



# DRAFT MINUTES

## City of Flagstaff

### HERITAGE PRESERVATION COMMISSION

4:00 PM – Wednesday, December 17, 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

Vice Chair Scandura called the meeting to order at 4:07 p.m.

#### COMMISSION MEMBERS:

Tom Paradis, Chair, *excused*  
Phil Scandura, Vice Chair, *present*  
Sean Berry, *unexcused*  
Lynne Corbin, *present*  
Jonathan Day, *excused*  
Laurel Dunn, *present*  
David Zimmerman, *present*

#### CITY STAFF:

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

#### Others present:

Duffy Westheimer, Jessica Lawrence, Doug Hare

## 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.)*

Ms. Westheimer gave an update on the Solberg cottages project progress. Henry Taylor, the current owner of the Weatherford Hotel, has owned the property in May 2015 for 40 years. Mrs. Westheimer asked if something could be done to recognize his contribution in preserving historic downtown.

### 2. ANNOUNCEMENTS

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

None

**3. APPROVAL of MINUTES.**

Regular Meeting of November 19, 2014

Commissioner Corbin motioned to approve the November 19, 2014 minutes. Commissioner Dunn seconded the motion as amended. The motion passed by unanimous consent.

**II. OLD BUSINESS**

*(Continued, postponed, and tabled items.)*

**None**

**III. NEW BUSINESS**

**1. Dubian Residence**

Address:	209 N. Bonito Street
Assessor's Parcel Number:	100-12-006
Property Owner:	Michelle Dubian
Applicant:	Larami Sandlin
City Staff:	Karl Eberhard, HPO

REQUESTED ACTION: Approval – Certificate of No Effect.

This is a proposal to add 400 SF to the north side of an existing 850 SF single family residence built in 1946. Materials are proposed to match existing. The project is located in the Townsite Overlay Zone and is not a contributing structure of the Townsite National Register Historic District. A Cultural Resource Study was not required for this application. This Public Hearing was noticed by on-site posting on December 2, 2014.

RECOMMENDED ACTION: Review, provide comments, and continue the item until complete plans are prepared.

**Motion:**

Commissioner Corbin moved that though we see no problem with the plans as presented, that we would require more detail. The recommended action is that they review, provide comments, and continue the item until complete plans are prepared. Commissioner Dunn seconded the motion. The motion passed unanimously.

**2. Passenger Train Station**

Address:	1 E. Route 66
Assessor's Parcel Number:	100-44-003C
Property Owner:	City of Flagstaff
Applicant:	Trevor Henry
City Staff:	Karl Eberhard, HPO

REQUESTED ACTION: Approval – Certificate of Appropriateness.

This is a proposal to remove and re-set the brick pavers of the platform with a sub-surface drainage system. Some new bricks will be required – proposed to be mixed in with original bricks being re-used. The project is located in the Landmarks Overlay Zone and is a contributing structure of the Railroad Addition National Register Historic District. A Cultural Resource Study was not required for this application.

RECOMMENDED ACTION: Approve – Certificate of Appropriateness.

**Motion:**

Commissioner Zimmerman moved to approve this Certificate of Appropriateness with the condition that the new bricks will be isolated at one or both ends of the project area. Commissioner Dunn seconded the motion. The motion passed unanimously.

**3. Canyon del Rio**

Address:	Corner of Butler Avenue and Fourth Street
Assessor's Parcel Number:	Multiple – ASM Survey No. 1983-148
Property Owner:	City of Flagstaff
Applicant:	CDRI
City Staff:	Karl Eberhard, HPO

REQUESTED ACTION: Approval – Cultural Resource Study.

This is a request to accept a Letter Report Cultural Resource Study. The letter report documents that a detailed site survey, including surface inspection at 20 meter intervals, was completed in 1983 that identified one scatter site and seven isolated finds. It is believed that there is little likelihood of significant resources being present on the property. The actual report from that time cannot be found.

RECOMMENDED ACTION: Approve – Cultural Resource Study.

**Motion:**

Commissioner Zimmerman moved the Commission accepts the submitted documentation as evidence that a Cultural Resource Study has been completed previously with a condition that Grading Plans shall include additional notations regarding discovery of unanticipated resources and how the discovery of any such resources will be handled. The HPO and the Applicant shall prepare such notes based on existing Zoning Code provisions regarding same. Commissioner Corbin seconded the motion. The motion passed unanimously. Administrative note: The commission sought this additional notation in light of the fact that the Cultural Resource Study cannot be located.

**IV. CONCLUDING GENERAL BUSINESS**

**1. REPORTS**

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

- i. 117 N Beaver

**2. ANNOUNCEMENTS**

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

None

- a. Next Regularly Scheduled Meeting: January 21, 2015
- b. Future Agenda Items

**V. ADJOURNMENT**

The meeting was adjourned at 5:45 p.m. by unanimous consent.