

CITY OF KINGMAN
MEETING OF HISTORIC PRESERVATION COMMISSION
Council Chambers
310 N. 4th Street

5:30 P.M.

Regular Meeting

Tuesday, February 23, 2016

| Members: | Officers: | Visitors Signing In: |
|-----------------|----------------------------------|-----------------------------|
| S. Dunton | B. Shilling, Grant Administrator | See attached list |
| A. Florisi | Jen Miles, Council Liaison | |
| L. Hansen | E. Roper, Deputy City Clerk | |
| J. Hinckley | D. Steadman, Recording Secretary | |
| N. Russell | | |
| Vacant | | |
| | | |
| | | |

REGULAR MEETING

CALL TO ORDER & ROLL CALL

Commissioner Hansen called the meeting to order at 5:31 P.M. Five commissioners were present.

1. APPROVAL OF MINUTES

a. The Regular Meeting minutes of August 25, 2015

Commissioner Hansen made a MOTION to APPROVE the Regular Meeting minutes of August 25, 2015. Commissioner Russell SECONDED and it was APPROVED by a vote of 5-0.

2. PUBLIC COMMENTS

Those wishing to address the commission should fill out request forms in advance. Action taken as a result of public comments will be limited to directing staff to study the matter or rescheduling the matter for consideration and decision at a later time. There will be no comments allowed that advertise for a particular person or group. Comments should be limited to no longer than 3 minutes.

Former Commission Member, M. Glancy thanked the Commission for being allowed to serve in the past. She stated it is now in good hands and wished the Commission good luck.

3. WELCOME AND INTRODUCTION OF NEW COMMISSIONERS

B. Shilling welcomed new Commissioners Dunton and Hinckley to the Commission. He stated Mr. Dunton and his family have more than 70 years in the community and Mr. Hinckley is a member of the Route 66 Association of Kingman. B. Shilling also stated there are many buildings in the community that could be added to the list of National Historic Properties that are in danger of demolition.

Commissioner Florisi stated there are a number of mid-century properties outside the downtown area that are also eligible to be added to the register and there is an impressive collection of neon signage from Kingman's history that exists.

Commissioner Dunton stated the Commission should not be used to dictate colors business owners may paint their buildings or how owners are to maintain the building's integrity.

Commissioner Florisi stated it is important to establish a series of guidelines regulating what business owners can or cannot do with their buildings in the district.

B. Shilling stated a special meeting will be held in March regarding expanding the historic district and that special meetings can be held as the Commission meets only quarterly. B. Shilling stated Commissioner Russell and her husband did a great deal of work for the Miner's Monument. He further stated the Commission may want to take on future special projects. He asked Commissioners to forward project ideas to him and he will have them added to future agendas.

4. OLD BUSINESS

a. Discussion and possible action on addressing commission vacancies

Commissioners may consider filling the current vacancy on the HPC as well as replacing Commissioner Hatcher, who had over three unexcused absences in 2015. The vacant position's term will expire in December, 2017 and Commissioner Hatcher's term will expire in December, 2016.

Commissioner Hansen stated applicant B. Fix was present and would like to speak.

B. Fix stated he does not own a business in the downtown area. He further stated he owns an 80-year-old home in the downtown area and has been in Kingman for 10 years. He would like to be on the Commission to help direct the future of Kingman. B. Fix stated he would like to see Kingman become a tourist destination as it has valuable history in railroad and military as well as Route 66. He also stated tourism would increase if Kingman's history were published.

Commissioner Hansen stated an application had been received from S. Walsh who is not in attendance.

E. Roper, Deputy City Clerk, stated S. Walsh is out of town until May.

Commissioner Hansen stated the application of S. Walsh would be included in a future agenda. Commissioner Hansen stated applicant J. Millin was present and would like to speak.

J. Millin stated she lived in Kingman for a number of years and is part of the Sandbox Committee. She stated she is excited about Kingman's future and would like to be part of the downtown revitalization.

Commissioner Hansen stated M. Glancy had submitted an application but later withdrew it. Commissioner Hansen stated the applicants' enthusiasm is appreciated. She also stated the existing vacancies would expire in 2016 and 2017.

B. Shilling stated there are a number of interested parties who reside outside city limits. He further stated he would discuss commissioners residing outside City limits with the City Manager and the City Attorney and add this topic to a future agenda.

Commissioners Dunton and Hansen stated they would like to hold off on making a commissioner recommendation to Council until after the March meeting.

Chair Hansen made a MOTION to TABLE filling vacancies until the March meeting. Commissioner Florisi SECONDED and it was APPROVED by a vote of 5-0.

Commissioner Dunton left the meeting at 6:07 p.m. and returned at 6:10 p.m.

b. Discussion and possible action on the Miner's Monument

Commissioner Russell is working to re-build the Miner's Monument once located on 4th Street near the train depot. Commissioners will discuss and may take action on the project.

B. Shilling stated Commissioner Russell and her husband have done an amazing job with the Miner's Monument.

Mr. Russell stated minerals from area mines will be used to construct the monument and a quarry in Music Mountain is going to donate flagstone for the monument.

B. Shilling stated the plaque for the monument has been ordered.

c. Downtown District planning and ordinance development

Staff will report on the current status of the proposal to include HPC in the oversight of a future Downtown District(s). Staff recommends a March date for a HPC Special Meeting to review and discuss the proposed districts and ordinances.

B. Shilling recommended having a special meeting to discuss this and other topics.

E. Roper suggested Monday, March 21, 2016 at 5:30 P.M. which was accepted.

5. NEW BUSINESS

a. Discussion and possible action regarding the City of Kingman Curb Appeal Program

The purpose of the Curb Appeal Program is to improve the street-facing exteriors of business and residential properties located within Kingman's Historic Overlay District. Commissioners may discuss this proposed program and make a recommendation to the Council. Staff recommends approval.

B. Shilling stated he discussed this matter with the City Manager and there are small business

loans and grants available which can be used for this purpose. He stated the curb appeal program is dependent on expanding the district boundaries.

Commissioner Dunton stated better curb appeal will attract tourism and the banking industry would see the progress and be more inclined to become involved in downtown businesses.

Commissioner Florisi stated downtown revitalization is a hot topic at many of the meetings and conferences she attended. She further stated guidelines must be in place to succeed and suggested this topic be placed on the March special meeting agenda.

Commissioner Russell made a MOTION to ASSIGN the Curb Appeal Program to the March 21, 2016 agenda. Commissioner Dunton SECONDED and it was APPROVED by a vote of 5-0.

b. Discussion and action concerning the selection of the commission chair and vice-chair
Per Kingman Municipal Code, commission chairs and vice-chairs are appointed for yearly terms, though current chairs may be reappointed. The commission will select a chair and vice-chair for 2016.

Commissioner Florisi made a MOTION to APPOINT Commissioner Hansen as the 2016 Chair of the Historical Preservation Commission. Commissioner Dunton SECONDED and it was APPROVED by a vote of 4-0. Commissioner Hansen ABSTAINED.

Commissioner Hinckley nominated Commissioner Russell as Vice-Chair of the Historical Preservation Commission and Commissioner Russell ACCEPTED.

Chair Hansen made a MOTION to APPOINT Commissioner Russell as the 2016 Vice-Chair. Commissioner Florisi SECONDED and it was approved by a vote 4-0. Commissioner Russell ABSTAINED.

c. Discussion and possible action concerning the Arizona State Preservation Conference
Commissioners may discuss and take action on selecting two members to attend the conference.

B. Shilling stated the Arizona State Preservation Conference is very beneficial and that two Commissioners should attend. He further stated discounts are available for early registrations.

Vice-Chair Russell stated she would like to attend.

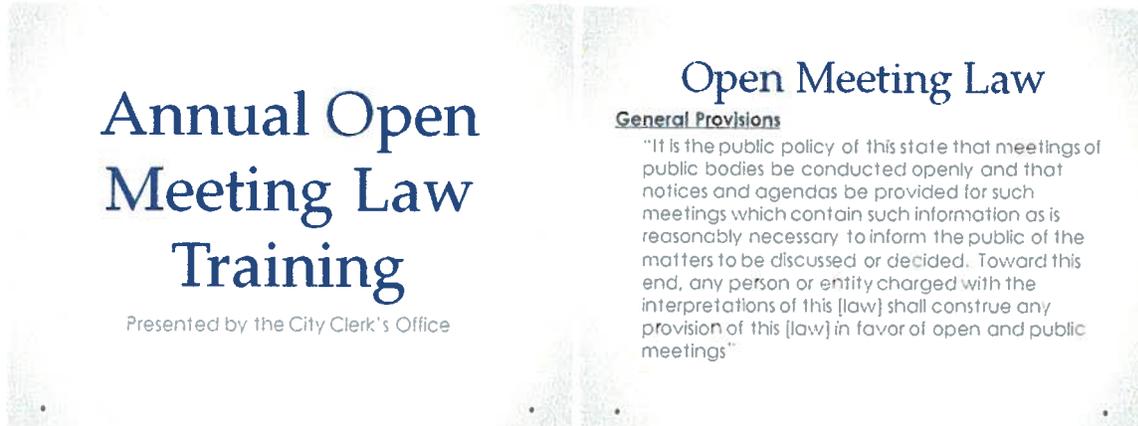
Commissioner Dunton suggested this topic be added to the March 21, 2016 agenda. All agreed.

6. REPORTS

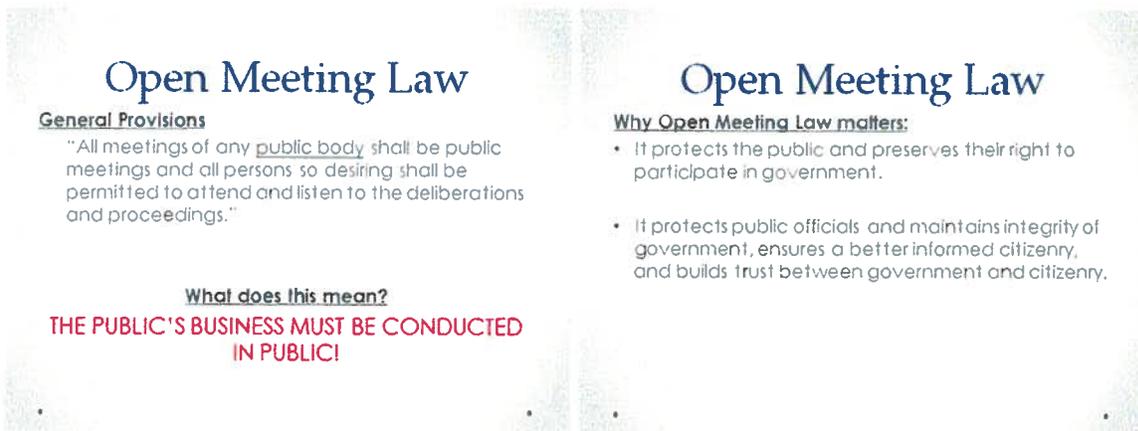
a. Open Meeting Law training

The City Clerk will provide commissioners with an overview of Arizona's Open Meeting Law.

S. Muhle, City Clerk, stated the following training is to remind existing and inform new Commissioners of the guidelines of Open Meeting Law. She presented the following slides:



Slide one was a title slide. Ms. Muhle stated Open Meeting is contained in Arizona Revised Statutes (A.R.S.) and read slide two.

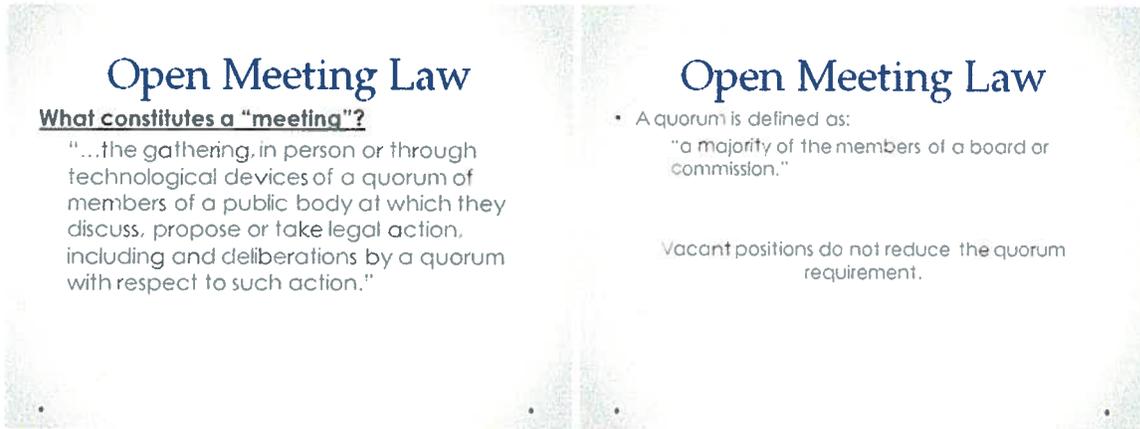


Ms. Muhle read slides three and four.

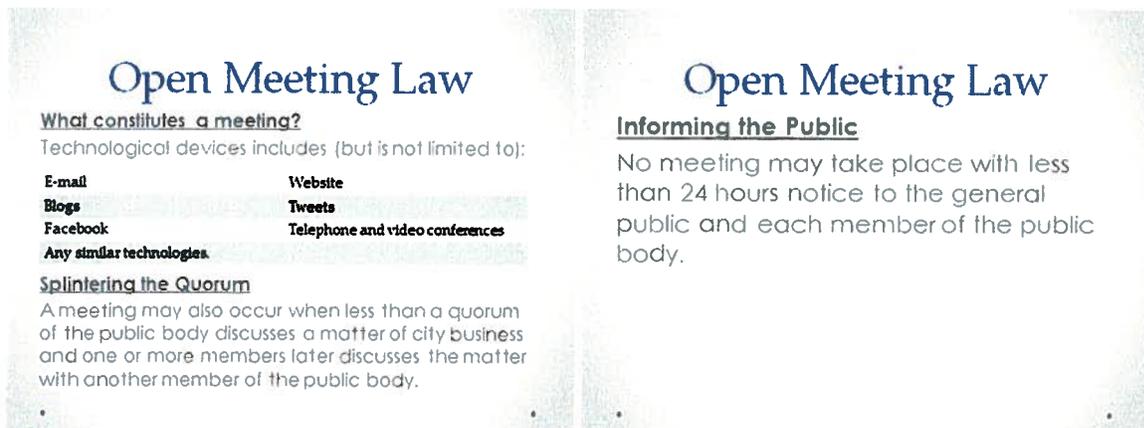


Ms. Muhle read slides five and six. She stated minutes and agenda requirements applied to

subcommittees.



Ms. Muhle read slide seven and eight.



Ms. Muhle read slides nine and 10. She stated topics that did not appear on the agenda were not allowed to be discussed and were required to be added to an agenda at a later date. Ms. Muhle also stated an agenda may not be changed within 24 hours of a meeting.



Ms. Muhle read slides 11 and 12.

Open Meeting Law

Calls to the Public

- An open call to the public is an agenda item that allows the public to address the public body on topics of concern within the public body's jurisdiction, even though the topic is not specifically listed on the agenda.
- These are NOT required by state statute.
- You may impose a reasonable time limit on speakers.

Open Meeting Law

Calls to the Public

As a public body you have four options during call to the public:

- Respond to criticism after the close of the Call to the Public
- Ask staff to review the item
- Ask that a matter be placed on a future agenda so it can be discussed
- Sit in silence
- Call to the Public is only permitted if it is specifically listed on the agenda.

Ms. Muhle read slides 13 and 14. She stated Calls to the Public are not required at meetings, but must be placed on the agenda in order to lawfully occur.

Open Meeting Law

The Public's Rights

The public has a right to:

- Attend
- Listen
- Tape Record
- Video Tape

The public has no right to:

- Speak
- Disrupt

Open Meeting Law

Sanctions for Violation

- Civil penalties of up to \$500 for each violation, plus attorney's fees and court injunctions against the offending public body or public official.
- If the public officer intentionally violated the Law, the court may remove the officer from office and assess him or her personally with the attorney's fee award.

Ms. Muhle read slides 15 and 16 and defined sanctions for violations of Open Meeting Law.

Open Meeting Law

Sanctions for Violation

- Action taken in violation of Open Meeting Law is null and void.
- All sanctions can be enforced against a member of a public body and any person who knowingly aids, agrees to aid, or attempts to aid anyone in violating the Law.

Conflict of Interest

- It is illegal to fail to declare a conflict of interest under Arizona law or to participate or otherwise be involved in discussion on issues or contracts where such a conflict exists.
- This covers all public officers and employees of incorporated cities and towns.
- This also applies to private interests of public officials or employee's relatives.

Find out ahead of time what your conflicts are!

Ms. Muhle read slides 17 and 18.

Conflict of Interest

In general, a conflict of interests will result when an officer or employee of a city or town or relative of an officer or employee is involved in substantial ownership or salaried employment with a private corporation doing business with the city.

A public officer or an employee may sell equipment, material, supplies, or services to the municipality ONLY AFTER public competitive bidding.

Conflict of Interest

Remote interests are so minor that they do not constitute illegal conflicts of interests.

If you have only a "remote interest" in a matter before the public body, then you can vote and participate in the discussion.

Ms. Muhle read slides 19 and 20.

Open Meeting Law & Conflict of Interest

If you have any questions regarding Open Meeting Law or Conflicts of Interest, please feel free to contact the City Clerk's Office or City Attorney's Office.

Ms. Muhle read slide 21.

b. Mohave County Justice Center (Courthouse Expansion)

Staff will update the commission on the status of Mohave County's plan to build a new Justice Center adjacent to the historic Mohave County Courthouse.

B. Shilling stated the courthouse will remain at the end of 4th Street and City staff will be included in the design and preservation portions of the project. He further stated a new Justice Center will locate on the property adjacent to the existing courthouse and there will be no interruption of service during construction.

c. Palo Christi School and the Nature Trail

Staff will report on the status of this property.

B. Shilling stated it is the decision of the school board to no longer use Palo Christi as a school. He further stated options suggested for its use included housing and vocational training or KUSD could lease it to the City for police and/or fire administration offices. B. Shilling stated the school district would need to have voter approval to sell the grounds.

d. Historic Property endangered list

Staff will report on the current status of historic buildings or properties in downtown Kingman which are in danger of losing historic property designation or of being demolished.

B. Shilling stated the City Manager and Engineering keep track of buildings included on the National Historic Properties list to prevent them from demolition or losing their historic property designation.

Vice-Chair Russell stated there are many historic properties on the South side of the railroad tracks approaching the endangered list.

B. Shilling requested the subject of Southside properties approaching the endangered list be added to the quarterly regular meeting agenda.

7. COMMISSIONER'S COMMENTS

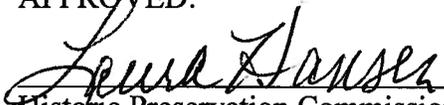
Limited to announcements, availability/attendance at conferences and seminars, requests for agenda items for future meetings and requests for reports from staff.

B. Shilling stated City Councilmember Jen Miles is now the Council Liaison to the Historical Preservation Commission.

Chair Hansen made a MOTION to ADJOURN. Commissioner Hinckley SECONDED and it was APPROVED by a vote of 5-0.

ADJOURNMENT – 7:12 P.M.

APPROVED:



Historic Preservation Commission member

STATE OF ARIZONA)
COUNTY OF MOHAVE) ss:
CITY OF KINGMAN)

CERTIFICATE OF HISTORIC PRESERVATION COMMISSION

I, Erin Roper, Recording Secretary of the City of Kingman, Arizona, hereby certify that the foregoing Minutes are a true and correct copy of the Minutes of the Regular Meeting of the Historic Preservation Commission held on February 23rd, 2016.

Dated this 24th day of May, 2016



Donna Steadman, Recording Secretary