

**Exterior Building Color & Material Samples**

**Color Drawdowns**

**Archaeological Resources**

**Airport Vicinity Development Checklist**

**Parking Study**

**Trip Generation Comparison**

**Parking Master Plan**



# CERTIFICATE OF APPROPRIATENESS – HISTORIC RESOURCES

42-HP-2017

## Burnnett Residence - Windows repair, door replacement, and exterior color scheme

### APPLICATION INFORMATION

LOCATION: 6713 E Granada Rd

PARCEL: 129-29-054

Q.S.: 13-43

CODE VIOLATION #:

APPLICANT: Jane Burnnett

COMPANY: Jane S Burnnett

ADDRESS: 6713 E Granada Rd Scottsdale, AZ 85257

PHONE: 480-423-5920

Request approval of a Certificate of Appropriateness - Historic Preservation and Historic Residential Exterior Rehabilitation (HRER) funding for exterior rehabilitation work including repainting two (2) exterior doors, replacing and painting one (1) exterior door, rehabilitating ten (10) existing windows by replacing worn metal parts, replacing some cracked glass panes, applying an energy efficient film to the glass, and a revised color scheme for the exterior of the house.

### Certificate of Appropriateness Criteria:

In accordance with the Section 6.122.G. of the Zoning Ordinance, the Historic Preservation Commission:

- Finds that the proposed work is consistent with the Historic Preservation Plan for the resource.

### STIPULATIONS

1. Replace and paint one (1) exterior door.
2. Rehabilitate and repair ten (10) windows, including:
  - a. Scrape or sand all cracked, flaking, or peeling paint off of frames;
  - b. Remove loose and cracked glazing putty as necessary;
  - c. Remove and replace any broken or cracked glass panes;
  - d. Repair or replace window open & close hand cranks as necessary;
  - e. Adjust active window frames for proper closure as necessary;
  - f. Install foam weather strip for a better seal on active frames as necessary;
  - g. Supply and install 3M Sun Control Window Film (Prestige 70).
3. Revised color scheme for the exterior of the house as follows:
  - a. Front door and carport door shall be Dunn Edwards Weathered Saddle (DE5187);
  - b. Window trim and screen door shall be Benjamin Moore Barely Beige (1066);
  - c. Walls, back door, and utility room door shall be Benjamin Moore Blond Wood (1067).

### Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 Phone: 480-312-7000 Fax: 480-312-7088

City of Scottsdale's Website: [www.scottsdaleaz.gov](http://www.scottsdaleaz.gov)

## CONSTRUCTION DOCUMENT PLAN REVIEW SUBMITTAL REQUIREMENTS

No additional reviews or permits are required.

Please contact Jesus Murillo at (480) 312- 7849 and Steve Venker at (480) 312-2831 for Final Inspection.

### Expiration of this Certificate of Appropriateness Determination

This approval expires two (2) years from date of approval if a permit has not been issued, or if no permit is required, work for which approval has been granted has not been completed.

SIGNATURE:



DATE: January 9, 2018

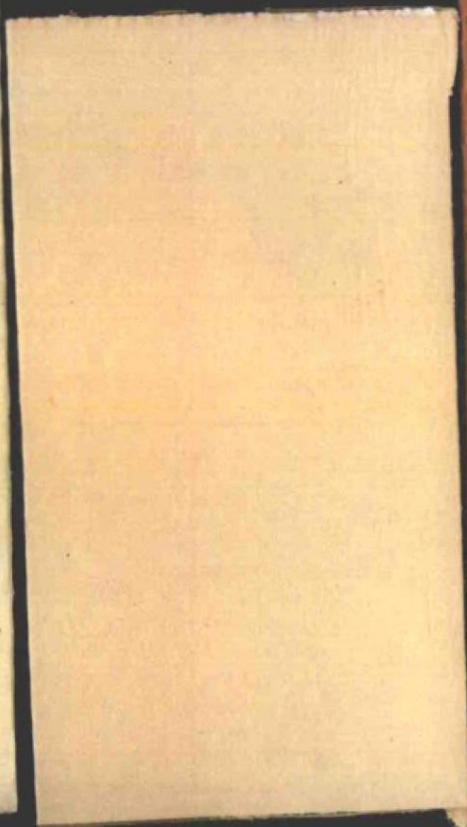
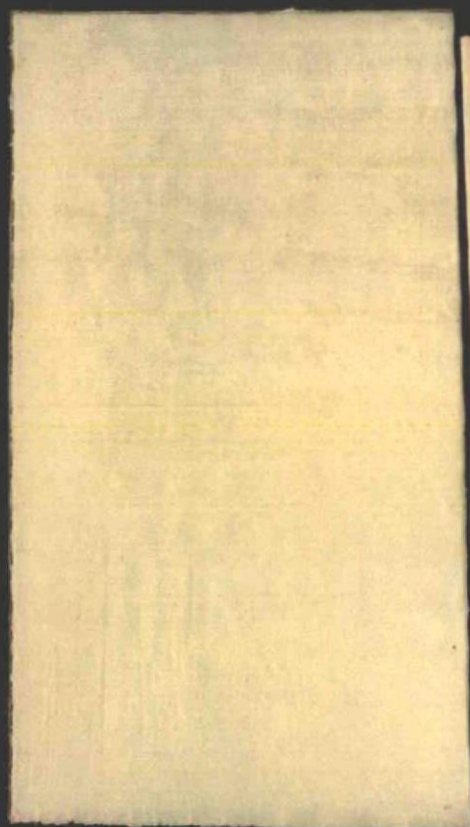
Steve Venker, Historic Preservation Officer 480-312-2831

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Benjamin Moore  
1066

Barely Beige  
Window Trim  
+  
Screen door

Benjamin Moore  
1067

Blond Wood  
House, back door  
+ utility room  
door

Dunn Edward  
5187

Weathered Saddle

FRONT &  
CARPORT  
DOORS

# 3M™ Sun Control Window Film Prestige 70

## Description

### 3M™ Prestige Series Window Films

With 3M Prestige Series Window Films, you can enjoy the benefits of a world-class window film while leaving the beauty of your windows virtually unchanged. Because 3M Prestige Series Window Films use no metals, they are not susceptible to corrosion in coastal environments and do not interfere with wireless connections.

Other window films that reject heat tend to have high reflectivity, but not Prestige Series Window Films. They offer reflectivity that is actually lower than glass. A final key technical feature of the Prestige line of products is that they were designed to perform best when the sun is high, at the hottest parts of the day, so when the sun is working hardest our films are rejecting most heat!

**3M Sun Control Film Prestige 70** is a multi layer, metal free film made using a nanotechnology. It has a unique high visual light transmission for a film that has exceptionally high heat gain reduction capabilities. The film also reduces the amount of UVA and UVB rays which are the main cause of fading. The patented multi layer construction and manufacturing process, guarantees a high quality and an even longer warranty and life expectancy compared to other film solutions.

## Features (on 6 mm clear glass)

Total solar energy rejected:	50 %
TSER measured in 60° angle	59 %
IR – rejection	97 %
G-value	0.50
Glare reduction:	22 %
UV blocked:	99.9 %

## Film properties

Thickness:	0,062 mm / 62µm
Colour:	Virtually Clear
Material:	Co-extruded PET/co PMMA
Adhesive:	Pressure sensitive acrylic
Top coating:	Scratch resistant hard coat

## Installation

**3M Window films** are installed using a water and soap solution. Full adhesion is reached after approximately 8 -10 days at 18°C (in dry conditions).

## Cleaning

**3M Window films** may be cleaned 30 days after installation using ordinary window cleaning agents and avoiding the use of abrasive particles. Do not use rough sponges, cloths or brushes. Synthetic sponges, soft wipes or rubber squeegee cleaners are recommended.

Glass type	Film Type	Shading Coefficient	Visible Reflection Exterior	Visible Reflection Interior	Visible Light Transmission	Heat Gain Reduction	G-value	TSER
<b>Single Pane</b>								
Clear	No Film	0.94	8 %	9 %	89 %	NA	0.82	18 %
	<b>PR 70</b>	<b>0.58</b>	<b>9 %</b>	<b>7 %</b>	<b>69 %</b>	<b>38</b>	<b>0.50</b>	<b>50 %</b>
Tinted	No Film	0.72	13 %	9 %	53 %	NA	0.63	37 %
	<b>PR 70</b>	<b>0.50</b>	<b>6 %</b>	<b>9 %</b>	<b>42 %</b>	<b>31</b>	<b>0.43</b>	<b>57 %</b>
Clear	No Film	0.80	15 %	15 %	79 %	NA	0.70	30 %
	<b>PR 70</b>	<b>0.64</b>	<b>15 %</b>	<b>13 %</b>	<b>62 %</b>	<b>21</b>	<b>0.56</b>	<b>44 %</b>
Tinted	No Film	0.58	8 %	13 %	47 %	NA	0.51	49 %
	<b>PR 70</b>	<b>0.48</b>	<b>12 %</b>	<b>12 %</b>	<b>37 %</b>	<b>20</b>	<b>0.42</b>	<b>58 %</b>

### General notes:

All technical data is based on a combination of relevant European test methods and/or US test methods. Before using this product the customer / applicator must ensure the product is suitable to be used for the intended purpose. If there is any uncertainty, please check with your local 3M Window Film specialist. All issues regarding warranty and liability for the product and the effect of its use are governed in accordance with the provisions of the appropriate contract of sale unless local laws dictate otherwise.



Renewable energy Division  
Window Films

Your local Window Film Dealer:





## **3M™ Sun Control Window Film**

### **Prestige 70**

- Clear , non reflective appearance maintains the original look of the building
- Excellent solution to reduce solar heat gain keeping you cooler in the summer months
- Reduces air conditioning costs
- Reduces glare and eye discomfort
- Extends the life and vibrancy in furniture and carpet fabrics.
- Reduces the risk of injury from flying glass.



Jane Burtnett  
6713 E. Granada Rd.  
Scottsdale, AZ

**Scope of work to repair existing steel casement windows.**

- Scrape or sand all cracked, flaking or peeling paint off of frames.
- Remove loose and cracked glazing putty as necessary.
- Install new glazing putty where necessary.
- Remove and replace any broken or cracked glass panes.
- Repair or replace window open & close hand cranks as necessary.
- Repair or replace window lever locks as necessary.
- Adjust active window frames for proper closure as necessary.
- Install foam weather strip for a better seal on active frames as necessary.
- Supply and install 3M Sun Control Window Film (Prestige 70)

All work will be performed by: MBD Design Builders Inc.

ROC 267672

602-377-7018

## Village Grove 1 - 6 Significance Summary

### Physical Description

Village Grove 1-6 is a single family residential development located on 72 acres in Scottsdale, Arizona. The "L" shaped development is north of McDowell Road, with sections on both sides of 68<sup>th</sup> Street. The neighborhood is bounded by the canal at 66<sup>th</sup> Street to the west, 69<sup>th</sup> Street to the east, with Oak Street and Almeria Road marking the northern and southern boundaries. Village Grove 1-6 is a large development comprised of six subdivision plats and 255 detached single family homes. The topography in the neighborhood is mostly flat, though sections close to the canal have a slight elevation. The streets west of 68<sup>th</sup> Street are laid out in a grid pattern. The street pattern is curvilinear east of 68<sup>th</sup> Street. The streets are paved with rolled curbs and sidewalks and an alley serves each home. The lots are rectilinear, averaging 8,500 square feet. Landscaping patterns are traditional, with turf, shrubs, and trees. Some of the lots still contain citrus trees, which were retained after the former agricultural area was developed for residential use. Other parcels are landscaped with desert materials, including aggregate rock and low water use plants. The homes have a homogenous appearance, which is reinforced by their uniform placement on the lot, repeating plans and hip roof forms, and masonry block construction. Slight variations in their exterior appearance are achieved with different elevations. Various façade treatments including the application of board and batten wood siding, bands of brick, and squeezed mortar joints also provide some variety among homes in the neighborhood.

### History

In 1957 Phoenix Title and Trust recorded the six subdivision plats in Village Grove. The Mayor and City Council of Scottsdale approved the first five plats that same year. The Maricopa County Board of Supervisors approved the last recorded plat. Allied Construction Company planned, designed, and constructed the neighborhood. Allied was one of the biggest large-scale developers of tract housing in the metropolitan area, with a number of other developments to their credit in the post World War II era. Village Grove 1-6 was their first phase in a series of Village Grove developments that eventually included 20 plats in three different neighborhoods within Scottsdale. Allied also simultaneously constructed two upscale developments in Scottsdale - Hidden Grove, a neighborhood in the Arcadia area of the City, as well as Paradise Meadows, a smaller development of homes on large lots located north of Camelback Road. At the same time, they were engaged in the development of other single family residential neighborhoods in Phoenix.

Village Grove 1-6 was designed for single family residential use. Restrictions were filed with the Maricopa County Recorder's Office to ensure that specific physical standards were followed, which would create compatibility among the homes in the neighborhood, encourage a suburban character, and maintain property values. Only one single family dwelling could be constructed per lot. Homes had to be a minimum of 1,000 square feet exclusive of open porches and attached garage. A suburban character was facilitated with restrictions that maintained a feeling of openness within the neighborhood. These restrictions mandated that homes be constructed a minimum of 20 feet back from the front property line. Side yard setbacks had to be at least seven feet for interior lots and fifteen feet for corner lots.

The company advertised Village Grove in the local newspapers and *The Arizonian* and the development was cited in a *House and Home* article for builders about various selling techniques. Allied Construction Company engaged in the most concerted and prolific advertising campaign of any developer building in Scottsdale during the 1950s, running an ad every week in the Sunday edition of the *Arizona Republic* as well as regular ads in the *Scottsdale Progress*. The first plat in the development was deliberately planned with only seventeen lots to ensure that it would sell quickly. It sold out in one weekend. The following weekend, Allied ran an ad boasting of the spectacular success of their development and urging potential buyers to come place their order for a home in the next phase. As the advertising campaign progressed with each new phase of the development, manufacturers of the various materials and products used in the homes were featured, which was a technique used by more sophisticated developers to get help paying for the cost of advertising. To further assist in marketing, Allied also constructed a model home for each newly opened phase of their development. These models were professionally decorated, which was a selling technique deliberately used to make people comfortable and put them in a buying mood. The homes were specifically marketed to families, with bedrooms that were decorated for children and teenagers.

Allied touted the "outstanding features" of their Village Grove homes, which were somewhat larger than the average postwar home in Scottsdale. The homes included almost 1,800 square feet of living space with a large family room, three bedrooms and 1¼ baths. Most homes had an attached double carport, which gave them almost 2,500 square feet under the roof, making them appear even larger. Many homes also had a band of brick applied across the lower



part of the front façade, which was another deliberate effort to emphasize their horizontal lines and make them seem larger. Interior features such as natural finished wood doors and cabinets, a tiled breakfast bar and powder bar, and choice of ceramic and asphalt tiles were also advertised. Vermiculite insulated exterior block walls and fiber-glass insulation in the attics were other features of the Village Grove homes. In addition, Allied offered a choice of elevations and the option of a citrus or "clear cut" lot. As part of their marketing efforts, all homes came with completely landscaped yards to give the instant appearance of a finished neighborhood. All lots included cement driveways. Subdivision features including paved roads with curbs, gutters and sidewalks were also marketed to potential buyers. The location was also a selling point. Recreational amenities such as The Desert Botanical Gardens, and the proximity of two new golf courses were frequently mentioned in the weekly newspaper ads. The scenic location of Village Grove with its "spectacular mountain and desert views" of the Superstitions, Four Peaks, McDowell Mountains, and Salt River Basin was another advertised amenity.

The development enjoyed remarkable success. The first plat sold out in one weekend and the rest of the development was completely built out within two years. The company initially offered their homes for \$12,750 plus closing costs but within six months of opening, high demand prompted Allied to raise their sales price to \$13,250. Allied increased the size of their homes from 1,732 to almost 1,800 square feet in 1958 with their third phase to accommodate a larger kitchen and family room area, and raised home prices to \$13,500.

To encourage a sense of community and as a way of continuing to market their company and its single family developments, Allied sponsored a Christmas home decoration and lighting contest for Village Grove 1-6 families shortly after the development was completed in 1959. The contest was announced in a *Scottsdale Progress* article. Papago Plaza merchants donated prizes for the top five winners. The winning homes, which were judged by Scottsdale Mayor Mort Kimsey and the president of the Papago Plaza Merchant's Association, were declared in a subsequent article.

### **Significance**

Village Grove 1-6 is an excellent example of typical post World War II single family subdivision practices in Scottsdale, Arizona. The neighborhood is one of the best expressions of the planning and marketing philosophies guiding successful, typical tract developments in the late 1950s. It is also significant for its design characteristics, including its mass produced materials and its Simple and California Ranch architectural styles. 92 percent of the homes in the large development still contribute to this historic character, which is the highest level of integrity among the large-scale tract developments associated with Scottsdale's 1950s developments.

The Village Grove neighborhood conveys many characteristics associated with typical, large-scale tract developments in the postwar period. It contains multiple plats and more than 250 homes, which are homogenous in appearance, reflecting the short two year build out period as well as the mass production techniques employed by the developer. Though larger than the average postwar house in Scottsdale, the Village Grove homes have a basic exterior appearance that is common in tract housing developments and helps to illustrate the range of characteristics associated with typical developments in Scottsdale during this period. The physical characteristics of the subdivision design, including the grid and curvilinear street patterns, alleys, uniformly sized rectilinear lots, paved streets, and cement curbs, gutters, sidewalks, and driveways are also representative of common postwar building practices in the late 1950s. These subdivision features as well as the fully landscaped lots and dramatic views of Papago Park illustrate the sophisticated nature of the marketing campaign adopted by Allied Construction Company to sell their homes and their effort to create an instant neighborhood.

The architectural styles of the homes in Village Grove 1-6 are also representative of the designs that characterized the City's 1950s neighborhoods. The Simple and California Ranch Styles that repeat throughout the neighborhood were the two most common architectural styles in Scottsdale during the postwar era. The designs in Village Grove 1-6 also include rear family rooms opening onto the backyard, front porches and rear patios, which convey the emphasis on informal, indoor-outdoor living that characterized the modern postwar home. In addition, the use of manufactured Superlite blocks, brick, precut board and batten wood siding, steel casement windows, prehung door units, and preconstructed roof trusses illustrates the impact of mass production techniques on the housing designs in the development. The single and double car carports under the main roof also reflect the influence of the automobile on housing design, which was characteristic of postwar neighborhoods.





## Memorandum

January 18, 2019

To: Accounts Payable  
From: Steve Venker, Historic Preservation Officer   
Re: Check Requisition for Historic Residential Exterior Rehabilitation (HRER) Program for  
6713 East Granada Road

City Council approved the procedures for the Historic Residential Exterior Rehabilitation (HRER) Program on April 4, 2006 as part of the Consent Agenda, Item No. 7 (City Council Resolution No. 6860 attached). The approval of the resolution empowered the Historic Preservation Commission to select projects and administer the HRER Program. The Commission approved the improvement project for Jane S. Burnett on January 4, 2018 for a maximum amount of \$7,500 in City funding based upon reimbursement for up to half of the actual expenditures for the project, but not to exceed \$7,500 (marked agenda and portion of approved January 4, 2018 HPC minutes attached). The City matching expenditure is equal to the cost to purchase a Conservation Easement. Funding for this rehabilitation program was approved by City Council as part of the Neighborhood Resources Department budget for the current fiscal year.

The attached receipts indicates a total of \$16,204.00 in expenditures by the homeowner for the replacement windows and exterior doors. The expenses incurred document that the expenses are above the \$15,000 required for the maximum approved reimbursement in the rehabilitation agreement. Mr. LaRoche requests reimbursement in the amount of \$7,500.00, which is the maximum in the Rehabilitation Agreement. Scottsdale Historic Preservation Office staff inspected and obtained photographs of the work and found it satisfactory and determined that the work met the approved Scope of Work (attached) for the project. The actual construction cost qualifies the owner for a City reimbursement of \$7,500.00.

Total Project Cost by Homeowner on Receipt = \$16,204.00 (four windows and two doors)  
City Reimbursement/Conservation Easement =  $\frac{1}{2} \times 16,204.00$ , up to a maximum of \$7,500.00 =  
**\$7,500.00 Check Requisition**

When ready, the check should be mailed to Jane S. Burnett, owner, at the address on the Check Requisition form.

### Attachments:

1. Check Requisition for Ms. Jane S. Burnett
2. Resolution No. 6860
3. HPC January 4, 2018 Marked Agenda and Portion of Approved HPC January 4, 2018 Minutes
4. Rehabilitation Agreement Exhibit "C" Scope of Work
5. Deed of Conservation Easement, signed and notarized
6. Receipt from Homeowner
7. IRS Form W9



3/27/2008



## **RESOLUTION NO. 6860**

A RESOLUTION OF THE COUNCIL OF THE CITY OF SCOTTSDALE, MARICOPA COUNTY, ARIZONA, AUTHORIZING THE PRESERVATION DIVISION TO ADMINISTER AND AWARD FUNDS TO IMPLEMENT THE HISTORIC RESIDENTIAL EXTERIOR REHABILITATION PROGRAM, WITH RECOMMENDATIONS FROM THE HISTORIC PRESERVATION COMMISSION, AND APPROVING CONTRACT NO. 2006-023-COS BETWEEN THE CITY AND JOHN AND CHRISTA KEATING FOR THE ACQUISITION BY THE CITY OF A CONSERVATION EASEMENT

WHEREAS, the Council approved a \$2 million Scottsdale Revitalization funding package in 2004 that included \$200,000 in funding for a rehabilitation program for designated historic districts; and

WHEREAS, the Council approved the first neighborhood historic districts in Scottsdale in June, 2005 when it adopted the Village Grove 1-6 and Town and Country Scottsdale historic districts; and

WHEREAS, the Historic Preservation Commission (HPC) was appointed by the Council in June, 1997 and charged with developing a comprehensive Historic Preservation Program for the City of Scottsdale; and

WHEREAS, the HPC has approved preservation guidelines for each of the two existing neighborhood historic districts that will be used by owners to prepare their improvement plans and by the HPC and staff to review the appropriateness of the proposed home improvement plans for properties within the neighborhood historic districts, and the HPC will prepare similar preservation guidelines for any additional historic districts the Council designates; and

WHEREAS, the HPC has approved the application materials needed to effectively administer the Historic Residential Exterior Rehabilitation Program, including forms, a manual with priorities for funding, guidelines, sample legal documents, and a selection process; and

WHEREAS, the Preservation Division supports the work of the HPC and administers the local Historic Preservation Program, with support and recommendations from the HPC; and

WHEREAS, Preservation staff desire to establish procedures for the efficient implementation of the Historic Residential Exterior Rehabilitation Program, including the acquisition by the City of conservation easements for the purpose of preserving improvements to qualifying structures; and



WHEREAS, John and Christa Keating are the owners of real property located at 7308 E. Monte Vista Road in the Scottsdale Town and Country historic district, and wish to make certain improvements to their property to continue to maintain its structural integrity; and

WHEREAS, the City and the Keatings wish to enter into an agreement whereby the City will acquire a conservation easement from the Keatings in order to preserve the improvements after they are made and in order to encourage and facilitate the Keatings' improvements to their property, which agreement will be to the benefit of the citizens of Scottsdale;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Scottsdale, Maricopa County, Arizona, as follows:

Section 1. City Council authorizes the Preservation Division and the HPC to administer the Historic Residential Exterior Rehabilitation Program, using existing budgeted funds as previously approved and funded by the City Council as part of the 2004 Scottsdale Revitalization Program, and any future funds budgeted by the City Council for this rehabilitation program, to modify the application form, submittal deadlines, guidelines, priorities and competitive selection process for the program when necessary, and to accept conservation easements for the City.

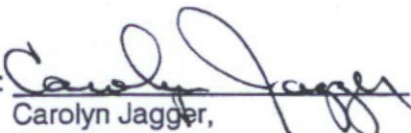
Section 2. City Council authorizes the Preservation Division to prepare agreements with homeowners in historic districts for improvement projects selected by the HPC through a competitive selection process, and to authorize the Preservation Director or designee to sign future agreements to agree to pay up to \$10,000 per residence for the acquisition of conservation easements to preserve successfully completed improvement projects that maintain or enhance the character-defining features of homes in City Council designated neighborhood historic districts.

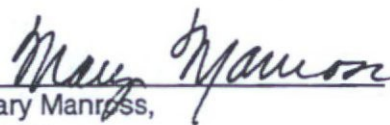
Section 3. Mayor Mary Manross is hereby authorized and directed to execute on behalf of the City of Scottsdale Contract No. 2006-023-COS.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Scottsdale this 4th day of April, 2006.

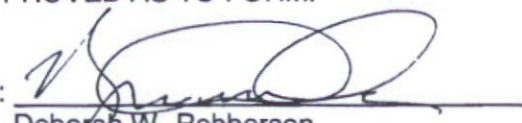
ATTEST:

CITY OF SCOTTSDALE, an  
Arizona municipal corporation

By:   
Carolyn Jagger,  
City Clerk

By:   
Mary Manross,  
Mayor

APPROVED AS TO FORM:

By:   
Deborah W. Robberson,  
City Attorney

## REGULAR AGENDA

3. 42-HP-2017 (Burnett Residence - Exterior Renovation)

Request approval of a Certificate of Appropriateness - Historic Preservation and Historic Residential Exterior Rehabilitation (HRER) funding for exterior rehabilitation work on a 7,828 square-foot parcel, with Single-family Residential, Historic Property (R1-7/HP) zoning. The request includes: repainting three (3) exterior doors, replacing one (1) exterior door, rehabilitating window edge treatment (majority window panes to remain) by replacing worn metal parts, replacing some cracked panes, and applying an energy efficient film to the glazing.

Jesus Murillo, Coordinator: 480-213-7849

Jane Burnett, Applicant: 480-423-5920

**CERTIFICATE OF APPROPRIATENESS APPROVED 5-0; MOTION BY MOOSAVI, 2<sup>ND</sup> BY SCHWEIGER**

**HISTORIC RESIDENTIAL EXTERIOR REHABILITATION APPROVED 5-0; MOTION BY SCHWEIGER 2<sup>ND</sup> BY BUZZELLO**

4. 2018 Historic Preservation Commission Work Program

Discussion and possible approval of the 2018 Work Program.

**APPROVED 5-0; MOTION BY SCHWEIGER, 2<sup>ND</sup> BY KINCHEN**

5. 2017 Annual Report

Discussion and possible approval of the 2017 Historic Preservation Commission Annual Report.

**APPROVED 5-0; MOTION BY BUZZELLO, 2<sup>ND</sup> BY MOOSAVI**

6. Election of Officers

Historic Preservation Commission will elect the Chair and Vice Chair for 2018

**CONTINUED TO FEBRUARY 1, 2018; MOTION BY SCHWEIGER, 2<sup>ND</sup> BY BUZZELLO**

Commissioner Announcements\*

NONE

Future Agenda Items\*

- ELECTION OF 2018 HISTORIC PRESERVATION COMMISSION CHAIR AND VICE CHAIR
- RETREAT
- 2018 HISTORIC PRESERVATION COMMISSION CONFERENCE

\*Not for Discussion

Adjournment-6:35 P.M.



Persons with a disability may request a reasonable accommodation by contacting Casey Steinke at 480-312-2611. Requests should be made 24 hours in advance, or as early as possible, to allow time to arrange the accommodation. For TTY users, the Arizona Relay Service (1-800-367-8939) may contact Casey Steinke at 480-312-2611.



APPROVAL OF MINUTES

2. Approval of the December 7, 2017 Historic Preservation Commission Meeting Minutes

COMMISSIONER SCHWEIGER MOVED TO APPROVE THE DECEMBER 7, 2018 HISTORIC PRESERVATION MEETING MINUTES SECONDED BY VICE CHAIR MOOSAVI. THE MOTION CARRIED UNANIMOUSLY WITH A VOTE OF FIVE (5) TO ZERO (0).

REGULAR AGENDA

3. 42-HP-2017 Burnett Residence

Request approval of a Certificate of Appropriateness - Historic Preservation and Historic Residential Exterior Rehabilitation (HRER) funding for exterior rehabilitation work on a 7,828 square-foot parcel, with Single-family Residential, Historic Property (R1-7/HP) zoning. The request includes: repainting three (3) exterior doors, replacing one (1) exterior door, rehabilitating window edge treatment (majority window panes to remain) by replacing worn metal parts, replacing some cracked panes, and applying an energy efficient film to the glazing.

Jesus Murillo, Coordinator: 480-312-7849

Jane Burnett, Applicant: 480-423-5920

4. 2018 Historic Preservation Commission Work Program

COMMISSIONER SCHWEIGER MOVED TO APPROVE THE 2018 HISTORIC PRESERVATION COMMISSION WORK PROGRAM SECONDED BY COMMISSIONER KINCHEN. THE MOTION CARRIED UNANIMOUSLY WITH A VOTE OF FIVE (5) TO ZERO (0).

5. 2017 Annual Report

COMMISSIONER BUZZELLO MOVED TO APPROVE THE 2017 ANNUAL REPORT SECONDED BY VICE CHAIR MOOSAVI. THE MOTION CARRIED UNANIMOUSLY WITH A VOTE OF FIVE (5) TO ZERO (0).

6. Election of Officers

COMMISSIONER SCHWEIGER MOVED TO CONTINUE ELECTION OF OFFICERS TO FEBRUARY 1, 2018 SECONDED BY COMMISSIONER BUZZELLO. THE MOTION CARRIED UNANIMOUSLY WITH A VOTE OF FIVE (5) TO ZERO (0).



## **EXHIBIT "C"**

The following items establish the Scope of Work to be accomplished under this Agreement. These same items pertain to the Certificate of No Effect/Appropriateness issued by the Historic Preservation Office for all work performed under this program. It is the responsibility of the property owner or the contractor to obtain any Building Permits that may be required for the Scope of Work items by the Development Services Department. Building permit fees must be paid by the property owner.

### **SCOPE OF WORK**

**6713 East Granada Road  
Scottsdale, Arizona 85257**

1. Replace and paint one (1) exterior door.
2. Rehabilitate and repair ten (10) windows, including:
  - a. Scrape or sand all cracked, flaking, or peeling paint off of frames;
  - b. Remove loose and cracked glazing putty as necessary;
  - c. Remove and replace any broken or cracked glass panes;
  - d. Repair or replace window open & close hand cranks as necessary;
  - e. Adjust active window frames for proper closure as necessary;
  - f. Install foam weather strip for a better seal on active frames as necessary;
  - g. Supply and install 3M Sun Control Window Film (Prestige 70).

33016-7-1-1--  
Yorkm

WHEN RECORDED RETURN TO:

City of Scottsdale

One Stop Shop/Records

VENKER

7447 E. Indian School Road, Suite 100  
Scottsdale, AZ 85251

**EXEMPT UNDER A.R.S. 11-1134 (A) (2)**

DEED OF CONSERVATION EASEMENT

THIS DEED OF CONSERVATION EASEMENT (the "Easement") is made as of the 17th day of January 2019, by and between Jane S. Burnett, the Property Owner, who is the occupant of the property described herein (the "Property Owner"), whose principal address is 6713 East Granada Road, Scottsdale, Arizona 85257 and the City of Scottsdale, a municipal corporation organized and existing under the laws of the State of Arizona (the "City").

RECITALS

A. The City is authorized under Arizona's Uniform Conservation Act, Arizona Revised Statutes, Sections 33-271 through 276, inclusive (collectively, as and if amended, the "Act") to accept easements to protect property significant in Arizona history and culture for the education of the general public.

B. The City is a municipal corporation whose responsibilities include the protection of the public interest in preserving architecturally significant structures within the City of Scottsdale.

C. The Property Owner is the owner in fee simple, and occupant, of that certain property located at 6713 East Granada Road, Scottsdale, Maricopa County, Arizona, which is more particularly described in Exhibit "A" attached hereto and made a part hereof (the "Property"), including all improvements, fixtures and buildings thereon (the "Structures"). (Any reference to the "Property" hereinafter shall be deemed to include each of the "Structures".)

D. The Property is listed on the Scottsdale Historic Register; and the Property Owner and the City recognize the historical or architectural value and significance of the Property and have the common purpose of conserving and preserving the aforesaid value and significance of the Property.

E. On January 9, 2018, the Property Owner executed an Exterior Rehabilitation Program Agreement (the "Program Agreement"), wherein the Property Owner has agreed to sell to the City an Easement on the Property to maintain an unobstructed view of the exterior surfaces of each of the Structures (collectively, the "Facades"), including all fences, walls, or fixtures on the Property, and to maintain the Facades in the condition described herein.

F. In order to effectuate the obligations of the Property Owner under the Program Agreement, the Property Owner desires to sell, grant, convey, transfer and assign to the City and the City, pursuant to the Act, desires to accept an Easement on the Property.



### AGREEMENT

NOW, THEREFORE, in consideration of the City's payment to the Property Owner of the sum of ten dollars (\$10.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, the City and the Property Owner agree as follows:

1. Grant of Easement: The Property Owner does hereby irrevocably grant, convey, transfer and assign unto the City an Easement, as provided for under the Act, in gross for a term from the date hereof and through and including ten (10) years (the "Term"), to preserve an unobstructed view of the Facades, and to perform the covenants contained herein, which Easement shall contribute to the public purpose of conserving and preserving the Facades and accomplishing the other objectives set forth herein. Without limitation, the Property Owner shall not allow or suffer to exist upon the Property any obstructions to views of the Facades from properties adjacent to the Property except such as may exist at the time of the creation of this Easement. This document runs with the land in favor of the City's successors and assigns.

2. Property Owner's Covenants: In furtherance of the Easement herein granted, the Property Owner hereby covenants and agrees with the City as follows:

2.1 Documentation of the Exterior Condition of the Facades. For the purpose of this Easement, the owner or his designee has depicted the exterior Facades in an original set of photographs dated thirty (30) days prior to the date of the execution of this Easement (collectively, the "Photographs") and filed in the office of the City of Scottsdale Preservation Division, or designated successor. The exterior condition and appearance of the Facades as depicted in the Photographs is deemed to describe their external nature as of the date hereof.

2.2 Maintenance of the Facades. The Property Owner will, at all times, maintain each of the Structures and their respective Facades in a good and sound state of repair in accordance with the City's existing guidelines for the historic district in which the Property is located (the "Standards") so as to prevent the deterioration of the Facades or any portion thereof; to prevent visual obstruction of the Facades from public viewpoints such as adjacent streets; and prevent the intrusion of new improvements, walls, fences, statues, landscaping or fixtures which substantially modify the public view of the Property and its associated streetscape and open space, and are deemed to be not in accordance with the Standards delineated above. The Property Owner will request and obtain advance approval from the City Preservation Division prior to implementing any physical changes to Structures or Facades on the Property, or which would materially alter the view of the Facades from public viewpoints. This provision does not apply to routine maintenance, landscaping other than hardscape improvements, or installation of sprinkler systems. Subject to the casualty provisions of Paragraph 4 below, this obligation to maintain shall require replacement, repair and reconstruction according to the Standards within a reasonable time whenever necessary to have the external nature of the Structure at all times appear to be the same as shown in the Photographs.

2.3 Maintenance of the Structural Elements. The Property Owner will maintain and repair each of the Structures as is required to ensure the structural soundness and the safety of the Structures and the Facades.

2.4 Inspection. In order to periodically observe the Structures and Facades, representatives of the City shall have the right to enter the Property to inspect the exterior Facade. This inspection will be made at a time mutually agreed upon between the Property Owner and the City, or, if no time is mutually agreed upon, at any time during normal business hours after not less than forty-eight hours notice to the Property Owner by the City.

2.5 Conveyance and Assignment. The City may convey, transfer and assign this Easement to a similar local, state or national organization whose purposes, *inter alia*, are to promote



historic preservation, and which is a "qualified organization" under Section 170(h)(3) of the Internal Revenue Code of 1986, as amended, provided that any conveyance or assignment requires that the conservation purposes for which this Easement was granted will continue to be carried out.

2.6 Insurance. The Property Owner, at their sole cost and expense, shall at all times (a) keep the Structures insured at their replacement cost value on an "all risk" basis to ensure complete restoration of the Facades in the event of loss or physical damage. Said property coverage policy shall contain provisions which ensure that the face amount of the policy is periodically adjusted for inflation, and the Property Owner shall provide a Lienholder and Additional Insured copy of Insurance to the City evidencing such insurance, including an endorsement naming the City as a loss payee; and (b) carry and maintain liability insurance in an amount satisfactory to the City to protect against injury to visitors or other persons on the property, and to provide a Lienholder and Additional Insured copy of Insurance to the City evidencing such insurance, and naming the City as an additional insured on the policy.

2.7 Visual Access. The Property Owner agrees not to substantially obstruct the opportunity of the general public to view the exterior architectural and archaeological features of the Property from adjacent publicly accessible areas such as public streets and sidewalks. The Property Owner shall obtain advance approval from the City Preservation Division for any proposed changes to the Property that would obstruct or modify the general public view of the exterior architectural or archeological features of the Property from adjacent publicly accessible areas. If the Structures are not visible from a public area, then the Property Owner agrees that the general public shall be given the opportunity on a periodic basis to view the characteristics and features of the Facades that are preserved by this Easement to the extent consistent with the nature and conditions of the Property.

3. Warranties and Representations of the Property Owner. The Property Owner hereby represents, covenants and warrants to the City as follows:

3.1 Information Furnished, True and Correct. All information given to the City by the Property Owner in order to induce the City to accept this Easement, including all information contained in this Easement, is true, correct and complete.

3.2 Legal, Valid and Binding. The Property Owner is lawfully seized and possessed of the Property, has a good and lawful right to make the conveyance described herein, and this Easement is in all respects, legal, valid and binding upon the Property Owner and enforceable in accordance with its terms, and grants to the City a direct, valid and enforceable conservation easement. The person executing this document on behalf of a corporation, trust or other organization warrants his or her authority to do so and that all persons necessary to bind the Property Owner have joined in this document. The City shall have quiet title and possession against the claims of all persons.

3.3 No Impairment of Easement. The Property Owner, for himself, his heirs, personal representatives, and assigns, has not reserved, and to his knowledge, no other person or entity has reserved, any rights, the exercise of which may impair the Easement granted herein.

4. Application of Insurance Proceeds. Subject to the insurance proceeds requirements of any recorded Deed of Trust or Mortgage applicable to the Property, in the event of damage or destruction of any of the Structures resulting from casualty, the Property Owner agrees to apply all available insurance proceeds and donations to the repair and reconstruction of each of the damaged Structures. In the event the City determines, in its sole and absolute discretion, after reviewing all bona fide cost estimates in light of all available insurance proceeds and other monies available for such repair and reconstruction, that the damage to the Structures is of such magnitude and extent that repair of the damage and reconstruction of the Structures would not be practical, then the Property Owner may elect not to repair or reconstruct the damaged Structures. In such event the Property Owner will pay to the City the amount the City paid to the Property Owner for this Easement as set forth in the Program Agreement. Notwithstanding the foregoing, in the event the City notifies the Property Owner in writing that the City has determined that repair and reconstruction of the damaged Structures is impossible or



impractical and that the damaged Structures presents an imminent hazard to public safety, the Property Owner will at their sole cost and expense raze the damaged Structures and remove all debris, slabs, and any other portions and parts of the damaged Structures within the time period required by the City to protect the health, safety and welfare of the public, unless the Property Owner has commenced and is diligently pursuing repair or reconstruction of the damaged Structures. Upon razing of the damaged portion of the Structures, the City shall release any interest it has in the insurance proceeds. Nothing in this paragraph is intended to supersede or impair the rights to insurance proceeds of a lienholder pursuant to a recorded Deed of Trust of Mortgage applicable to the Property.

5. Indemnification. The Property Owner covenants that he shall pay, protect, indemnify, hold harmless and defend the City, its officers, employees, agents, independent contractors and elected officials, at the Property Owner's sole cost and expense from any and all liabilities, claims, costs, attorneys' fees, judgments or expenses asserted against the City, its officers, employees, agents, independent contractors and elected officials, resulting from actions or claims of any nature arising out of the conveyance, possession, administration or exercise of rights under this Easement, except in such matters arising solely from the gross negligence of the City, or its officers, employees, agents, independent contractors or elected officials.

5.1 Survival of Indemnification. The obligations of the Property Owner under this indemnification shall continue beyond the term of this Easement for claims accruing for a period of two (2) years.

5.2 Explanation of Indemnification. For purposes of explanation of Paragraph 5 only, and without in any manner limiting the extent of the foregoing indemnification, the Property Owner and the City agree that the purpose of Paragraph 5 is to require the Property Owner to bear the expense of any claim made by any party against the City, which arises because the City has an interest in the Property as a result of this Easement, or because of any actions taken by the City pursuant to the Program Agreement or this Easement.

6. Default/Remedy. In the event (a) the Property Owner fails to perform any obligation of the Property Owner set forth herein or in the Program Agreement, or otherwise fails to comply with any stipulation or restriction set forth herein, or (b) any representation or warranty of the Property Owner set forth herein is determined by the City to have been untrue when made, in addition to any remedies now or hereafter provided by law and in equity, the City or its designee, following prior written notice to the Property Owner, may (aa) institute suit(s) to enjoin such violation by ex parte, temporary, preliminary or permanent injunction, including prohibitory and or mandatory injunctive relief, and to require the restoration of the Property to the condition and appearance required under this Easement, or (bb) enter upon the Property, correct any such violation, and hold the Property Owner responsible for the cost thereof, and such cost until repaid shall constitute a lien on the Property. In the event the Property Owner violates any of its obligations under this Easement, the Property Owner shall reimburse the City for any and all costs and expenses incurred in connection therewith, including all court costs and attorneys' fees.

7. Waiver. The exercise by the City or its designee of any remedy hereunder shall not have the effect of waiving or limiting any other remedy and the failure to exercise any remedy shall not have the effect of waiving or limiting the use of any other remedy or the use of such remedy at any other time.

8. Effect and Interpretation. The following provisions shall govern the effectiveness and duration of this Easement:

8.1 Interpretation. Any rule of strict construction designed to limit the breadth of restriction on alienation or use of property shall not apply in the construction or interpretation of this Easement, and this Easement shall be interpreted broadly to effect the transfer of rights and restrictions on use herein contained.



8.2 Invalidity of the Act. This Easement is made pursuant to the Act as the same now exists or may hereafter be amended, but the invalidity of such Act or any part thereof, or the passage of any subsequent amendment thereto, shall not affect the validity and enforceability of this Easement according to its terms, it being the intent of the parties hereto to agree and to bind themselves, their successors, heirs and assigns, as applicable, during the Term hereof, whether this Easement be enforceable by reason of any statute, common law or private agreement either in existence now or at any time subsequent thereto.

8.3 Violation of Law. Nothing contained herein shall be interpreted to authorize or permit the Property Owner to violate any ordinance or regulation relating to building materials, construction methods or use, and the Property Owner agrees to comply with all applicable laws, including, without limitation, all building codes, zoning laws and all other laws related to the maintenance and demolition of historic property. In the event of any conflict between any such laws and the terms hereof, the Property Owner promptly shall notify the City of such conflict and shall cooperate with City and the appropriate authorities to accommodate the purposes of both this Easement and such ordinance or regulation.

8.4 Amendments and Modifications. For purposes of furthering the preservation of the Facades, the Structures and the other Property and the other purposes of this Easement, and to meet changing conditions, the Property Owner and the City are free to amend jointly the terms of this Easement in writing without notice to any party; provided, however, that no such amendment shall limit the terms or interfere with the conservation purposes of this Easement. Such amendment shall become effective upon recording the same among the land records of Maricopa County, Arizona, in the office of the County Recorder.

8.5 No Third-Party Beneficiaries. It is not the intention of the parties hereto that any third party who is not an assignee of an interest of any of the parties will have the right to enforce or benefit from any of the provisions of this Easement or the Program Agreement.

8.6 Time of the Essence. Time is of the essence in the performance of each and every term and condition of this Easement by the Property Owner.

8.7 Feminine and Masculine. For purposes of this Easement, the feminine shall include the masculine and the masculine shall include the feminine.



IN WITNESS WHEREOF, the Property Owner and the City executed this Easement on the date first above written, which Easement shall be effective immediately upon such execution.

"PROPERTY OWNER"

By: \_\_\_\_\_

Jane S. Burnett

STATE OF ARIZONA )

) ss.

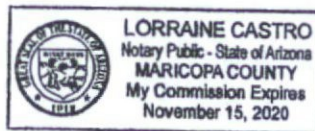
County of Maricopa )

The foregoing instrument was acknowledged before me this 17 day of JANUARY, 2019, by

Lorraine Castro  
Notary Public

My Commission Expires:

11/15/2020



WHEN RECORDED RETURN TO:

City of Scottsdale

One Stop Shop/Records

7447 E. Indian School Road, Suite 100  
Scottsdale, AZ 85251

EXEMPT UNDER A.R.S. 11-1134 (A) (2)

**EXHIBIT "A"**

Legal Description

6713 East Granada Road

Scottsdale, Arizona 85257

Lot 54, Village Grove Two, according to the Plat of record in the office of the County  
Recorder of Maricopa County, Arizona, recorded in Book 72 of Maps, Page 31.



# Smith Painting & Services

19673 E. Emperor Blvd.

Queen Creek, AZ 85142

Office: 480-948-3841

Office@azsmithpainting.com

ROC# R-34 #312101/R-62 #317983

**PAID**  
05/14/2018

## Invoice

Date	Invoice #
4/9/2018	457121

### Bill To

Jane Burtnett

6713 E. Granada Rd.

Scottsdale, AZ 85257

Terms	Project #
Due At Comp...	103650

Description	Amount
Exterior Repaint of doors	548.00T
Exterior replacement of Service door and repaint	669.00T
MyGuy Discount	-150.00
Check or Cash Discount	-21.00
Sales Tax-AZ	0.00

Thank you for your Business. Please send your check to the address above.

<b>Total</b>	\$1,046.00
<b>Payments/Credits</b>	-\$1,046.00
<b>Job Total Balance</b>	\$0.00

## Schedule A

<u>Description</u>	<u>Cost</u>
#3 8 hinged & 16 fixed pane window:	\$ 5,126.00
#4 8 hinged & 8 fixed pane window:	\$ 3,344.00
#7 8 hinged & 8 fixed pane window:	\$ 3,344.00
#10 8 hinged & 8 fixed pane window:	<u>\$ 3,344.00</u>
Total:	\$15,158.00

All material is guaranteed to be as specified, and the above work to be performed in accordance with specifications submitted for above work, and completed in a substantial workmanlike manner for the sum of: fifteen thousand one hundred fifty eight and 00/100 dollars, with payments to be made as follows:

check #1023 4/20/18  
\$7579.00 JAZ

Due to begin work: \$7,579.00, at mid-point: \$3,790.00, and at completion: \$3,789.00

Estimated start date: to be determined. Estimated project duration: Six weeks.

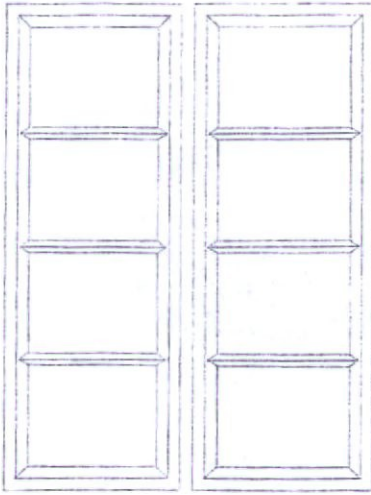
Respectfully submitted: Casement Window Restoration, LLC, by Joseph A. Zahora, III,  
Member.

Date: April 23, 2018

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon acts of God, strikes, accidents, or delays beyond our control.

JAZ III





# Casement Window Restorations, LLC

Meticulously preserving Arizona's historic steel sash windows

Residential • Commercial ROC 273549

Joseph A. Zahora, III, 502 W. Virginia Ave., Phoenix, AZ 85003

Cellular) 602-549-2139

June 13, 2018

Jane Burnett

6713 E. Granada Road

Scottsdale, AZ 85257

h) 480-423-5920, e-mail: janeburnett@yahoo.com

## Invoice

Due at mid-point:

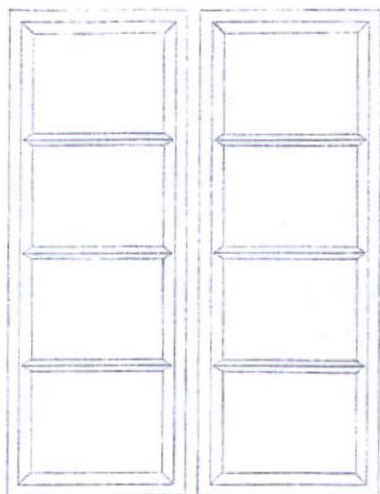
\$3,790.00

Payment Received:

Amount: \$ 3790<sup>00</sup>

Check Number: 1024

Date: 6-13-18



# Casement Window Restorations, LLC

Meticulously preserving Arizona's historic steel sash windows

Residential • Commercial ROC 273549

Joseph A. Zahora, III, 502 W. Virginia Ave., Phoenix, AZ 85003

Cellular) 602-549-2139

September 10, 2018

Jane Burtnett

6713 E. Granada Road

Scottsdale, AZ 85257

h) 480-423-5920, e-mail: janeburtnett@yahoo.com

## Invoice

Due at completion:	\$3,789.00
6 each operators @ \$20.00 each (total \$120.00):	no charge
Install 8 each stainless steel slides @ \$20.00 each (total \$160.00):	<u>no charge</u>
Total:	\$3,789.00

## Care Instructions:

- 1) Let putty cure 6-8 weeks.
- 2) 2 light coats with an oil based or latex primer, then 2 light finish coats. Do not use an acrylic primer.
- 3) Curing haze can be removed with rubbing alcohol or nail polish remover.
- 4) Be careful as to not depress putty prior to priming as it will leave a mark.

Payment Received:

Amount: \$3,789.00

Check Number: 1025

Date: 9-14-18

*Ed in full*

Painter: Ray Madore

1-508-801-7481

\$35/hour + materials



## Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Jane S Burnett

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☒ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

6713 E Granada Rd

6 City, state, and ZIP code

Scottsdale, AZ 85257

Requester's name and address (optional)

7 List account number(s) here (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

or

Employer identification number

\_\_\_\_ - \_\_\_\_

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Jane S Burnett

Date ►

December 4, 2018

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.