



**CITY OF WILLIAMS  
HISTORIC PRESERVATION COMMISSION**

**REGULAR MEETING  
MAY 10, 2022**

**COUNCIL CHAMBERS  
113 S. FIRST STREET  
WILLIAMS, ARIZONA**

**AGENDA**

PURSUANT TO A.R.S. #38-431.02, NOTICE IS HEREBY GIVEN TO THE MEMBERS OF THE HISTORIC PRESERVATION COMMISSION AND THE GENERAL PUBLIC THAT THE COMMISSION WILL HOLD A REGULAR MEETING OPEN TO THE PUBLIC **TUESDAY, MAY 10, 2022, AT 10:00 A.M.** IN THE COUNCIL CHAMBERS, 113 S. FIRST STREET, WILLIAMS, ARIZONA. THE COMMISSION WILL DISCUSS AND MAY TAKE ACTION ON THE FOLLOWING MATTERS:

**PROCEDURES**

A. *Call to Order*

B. *Pledge of Allegiance*

C. *Roll Call*

\_\_\_\_\_ *Margaret Hangan*  
\_\_\_\_\_ *Norma McDowell*  
\_\_\_\_\_ *Yvette Hudson*

\_\_\_\_\_ *Mike Besler*  
\_\_\_\_\_ *Andrea Dunn*  
\_\_\_\_\_ *John Holst*

E. *Approval of the Work Session Meeting Minutes February 15, 2022, March 08, 2022 and April 12, 2022*

F. *Adopt the Agenda*

**II. AGENDA ITEMS**

A. *Commissioners to discuss and approve the request for a "Hanging Double-sided Sign" at 102 N. 1<sup>st</sup> Street Leo's Café. (Danielle Saya).*

**III. ITEMS**

A. *Commissioner*

B. *Staff Report*

**IV. ADJOURN**

*Certification of Posting*

The undersigned hereby certifies that a copy of this notice was duly posted at Williams City Hall interior board and exterior board in accordance with the statement filed by the City Council with the City Clerk.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_  
*Sue Bennett, Deputy City Clerk*

# HISTORIC PRESERVATION DISTRICT APPLICATION FOR APPROVAL TO PERMIT

APPLICANT: Danielle Saya / Leo's Cafe

CASE NO. \_\_\_\_\_

DATE: 4 / 12 / 22

PROPERTY ADDRESS 102 N. 1<sup>st</sup> St. LEGAL DESCRIPTION com / Res.

OWNER Danielle Saya ADDRESS 102 N. 1<sup>st</sup> St. PHONE (805) 501-3123

### TYPE OF IMPROVEMENT

- |  |   |
|--|---|
| <input type="checkbox"/> ADDITION<br><input type="checkbox"/> RESTORATION<br><input type="checkbox"/> REHABILITATION<br><input type="checkbox"/> NEW CONSTRUCTION<br><input type="checkbox"/> DEMOLITION | <input checked="" type="checkbox"/> SIGN REVIEW<br><input type="checkbox"/> NEW OCCUPANCY<br><input type="checkbox"/> HISTORIC STRUCTURE<br><input type="checkbox"/> SPECIAL USE PERMIT |
|--|---|

**APPROVALS:** \* Any work which would change the exterior appearance of your building or property, all signage, and any new occupancy located within the Historic Preservation Zoning District must be approved and such approval signed by the Historic Preservation Commission before any permit or business license will be issued.

\*All applications shall have plot plan, any signage or exterior change, must be accompanied with color rendering, and any additional information the Historic Commission find necessary to establish compliance. 10 copies for submittal.

	APPROVED	NOT APPROVED	N/A
1. HEIGHT _____			
2. ROOF TYPE _____			
3. PROJECTIONS / RECESSIONS _____			
4. SURFACE TEXTURES _____			
5. COLOR _____			
6. ARCHITECTURAL DETAILS _____			
7. BUILDING FORM _____			
8. LIGHTING _____			
9. ENCLOSURES _____			
10. UTILITIES _____			
11. SIGNAGE <u>Directional, hanging sign</u>			
12. SIDEWALK FURNITURE _____			

COMMENTS: Directional, hanging sign, di-bond, steel brackets, no lighting, business logo, "coffee", 3'x2' or 2'x3', directional sign hanging above door

**NOTES:** All demolitions, additions, restorations, and remodels require notifications to ADEQ/OAQ. Notification form must be completely filled out and signed by a certified asbestos inspector. EPA NESHAPS

**THE HISTORIC PRESERVATION COMMITTEE MEETS ON THE SECOND TUESDAY OF EACH MONTH. YOUR APPLICATION MUST BE SUBMITTED BY THE FIRST OF THE MONTH TO BE REVIEWED THAT MONTH, ANY LATER AND IT WILL BE ON THE NEXT MONTH'S AGENDA.**

APPROVAL TO PERMIT: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

For City Use Only

# SIGN PERMIT, APPLICATION CITY OF WILLIAMS, ARIZONA

PERMIT NO.	BUSINESS LIC. NO.	COST \$400.00	PERMIT FEE	DATE 4/12/22
JOB ADDRESS 102 N. 1 <sup>st</sup> St.		LEGAL DESCRIPTION Cafe / Retail	ZONE CM/BES	
OWNER Danielle Sayer	MAILING ADDRESS 102 N. 1 <sup>st</sup> St.	PHONE NO. 805-501-3123		
CONTRACTOR	MAILING ADDRESS	LICENSE NO.	PHONE NO.	

TYPE OF SIGN Directional	ATTACHMENT / STRUCTURAL Steel Bracket	ELECTRICAL N/A	
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LOT AND BUILDING SKETCH SHOWING LOCATION OF SIGN OR SIGNS.  
SIGN SKETCH INDICATING DIMENSIONS AND MATERIALS.  
(ATTACH IF NECESSARY)

Leo's Cafe entrance

Hanging directional sign

N 1<sup>st</sup> St.

Route 166

NOTES AND SPECIAL CONSIDERATIONS

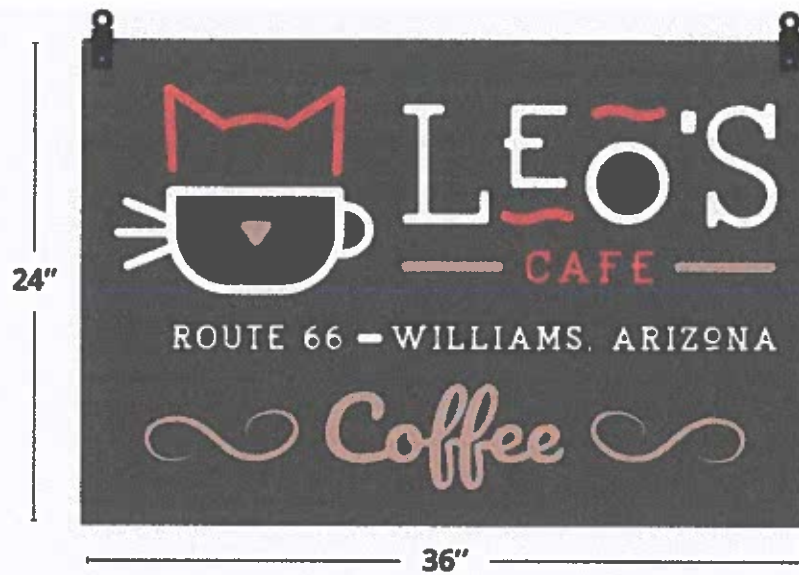
THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS


BUILDING INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

*Danielle Sayer*  
OWNER OR CONTRACTOR

DATE 4/12/22



 Zoom

**Description:**

## **HANGING SIGN**

**rated for fade resistance up to 5 years outdoors**

24" x 36" Dibond 1/4" with full color print

- Print direct to substrate
- UV cured inks
- Premium laminate for additional UV weather and scratch resistance
- Double Sided
- Includes standard ground delivery

**Double-Sided**

**24" H x 36" W**

**1/4 inch Dibond**

**Durability:**

**Premium Grade**



**CITY OF WILLIAMS  
HISTORIC PRESERVATION COMMISSION**

**WORK SESSION MEETING  
FEBRUARY 15, 2022  
10:00 A.M.**

**COUNCIL CHAMBERS  
113 S. FIRST STREET  
WILLIAMS, ARIZONA**

**MINUTES**

**I. PROCEDURES**

A. *Call to Order 10:00am*

B. *Roll Call*

*Present: Chairperson Hangan, Commissioner Hudson, Holst, Besler and Dunn*

*Absent: Commissioner McDowell*

C. *Adopt the Agenda*

*Motion: Adopt Agenda with the change of 3 proposals received not 2*

*Moved by: Commissioner Dunn*

*Seconded by: Commissioner Besler*

**II. AGENDA ITEMS**

***Commissioners to review and discuss the (3) three Proposals received for the Photo Inventory RFP (M. Hangan)***

*Commissioners reviewed the three RFP proposals received by:*

- 1. Timber Creek Imagery - \$16,525*
- 2. Flagstaff Real Estate Photographer - \$9,500*
- 3. Tom Brownold Photography - \$10,690*

*Chairperson Hangan wanted to inform the commissioners that all the proposals exceed the amount of grant which was \$7500. The commissioners will review the proposals and establish which one we can eliminate. Commissioners decided to eliminate Timber Creek since they are considerable over. Flagstaff Real Estate Photographer estimates are subject to additional fees and not very thorough, they were eliminated. That leaves us with Tom Brownold Photography. Commissioners discuss our options, we approach the City for the deposit, or we may need to refer back to the candidate and see if anything can be removed. Chairperson Hangan has already contacted the City Manager and will refer back to the Commissioners.*

*All RFPs were reviewed and it was determined to go with Tom Brownold estimate, with approaching him with the request to lower the down payment to 1/3, with 1/3 during the project, and then a 1/3 at completion. Also we will discuss with the City to see if they can contribute to the down payment before we present to Tom Brownold.*

*Further discussions on the National Register of Historic Places Inventory Nomination Sheet to determine which on the list should be handled with both photo and drone capture. Discuss*

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*removing some from the list and added others. Once the list is noted with their recommendations, the Commissioners will be conducting a field trip to get a visual of the potential locations and angles and to determine how many photos for each building.*

**III. ITEMS**

- A. *Commissioner – Discuss the sign outside of Nanny's Taco 's, sign was not presented to Commissioners. Discuss the lights at Circle "K" the larger one that is way too bright, requesting inspector take a look at it.*
- B. *Staff Report - None*

**III. ADJOURN: 11:40AM**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Attest: Deputy City Clerk



**CITY OF WILLIAMS  
HISTORIC PRESERVATION COMMISSION**

**WORK SESSION MEETING  
MARCH 08, 2022  
10:00 A.M.**

**COUNCIL CHAMBERS  
113 S. FIRST STREET  
WILLIAMS, ARIZONA**

**MINUTES**

**I. PROCEDURES**

*A. Call to Order 10:00am*

*B. Roll Call*

*Present: Chairman Hangan, Commissioner Holst and Commissioner Hudson*

*Absent: Commissioner Besler, Dunn and McDowell*

*C. Adopt the Agenda*

*Motion: Adopt Agenda*

*Moved by: Commissioner Holst*

*Seconded by: Commissioner Hudson*

**II. AGENDA ITEMS**

***Commissioners to review and discuss Contract for Tom Brownold photography. Prepare information needed to move forward with photos. (M. Hangan)***

*Commissioners discussed the final contract details and the City has submitted a purchase order for the deposit of \$3563.33. Commissioner Holst and Besler performed a walk around the perimeter of town and prepared an inventory by address of the historic business district and overlay zone properties, showing the minimum amount of photos for each property.*

*Commissioner Holst wanted to mentioned that some addresses are in the district but not in the signage district. One building currently being refurbished; this property is a non-contributing property.*

*Discussed the possibility to update the current Historic Guidelines to match the Historic Business District and the overlay zone map, Chairman Hangan stated any changes to the Guidelines is not an issue, we may make changes at any time..*

*Discussed other locations that the Commissioners feel should be included into the denomination, Discussed contacting Tim Pettit to meet with him and building inspector and possibly the Fire Inspector regarding the areas of concern to be sure both the City Manager and Building Inspector are all in agreement with the map and inventory before forwarding all this information to our Photographer. Commissioners to discuss with City Manager, Building Inspector and Fire Inspector on how to notify public/business owners what the upcoming historic grant project on updated our business district photos..*

*Discussed ideas on how to number or script the photos and drone video, so that it can assist on determine what property is on what video or photo.*



**CITY OF WILLIAMS  
HISTORIC PRESERVATION COMMISSION**

**WORK SESSION MEETING  
MARCH 08, 2022  
10:00 A.M.**

**COUNCIL CHAMBERS  
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*Commissioners Holst and Besler has done a wonderful job with the walk through and inventory, with this we may now move forward with this project. Chairman Hangan wanted to remind the Commissioners that this grant must be finalized (draft permitted) by September of 2022.*

***III. ITEMS***

- A. Commissioner – None*
- B. Staff Report - None*

***III. ADJOURN: 10:45AM***

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Chairperson

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Attest: Deputy City Clerk





**CITY OF WILLIAMS  
HISTORIC PRESERVATION COMMISSION**

**WORK SESSION MEETING  
APRIL 12, 2022  
1:00 P.M.**

**COUNCIL CHAMBERS  
113 S. FIRST STREET  
WILLIAMS, ARIZONA**

**MINUTES**

**I. PROCEDURES**

*A. Call to Order 1:00pm*

*B. Roll Call*

*Present: Chairperson Hangan, Commissioner Holst, Hudson, Dunn and Commissioner Besler*

*Absent: Commissioner McDowell*

*C. Adopt the Agenda*

*Motion: Adopt Agenda*

*Moved by: Commissioner Hudson*

*Seconded by: Commissioner Holst*

**II. AGENDA ITEMS**

***Commissioners to discuss Contract overviews and updates. (M. Hangan).***

*Commissioner Holst introduced Mr. Brownold to the Commissioners, Mr. Brownold will be presenting a video and the photos he has already taken.. Chairperson Hangan acknowledged the support from other Commissioners and the speed of the photography process.*

*Commissioner Holst asked that we established the photos numbers sequence. We may need to have three and four different building/category and we may need to re-evaluate. Mr. Brownold showed the commissioner how his number sequence is established best on our spreadsheet that was submitted to him. Discussed the purpose of setting more numbers to complete the project.*

*Mr. Brownold presented his photos and the video for the Commissioners viewing. Most photos and the video were well executed. Commissioners may request for additional videos of other areas required.*

*Commissioner Holst requested that we have a time to review each photos and make sure we have accumulated as much information that is needed.*

*Chairperson Hangan also asked that all the still photos be placed on thumb drive so that we can review and edit or request additional photos as necessary once we review at our next work session May 10, 2022 at 10:00am.*

**III. ITEMS**

**CITY OF WILLIAMS  
HISTORIC PRESERVATION COMMISSION**

**WORK SESSION MEETING  
APRIL 12, 2022  
1:00 P.M.**

**COUNCIL CHAMBERS  
113 S. FIRST STREET  
WILLIAMS, ARIZONA**

- A. Commissioner – None*
- B. Staff Report - None*

***III. ADJOURN: 1:50 PM***

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Chairperson

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Attest: Deputy City Clerk