upcoming educational opportunities for the Commissioners.

[Click here for educational opportunities](#)

4. DISCUSS AND POSSIBLE ACTION ON THE WORK PLAN PRIORITIES FROM THE ORO VALLEY CULTURAL HERITAGE PRESERVATION PLAN

Chair Lane reviewed excerpts from the Rock Art and the Oro Valley Cultural Heritage Preservation Plan. Each Commissioner addressed areas of interest which they sought as priority. The priorities selected for implementation include focus on the Proctor Leiber House and establishing processes and procedures for identifying historic neighborhoods.

[Click here for the Oro Valley Cultural Heritage Preservation Plan](#)

**MOTION:** A motion was made by Commissioner Ohlson and seconded by Commissioner Huff to make Proctor Leiber house a priority.

**MOTION** carried, 6-0

**MOTION:** A motion was made by Commissioner Crane and seconded by Commissioner Thomae to identify process and procedures for historic neighborhoods.

**MOTION** carried, 6-0

5. REPORT REGARDING ORO VALLEY HISTORICAL SOCIETY WORKPLAN (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Ms. Diaz-Trahan reported that President Warren Lazzar of the Historical Society resigned and a new chair, Jim Horn was elected. A collections subcommittee of the Historical Society applied to the Arizona Historical Society for a certification that would allow them to become an organizational museum. The museum would enable docent tours and grants.

6. COMMISSION MEMBER ASSIGNMENTS

a. REPORT AND DISCUSSION ON THE HISTORIC PRESERVATION OUTREACH EFFORTS' WRITING CONTEST BY CHAIR LANE

Chair Lane noted that the quality of essays were improved over last year and individual reflections offered for better essays. Twenty-nine essays were submitted. Placing the writing contest on a future agenda with the possibility of holding the contest in the fall was discussed.

[Click here for Historical Expository Writing Contest](#)

Commission awarded two first place winners. A binder containing the essays will be placed in the library.

[Click here for Writing Contest Results](#)

b. REPORT AND UPDATE ON THE ORO VALLEY HISTORICAL SOCIETY SPEAKERS BUREAU BY COMMISSIONER OHLSON

Commissioner Ohlson attended the Historical Society meeting and delivered a synopsis of the material covering the Apaches, mining, and the cattle era. He also indicated that future topics could be tailored to specific audiences so work can be done in conjunction with the Historical Society given that they have an abundance of resources.

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

Ms. Diaz-Trahan reaffirmed the request for a written department report. She reported that the budget process included grant match funding for an internship. She also clarified the funding for Steam Pump Ranch indicating that there are no capital improvement projects identified for next fiscal year. However, funds are allocated for five year capital improvement projects for specific needs.

[Click here for Directors Report](#)

8. FUTURE AGENDA ITEMS (THE HISTORIC PRESERVATION COMMISSION MAY BRING FORTH GENERAL TOPICS FOR FUTURE MEETING AGENDAS. DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Chair Lane reiterated that the priorities that were previously discussed will be on the next agenda. Ms. Diaz-Trahan reminded the Commission of the guest speaker from Tohono O'Odham.

9. NEXT HISTORIC PRESERVATION COMMISSION MEETING TENTATIVELY SCHEDULED FOR MONDAY, JUNE 6, 2016 TO BEGIN AT 5:00 P.M. - DISCUSSION AND POSSIBLE ACTION

No discussion.

#### ADJOURNMENT

**MOTION:** A motion was made by Commissioner Thomae and seconded by Vice Chair Sunshine to adjourn the meeting at 7:10 p.m.

**MOTION** carried, 6-0

Chair Lane adjourned the meeting at 7:10 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 2nd day of May, 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**  
**June 6, 2016**  
**ORO VALLEY COUNCIL CHAMBERS**  
**11000 N. LA CANADA DRIVE**

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

ROLL CALL

**PRESENT:** Marilyn Lane, Chair  
Jenni Sunshine, Vice Chair  
Allison Crane, Commissioner  
Dan Huff, Commissioner  
Joseph Kane, Commissioner  
Walter Ohlson, Commissioner

**ABSENT:** Eric Thomae, Commissioner

**STAFF PRESENT:**

Kristy Diaz-Trahan, Parks & Recreation Director  
Lynanne Dellerman, Recreation & Cultural Resources Manager  
Chad Daines, Community Development & Public Works, Principal Planner  
Nora Campbell, Community Development & Public Works, Planner

CALL TO THE AUDIENCE - No speakers.

1. REVIEW AND/OR APPROVAL OF THE MAY 2, 2016 REGULAR SESSION MINUTES

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

**MOTION** carried, 6-0

2. PRESENTATION AND DISCUSSION BY PETER STEERE, TOHONO O'ODHAM TRIBAL PRESERVATION OFFICER, ON HOW THE HPC CAN WORK WITH THE TOHONO O'ODHAM NATION IN AREAS OF HISTORIC AND PREHISTORIC SIGNIFICANCE

Peter Steere, Tohono O'Odham Tribal Preservation Officer, discussed the importance of knowing the size and complexity of projects in the area to protect and preserve cultural sites. He stressed that obtaining information about significant ground disturbances

early, is paramount to getting the Tribe involved. Mr. Steere requested the Tribe be placed on the Town's Planning Department mailing list. 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.

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

Ms. Lynanne Dellerman, Recreation & Cultural Resources Manager, provided upcoming educational opportunities for the Commissioners. She also reminded the commissioners of the upcoming Historic Preservation Conference next week.

4. **DISCUSSION AND POSSIBLE ACTION ON THE UPDATE OF THE ORO VALLEY HISTORICAL SOCIETY LICENSE AGREEMENT**

Ms. Diaz-Trahan, Parks & Recreation Director, indicated that the one year agreement needs to be updated, however, because the attachment was not provided with the agenda the discussion will be included as a line item with a copy of the contract at the next meeting. She emphasized that the Historic Society is interested in updating the agreement to recognize value added work at Steam Pump Ranch. The only change noted was that the Town of Oro Valley supports the Historic Society's efforts to fund raise. Chair Lane agreed to hold the discussion at the September meeting.

5. **REPORT REGARDING ORO VALLEY HISTORICAL SOCIETY WORKPLAN (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)**

Ms. Diaz-Trahan informed the Commission that the new Oro Valley Historical Society president, Jim Horn, was not able to be present so Lynanne Dellerman, Recreation & Cultural Resources Manager, who is the Commission's liaison, provided the report. She informed the Commission that the Oro Valley Historical Society applied for status as a museum organization which will allow eligibility to apply for grants.

6. **COMMISSION WORK PLAN**

a. **REPORT ON STEAM PUMP RANCH MAJOR IMPROVEMENT PROJECTS**

Ms. Dellerman, reported that the rodent mitigation is in its completion stage and that the Town will continue with the house upkeep. She also stated that the Town's grant writer is applying for a grant to start the processes for the Leiber House renovation. Ms. Dellerman reminded the Commission about a horse statue that had been donated and a decision had been made to place it in the garden on a stand to show respect to the artist and the Council. Discussion about the chicken coops and maintenance commenced with Ms. Dellerman emphasizing that the Town has a management plan in place.

b. **PRESENTATION AND DISCUSSION ON THE PROCESS TO APPLY FOR A HISTORIC DESIGNATION**

Commissioner Crane informed the Commission that she and Ms. Dellerman are in process of creating a draft of a historic designation document for the Commission to review at a later meeting.

7. **COMMISSION MEMBER ASSIGNMENTS**

a. **REPORT ON THE ORO VALLEY HISTORICAL SOCIETY SPEAKERS BUREAU, BY COMMISSIONER OHLSON**

Commissioner Ohlson discussed an outline that he is creating for a potential National Registry of places in Oro Valley. Ms. Dellerman mentioned the possibility of creating a Town of Oro Valley Registry.

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

Ms. Diaz-Trahan informed the Commission of the budget meeting she attended in which there was a tremendous amount of gratification by the Council, families, teachers and community for the work and results of the writing contest and the Commission. Also during the budget meeting, Ms. Diaz-Trahan noted that the Council described three means to recognize Mr. William Adler, the Your Voice Our Future project, renaming the Outreach Program to be the William Adler Educational Outreach Program, and a plaque to recognize his work at Steam Pump Ranch. Ms. Diaz-Trahan also noted that Mr. Adler was a large contributor to the Town's Youth Scholarship Fund.

The upcoming Historic Preservation Conference was addressed as well as road construction near Steam Pump Ranch. Ms. Diaz-Trahan mentioned that a storage unit will be placed on a dirt pad in the back of the Ranch. She also informed the Commission that the park space near Encantada Apartments north of Steam Pump Ranch has been named, Tho'ag, by the Youth Advisory Council and approved by PRAB and Council. Her report was completed with a discussion of the budget and the one time revenue and expenses for projects. She emphasized that there is no capital funding in the 2016/2017 budget for Steam Pump Ranch but there is grant capacity, general operations and management, and a secondary grant with SHIPO.

9. **FUTURE AGENDA ITEMS (THE HISTORIC PRESERVATION COMMISSION MAY BRING FORTH GENERAL TOPICS FOR FUTURE MEETING AGENDAS. DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)**

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.

**MOTION:** A motion was made by Commissioner Crane to move the application for the designation draft to the October agenda.

10. [NEXT HISTORIC PRESERVATION COMMISSION MEETING TENTATIVELY SCHEDULED FOR TUESDAY, SEPTEMBER 6, 2016 TO BEGIN AT 5:00 P.M. - DISCUSSION AND POSSIBLE ACTION](#)

## [ADJOURNMENT](#)

**MOTION:** A motion was made by Commissioner Kane and seconded by Commissioner Huff to adjourn the meeting at 6:48 p.m.

**MOTION** carried, 6-0

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.

#### **IV. Commissioner Application Materials**

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



DEC 29 11:58 104 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 LANE Marilyn Jean Ms  
Last First Middle Suffix

Address \_\_\_\_\_  
Street City State AZ. Zip 85737

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cellular Phone \_\_\_\_\_

Number of Years in Oro Valley 11 Email Address \_\_\_\_\_

Signature Marilyn Lane Date 12-26-11

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.) Daveant Az. State Museum, Grand, Sacca, President Co. Assoc for Ed, Consultant in Education, USA Internationally, Ed. Foundation, Campbell, Ca, Volunteer of Year, Campbell Co., Kiwanis, International Presenter on Education, Self Dev, & Leadership.

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.

My extensive travel (over 30 countries) my training and volunteer work as an ASPI docent, my education in anthropology and continuing interest and work in history of culture and my experience and expertise in writing and speaking have prepared me for service on this Commission.

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.  
B.A. English, M.A. Ed. Teaching and Adm. Credentials teacher 2-8, adjunct professor Santa Clara University, Consultant in Ed. over 20 countries, published author, minor in anthropology.

IF DESIRED, ADDITIONAL INFORMATION MAY BE ATTACHED

[www.orovalleyaz.gov](http://www.orovalleyaz.gov)

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CURRICULUM VITAE  
MARILYN LANE  
EDUCATOR AND CHILD ADVOCATE

Marilyn Lane is an educational consultant and immediate past president of the California Association for the Gifted. She received a Bachelor's Degree with Honors in English from California State University East Bay and a Master of Arts degree and an administrative credential from California State University at San Jose. She has been a classroom teacher, a library media coordinator, and teacher of the gifted. Her administrative positions include Director of GATE in an international school, elementary school principal, and Coordinator of Gifted Services. Marilyn is an international consultant in gifted education and "Creating Caring School Environments." She has been teaching certification classes in differentiation and gifted education in various counties in California. She has also been an adjunct professor at Santa Clara University.

Ms. Lane volunteers her time and talents on boards and community services. She has been president of the California Center for Self-Esteem and currently serves on the advisory board for the National Council for Self-Esteem and the International Council for Self-Esteem. She is the author of articles on giftedness and social studies curriculum. She has co-authored a book on parenting, and is currently writing a book on grandparenting. She continues to present at numerous conferences both here and abroad. She divides her time between her home in Arizona and her summer home in northern California. She has four grown children and four grandchildren and enjoys spending time with her family. Reading, writing, and traveling are her favorite pastimes.



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 State Zip AZ 85737

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cellular Phone (same)

Number of Years in Oro Valley 21 Email Address \_\_\_\_\_

Signature Jenni 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](http://www.orovalleyaz.gov)

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.



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

I have coached youth soccer in the 922 Oro Valley region. I also help organize and run the high school mock trial competition.

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.

My previous volunteer experience has given me insight into community members and activities. I understand what it takes to organize an event or engage youth and families in community activities. I have seen the importance of having opportunities for members of the community to connect with each other and understand that events and locations are one key for making those connections happen.

Briefly describe your educational/vocational background.

I have a B.A. in psychology and a J.D., both from the University of Arizona.

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

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

1pg\_updated\_law\_resume.doc

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 \*

Alison P. Crane

**WORK EXPERIENCE**

**ASSISTANT ATTORNEY GENERAL, CHILD AND FAMILY PROTECTION AND LITIGATION SUPPORT DIVISIONS, Tucson, AZ—Senior Litigation Attorney** (June 2007 – current)—promoted to Senior Litigation Attorney in January 2013; mediated, negotiated, litigated high-profile child abuse and neglect cases throughout Arizona; researched issues of juvenile, family law; developed training programs for new attorneys, interns, case workers; instructed attorneys, case workers, outside agencies; contributed to management and court-improvement committees.

**UNIVERSITY OF PHOENIX, Tucson, AZ—Adjunct Professor** (September 2008 – June 2014)—Instructed and engaged college and graduate students in various law-related courses; developed course-related materials and assignments.

**PIMA COUNTY JUVENILE COURT, The Honorable Terry Chandler, Tucson, AZ—Clerk** (August 2006 – June 2007)—Drafted memoranda on issues such as the Indian Child Welfare Act, driver's license revocation; prepared Rule 32 rulings; discussed nuances of judicial decision-making and legal etiquette.

**PIMA COUNTY PUBLIC DEFENDER, Tucson, AZ—Clerk** (January 2006 – June 2006)—Researched and drafted motions, memoranda on topics such as confessions, bifurcation, rules of evidence, suppression, and sentence enhancement.

**ZARAGOZA LAW FIRM, Tucson, AZ—Clerk** (January 2006 – May 2006)—Prepared interrogatories, civil complaints, production requests; researched contract issues.

**CHILD ADVOCACY CLINIC, UNIVERSITY OF ARIZONA COLLEGE OF LAW, Tucson, AZ—38(d) Student Lawyer** (August 2005 – May 2006)—Represented children in dependency cases; negotiated with attorneys; researched and drafted motions.

**PIMA COUNTY JUVENILE COURT, The Honorable Michael Miller, Tucson, AZ—Clerk** (August 2004 – December 2004)—Drafted memoranda on issues relating to competency to stand trial, rules of evidence; attended court proceedings; discussed nuances of judicial decision-making and legal etiquette.

**ROCKY MOUNTAIN CHILDREN'S LAW CENTER, Denver, CO—Summer Associate** (June 2004 – August 2004)—Guardian ad Litem in numerous dependency cases; negotiated with clients, case workers, therapists, and attorneys; summarized case materials; prepared and accompanied supervising attorneys to Court.

**PUBLICATIONS**

- *The Encyclopedia of American Civil Liberties* (Paul Finkleman ed., Routledge 2006) (summaries of *Crane v. Johnson* and *Allen v. Illinois*).
- Contributions to the forum shopping chapter in Kevin Johnson, Catherine Rogers & John V. White, *Complex Litigation: Cases and Materials on Litigating for Social Change* (Carolina Academic Press 2009).

**AWARDS**

- Arizona Attorney General, Attorney of the Year 2010

**EDUCATION**

**THE UNIVERSITY OF ARIZONA, Tucson, AZ**

• **JAMES E. ROGERS COLLEGE OF LAW**

- Admitted to the Arizona Bar, October 2006
- Juris Doctor, May 2006
- Substantial Paper: "Building a Better Brazil for its Next Generation"

• **COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES**

Bachelor of Arts in Psychology; Summa Cum Laude, May 2002

- Honors Thesis: "Sexual Abuse and the Female Adolescent Victim: The Need for Uniform Legal Standards"

**COMMUNITY SERVICE/LANGUAGES**

- Wills for Heroes, High School Mock Trial Tournament, A.Y.S.O. Soccer Coach, My Sister's Closet.
- Intermediate fluency in Spanish.

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**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	AZ	85737
City	State	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

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**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.

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## 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

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Which Boards would you like to apply for?

Historic Preservation Commission

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## 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](#)

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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

Town of Oro Valley Boards & Commissions  
**Application Form**

Submit Date: Dec 17, 2015  
Status: submitted

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**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.**

Walter \_\_\_\_\_ H. \_\_\_\_\_ Ohlson \_\_\_\_\_  
First Name Middle Initial Last Name Suffix

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Street Address Suite or Apt

Oro Valley \_\_\_\_\_ AZ \_\_\_\_\_ 85755 \_\_\_\_\_  
City State 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)

\_\_\_\_\_  
Primary Phone Alternate Phone

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Which Boards would you like to apply for?

Historic Preservation Commission

---

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**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

[OHLS\\_director.2016.Tucson.docx](#)

Upload a Resume

Please attach any additional documents here

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I Agree \*

# WALTER H. OHLSON

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## 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.

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## 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.

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**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 1<sup>st</sup> 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 loses 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> in *Franchise Sales Revenue* and 2<sup>nd</sup> 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, KUVO/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*, "38<sup>th</sup> 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;

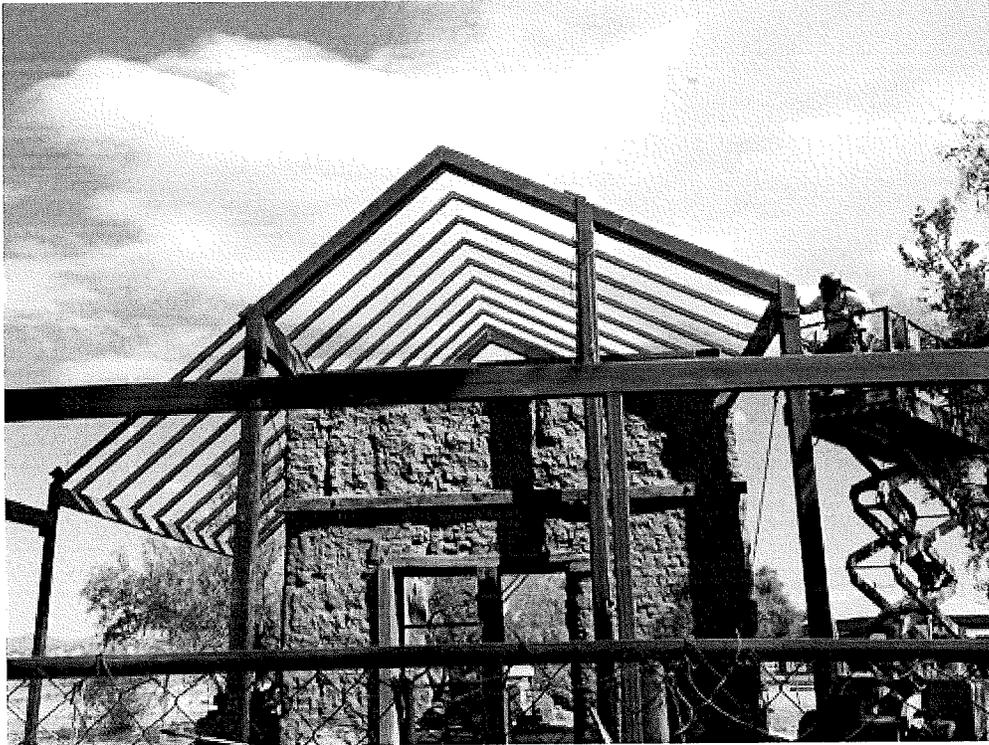


## V. Commissioner Terms of Service

The terms of service for current HPC commissioners are included below for reference.

Chair Marilyn Lane	Serving second term from January 1, 2015 to December 31, 2017
Vice-Chair Jenni Sunshine	Serving first term from January 1, 2015 to December 31, 2017
Commissioner Alison Crane	Serving first term from January 20, 2016 to December 31, 2018
Commissioner Dan Huff	Serving first term from April 15, 2015 to December 31, 2017
Commissioner Joseph Kane	Serving first term from January 20, 2016 to December 31, 2018
Commissioner Walter Ohlson	Serving first term from January 20, 2016 to December 31, 2018
Commissioner Eric Thomae	Serving second term from January 1, 2016 to December 31, 2018

## VI. Commissioner Continuing Education and Training



*Construction of the "ghosted" structure at the Steam Pump Ranch Pump House*

In addition to welcoming various speakers and presenters at HPC meetings, in June 2016, Vice-Chair Sunshine and Commissioner Ohlson attended the 14th Annual Arizona Historic Preservation Conference in Phoenix. Town Parks & Recreation Director Kristy Diaz-Trahan co-presented a session on "Ghosted Structures: A New Approach to Interpretive Preservation of Adobe Ruins." The session covered the innovative use of "ghosted" structures to both preserve ruins while also interpreting historic resources by recreating the abstracted shapes and forms of the full original buildings. The "ghosted" structure at the Pump House at Steam Pump Ranch served as a primary example in the session.

### CONCLUSION

The Commission experienced significant change during this reporting period as the Town Council appointed three new commissioners to the HPC. The Commission expanded the HPC Historical Writing

Contest and continued to develop the HPC Speakers' Bureau. Further, the Commission remained committed to emphasizing the Town's obligation to maintain and develop Steam Pump Ranch for conservation and preservation purposes. The affirmed focus for the Commission, per the May 2016 regular session, was the continued stabilization and development of Steam Pump Ranch – particularly the Chicken Coop Structures and the Procter-Leiber House – along with the creation of a local historic-property designation program for the Town's qualifying residences and historically significant resources.