



MINUTES

City of Flagstaff

HERITAGE PRESERVATION COMMISSION

4:00 PM – Wednesday, February 19, 2014

Flagstaff City Hall, **Staff Conference Room**, 211 W. Aspen Avenue



In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Michelle Book 928-213-2906 (or 774-5281 TDD). Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

CALL TO ORDER

Commissioner Paradis called the meeting to order at 4:03 p.m.

COMMISSION MEMBERS:

Tom Paradis, Chair, *Present*
Phil Scandura, Vice Chair, *Present*
Lynne Corbin, *Present*
Jonathan Day, *Absent*
Laurel Dunn, *Absent*
Rich Rummel, *Excused Absent*
David Zimmerman, *Present*

CITY STAFF:

Karl Eberhard, Staff Liaison, *Present*
Michelle Book, Recording Secretary, *Present*

Others Present: Mark Di Lucido, Annie Lutes.

I. PRELIMINARY GENERAL BUSINESS

1. PUBLIC COMMENT

- a. *(At this time, any member of the public may address the Commission on any subject within their jurisdiction that is not scheduled before the Commission on that day. Due to Open Meeting Laws, the Commission cannot discuss or act on items presented during this portion of the agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.)*

None

2. ANNOUNCEMENTS

- a. *(Reconsiderations, Changes to the Agenda, and other Preliminary Announcements)*

None

3. APPROVAL of MINUTES.

Regular Meeting of January 15, 2014

Commissioner Scandura motioned to approve the January 15, 2014 regular meeting minutes.

Commissioner Zimmerman seconded the motion; the motion was passed unanimously.

II. OLD BUSINESS

(Continued, postponed, and tabled items.)

None

III. NEW BUSINESS

1. Discussion – Gifts and Donations Policy

City Staff:

Karl Eberhard, HPO

REQUESTED ACTION: Review policy, provide comments.

This is a request to consider a proposal for a City policy regarding gifts, memorials, and donations within City parks. As proposed, the Heritage Preservation Commission has a role in the consideration of such requests. Draft policy attached.

RECOMMENDED ACTION: Review policy, provide comments as appropriate.

After a brief discussion the consensus of the Commission was as to suggest the following changes to the policy: Not require the Commission convene as one body; only contact the Commission if applicable to the Commission; clarify the approval timeline; clarify applicants vs. donor wording and some grammatical corrections.

IV. CONCLUDING GENERAL BUSINESS

1. REPORTS

- a. Staff Report – Review of projects approved by staff consent.
- Mr. Eberhard approved on consent the sign permit for the Artist Gallery door sign at 7 E. Aspen Ave next to the Downtown Dinner.
- Mr. Eberhard approved on consent an applicant renovation request for 105 N. Beaver.
- Mr. Eberhard approved on consent the demolition of a 80' x 20' shed located at 3101 N. Fort Valley Road at the rear of the Museum of Northern Arizona property.

2. ANNOUNCEMENTS

(Informal Announcements, Future Agenda Items, and Next Meeting Date)

- Mr. Eberhard advised that the Tourist home has been sold and the new owner will be refurbishing the building.
- Commissioner Paradis and Commissioner Corbin stated that they will not be present for the March 19th meeting.
 - a. Next Regularly Scheduled Meeting: March 19, 2014
 - b. Future Agenda Items

ADJOURNMENT

The meeting adjourned at 4:34 p.m. by unanimous consent.