



# APPROVED MINUTES

## City of Flagstaff

### HERITAGE PRESERVATION COMMISSION

4:00 PM – Wednesday, November 19, 2014

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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

Chair Paradis called the meeting to order at 4:05 p.m.

#### COMMISSION MEMBERS:

Tom Paradis, Chair, Present  
Phil Scandura, Vice Chair, Present  
Sean Berry, Absent  
Lynne Corbin, Present  
Jonathan Day, Present  
Laurel Dunn, Present  
David Zimmerman, Excused Absent

#### CITY STAFF:

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

#### Others Present:

Mark Di Lucido, Gail Jackson, Annie Lutes, Duffy Westheimer, Charlie Silver, Aude Stang, Joan Brundige-Baker

## I. PRELIMINARY GENERAL BUSINESS

### 1. PUBLIC COMMENT

(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.)

Ms. Brundige-Baker gave a speech regarding the history of the Midgley Building and requested to save the rock sign above the door and the AZ Historical Society Pioneer Museum could store it in their barn where other commercial building signs are being stored. She would also love to have copies of other cultural resource studies for their library.

### 2. ANNOUNCEMENTS

(Reconsiderations, Changes to the Agenda, and other Preliminary Announcements)

None

**3. APPROVAL of MINUTES.**

Regular Meeting of October 15, 2014

Commissioner Day motioned to approve the October 15, 2014 minutes as amended.  
Commissioner Corbin seconded the motion. The motion passed by unanimous consent.

**II. OLD BUSINESS**

(Continued, postponed, and tabled items.)

None

**III. NEW BUSINESS**

**1. Solberg Cottages (Aspen)**

|                           |                             |
|---------------------------|-----------------------------|
| Address:                  | 519 – 523 W. Aspen          |
| Assessor's Parcel Number: | 100-23-002A                 |
| Property Owner:           | Alphabet Trees, LLC         |
| Applicant:                | Architectural Design Studio |
| City Staff:               | Karl Eberhard, HPO          |

REQUESTED ACTION: Approval – Certificate of No Effect

This is a proposal to rehabilitate both cottages including new foundations, reconstruction of rear additions and front porches, removal of attic finishes (and uses), removal of dormers, restoration of exterior finishes, replacement of windows, and various other **repairs**. This work will raise the finish floors +/- 12" and will nominally add to the footprint of the structures (16 SF). The project is located in the Townsite Overlay Zone (historic district) and the structures are contributing structures of the Townsite National Register Historic District. A Cultural Resource Study was not required for this application. Large format plans are available for public review at the Historic Preservation Office (City Hall). This Public Hearing was noticed by on-site posting on November 4, 2014.

RECOMMENDED ACTION: Approve – Certificate of Appropriateness

**Motion:**

Commissioner Day motioned to grant a certificate of appropriateness for 519 – 523 W. Aspen. Commissioner Scandura seconded the motion. The motion passed by unanimous consent.

**2. Historic Facades and Signs Grant – Solberg Cottages (Aspen)**

|                           |                             |
|---------------------------|-----------------------------|
| Address:                  | 519 – 523 W. Aspen          |
| Assessor's Parcel Number: | 100-23-002A                 |
| Property Owner:           | Alphabet Trees, LLC         |
| Applicant:                | Architectural Design Studio |
| City Staff:               | Karl Eberhard, HPO          |

REQUESTED ACTION: Approval of \$10,000 in HF&S Grant funding

This is a proposal to rehabilitate both cottages including new foundations, reconstruction of rear additions and front porches, removal of attic finishes (and uses), removal of dormers, restoration of exterior finishes, replacement of windows, and various other **repairs**. This work will raise the finish floors +/- 12" and will nominally add to the footprint of the structures (16 SF). The project is located in the Townsite Overlay Zone (historic district) and the structures are contributing structures of the Townsite National Register Historic District. HF&S Grants cover 50% of costs and the Applicant has provided an estimate for the work exceeding \$20,000.

RECOMMENDED ACTION: Approve \$10,000 in HF&S Grant funding with a condition that funds not collected in one year are forfeit.

**Motion:**

Commissioner Day motioned to approve \$10,000 in HF&S Grant funding for 519 – 523 W. Aspen with the condition that the funding be collected within one year or they are forfeited. Commissioner Scandura seconded the motion. The motion passed by unanimous consent.

**3. Solberg Cottages (Bonito)**

|                           |                             |
|---------------------------|-----------------------------|
| Address:                  | 14 – 16 Bonito Street       |
| Assessor's Parcel Number: | 100-23-002B                 |
| Property Owner:           | Alphabet Trees, LLC         |
| Applicant:                | Architectural Design Studio |
| City Staff:               | Karl Eberhard, HPO          |

REQUESTED ACTION: Approval – Certificate of No Effect

This is a proposal to rehabilitate both cottages including reconstruction of rear stoops, replacement of windows, and various other **repairs**. Proposal includes a new 200 SF storage shed and rear yard improvements – raised planters, walks, and fencing. The project is located in the Townsite Overlay Zone (historic district) and the structures are contributing structures of the Townsite National Register Historic District. A Cultural Resource Study was not required for this application. Large format plans are available for public review at the Historic Preservation Office (City Hall). This Public Hearing was noticed by on-site posting on November 4, 2014.

RECOMMENDED ACTION: Approve – Certificate of Appropriateness

**Motion:**

Commissioner Dunn motioned to approve the certificate of appropriateness for 14 – 16 Bonito Street. Commissioner Corbin seconded the motion. The motion passed by unanimous consent.

**4. Historic Facades and Signs Grant – Solberg Cottages (Bonito)**

|                           |                             |
|---------------------------|-----------------------------|
| Address:                  | 14 – 16 Bonito Street       |
| Assessor's Parcel Number: | 100-23-002B                 |
| Property Owner:           | Alphabet Trees, LLC         |
| Applicant:                | Architectural Design Studio |

City Staff:

Karl Eberhard, HPO

REQUESTED ACTION: Approval of \$10,000 in HF&S Grant funding

This is a proposal to rehabilitate both cottages including reconstruction of rear stoops, replacement of windows, and various other **repairs**. Proposal includes a new 200 SF storage shed and rear yard improvements – raised planters, walks, and fencing. The project is located in the Townsite Overlay Zone (historic district) and the structures are contributing structures of the Townsite National Register Historic District. HF&S Grants cover 50% of costs and the Applicant has provided an estimate for the work exceeding \$20,000.

RECOMMENDED ACTION: Approve \$10,000 in HF&S Grant funding with a condition that funds not collected in one year are forfeit.

**Motion:**

Commissioner Corbin motioned to approve \$10,000 in grant funding with the condition that funds not collected in one year are forfeited. Commissioner Dunn seconded the motion. Motion passed by unanimous consent.

**5. Discussion – Phase II Cultural Resource Studies**

|                 |                    |
|-----------------|--------------------|
| Address:        | Varies             |
| Property Owner: | Varies             |
| City Staff:     | Karl Eberhard, HPO |

REQUESTED ACTION: Discussion only

Discussion regarding Commission expectations of content and detail in Phase II Cultural Resource **Studies**. The Zoning Code requires "(sic) complete text descriptions, as-built plans, and archival grade photography, of all aspects of the cultural resource(s)." Staff will present various standard models (of content and detail) for consideration and will work with the Commission to develop a document for public reference that puts forth the Commission's expectations.

RECOMMENDED ACTION: Discussion only

**Discussion:**

Mr. Eberhard gave a brief explanation of the various standard models and answered questions from the Commissioners. The Commissioners agreed to continue this discussion during the December 17, 2014 meeting.

**IV. CONCLUDING GENERAL BUSINESS**

**1. REPORTS**

- a. Staff Report – Review of projects approved by staff consent.

None

**2. ANNOUNCEMENTS**

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

Council passed an ordinance that changed almost every commission in the City. The main thrust of the changes they made was they took all the nine member commissions and made them seven. They changed the composition of the commissions and they also removed the Board and Commission handbook. There is no change in the operating of this commission. It may no longer be able to adopt bylaws, however Mr. Eberhard will verify with the City attorney's office.

a. Next Regularly Scheduled Meeting: Wednesday, December 17, 2014

b. Future Agenda Items

1) Additional discussion – Phase II Cultural Studies

**V.ADJOURNMENT**

The meeting was adjourned at 5:58 p.m. by unanimous consent.