



**APPROVED MINUTES**  
**City of Flagstaff**  
**HERITAGE PRESERVATION COMMISSION**  
**4:00 PM – Wednesday, March 18, 2015**

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Flagstaff City Hall, **Council 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 Carrie Nelson 928-213-2919 (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 4:00 p.m.

COMMISSION MEMBERS:                      Phil Scandura, *present*  
   Jonathan Day, *present*  
   Laurel Dunn, *present*  
   Josh Edwards, *present*  
   Jean Hockman, *excused*  
   David Zimmerman, *present*  
   Lynne Corbin, *excused*

CITY STAFF:                                      Karl Eberhard, Staff Liaison, *present*  
   Carrie Nelson, Recording Secretary, *present*  
   Creag Znetko, Recording Secretary, *present*

**Others Present:**

Debbie Farnam, Lauren Clementino, Bruce Phillips, Pat Stein, and Robert Breunig

**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)*

Mr. Eberhard introduced Mr. Creag Znetko as temporary support staff in Michelle Book's resignation from the City.

Commissioners and Staff introduced themselves. New Commissioner Hockman is excused, due to conflict with another Board. She is working on her schedule. She may stay on with the Commission or resign.

Lynne Corbin has been reappointed to Commission, but is excused due to miscommunication issues.

Mr. Eberhard has informed the Commission that meetings will be moved into the Council Chambers Room due to request from City Council to have all Commissions televised. Look for new location on next month's agenda.

Item 5 – Applicant has asked to move to next month's agenda.

### **3. APPROVAL of MINUTES.**

Regular Meeting of December 17, 2014

#### **MOTION:**

Commissioner Day made a motion to approve the December 17, 2014 minutes with the following corrections: Item 2: New Business "*Commissioner Zimmerman moved to approve this Certificate of Appropriateness with the addition 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.

## **II. OLD BUSINESS**

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

None

## **III. NEW BUSINESS**

### **1. Commission Elections**

The Commission is requested to nominate and elect a Chair and Vice-Chair to begin commencement at the March 18, 2015 meeting.

Nominations for Chair: Commissioner Zimmerman nominated Vice-Chair Scandura for Chair. Vice-Chair Scandura has declined nomination due to current work schedule. Commissioner Day nominated Commissioner Zimmerman for Chair. Commissioner Zimmerman accepts nomination.

#### **MOTION:**

Commissioner Day made a motion to nominate Mr. Zimmerman for chair. Commissioner Dunn seconded; the motion was approved unanimously

Vice-Chair Scandura stated he could stay on as Vice-Chair, and Commissioner Day mentioned he could be the Vice-Chair. Vice-Chair Scandura nominated Commissioner Day to replace him as Vice-Chair, Commissioner Day accepted nomination.

#### **MOTION:**

Vice-Chair Scandura made a motion to nominate Commissioner Day for Vice-Chair. Commissioner Dunn seconded the nomination; the motion was approved unanimously.

## 2. Museum of Northern Arizona

Address:	3101 N. Fort Valley Road
Assessor's Parcel Number:	111-01-001F
Property Owner:	Museum of Northern Arizona
Applicant:	Robert Breunig
City Staff:	Karl Eberhard, HPO

REQUESTED ACTION: Accept Cultural Resource Study

This is a proposal to modify the south (main) entrance to eliminate unsafe conditions and to provide accessibility. The work involves raising the landing and main entrance door and constructing new entry stairs, ramp, and handrails. The building is listed on the National register of Historic Places and is located in the Flagstaff Landmark Overlay Historic District.

RECOMMENDED ACTION: Accept Cultural Resource Study.

Vice-Chair Day is recusing from this item due to conflict of interest.

Mr. Robert Breunig, President of the Museum of Northern Arizona, presented on a proposal to the south (main) entrance of the Museum, citing ADA standards and general safety concerns. This has been a topic of discussion for quite a while. They came up with a plan to fix this via a study from Ms. Pat Stein.

Mr. Eberhard supports both the Cultural Resource Study and the Certificate of Appropriateness.

### **MOTION:**

Commissioner Scandura made a motion to accept the Cultural Resource Study. Commissioner Edwards seconded the motion; the motion passed unanimously with one recusing from vote.

## 3. Museum of Northern Arizona

Address:	3101 N. Fort Valley Road
Assessor's Parcel Number:	111-01-001F
Property Owner:	Museum of Northern Arizona
Applicant:	Robert Breunig
City Staff:	Karl Eberhard, HPO

REQUESTED ACTION: Approve Certificate of Appropriateness

This is a proposal to modify the south (main) entrance to eliminate unsafe conditions and to provide accessibility. The work involves raising the landing and main entrance door and constructing new entry stairs, ramp, and handrails. The building is listed on the National register of Historic Places and is located in the Flagstaff Landmark Overlay Historic District.

RECOMMENDED ACTION: Approve Certificate of Appropriateness

**MOTION:**

Commissioner Scandura made a motion to approve the Certificate of Appropriateness on the Museum of Northern Arizona. Commissioner Dunn seconded; the motion passed unanimously, with one recusing from vote.

**4. Murray Accessory Dwelling**

Address:	711 W. Aspen Avenue
Assessor's Parcel Number:	100-24-006
Property Owner:	Joe Murray / Kim Sargent
Applicant:	Joe Murray
City Staff:	Karl Eberhard, HPO

REQUESTED ACTION: Approve Certificate of Appropriateness

This proposal is to convert an existing two story 360 square foot accessory structure (shed) to an accessory dwelling unit including a 240 square foot first floor addition, an 80 square foot second floor addition, and a roof deck. The proposal also includes new windows and doors. The property is located in the Townsite National Register Historic District and the Townsite Overlay Historic District.

RECOMMENDED ACTION: Continue item for further development of plans (compliance with Townsite guidelines and zoning code)

The applicant has asked Mr. Eberhard to move the item forward by showing revised plans to the Commission. The applicant has also asked for the following: recommendations on the revised plans, his presence at the next meeting and give Mr. Eberhard the right to consent the new plans. These plans have been revised since the last meeting.

Vice-Chair Day has stated that this is not an item that the Commission has to approve, but only to ensure the applicant is compliant with the Townsite guidelines and zoning codes and to put this on Mr. Eberhard's Consent Calendar.

Commissioner Edwards asked if the windows would be the same and suggests they put in similar windows.

Debbie Farnam, Public, lives at 811 W. Aspen and is here just as a member of the public and resident of the Townsite Overlay Historic District.

**MOTION:**

Commissioner Edwards made a motion to put this item on Mr. Eberhard's Consent Calendar and ask the applicant to consider putting in windows that reflect the age of the neighborhood in general. Vice-Chair Day seconded the motion; the motion was approved unanimously.

**5. Historic Resource Study – 822 W. Route 66**

Address:	822 W. Route 66
Assessor's Parcel Number:	103-02-020

Property Owner:	Williams & Associates
Applicant:	Lynn Neal, EnviroSystems
City Staff:	Karl Eberhard, HPO

REQUESTED ACTION: Accept Historic Resource Study

This is a Letter Report that concludes that the structure does not meet the criteria for significance. As this contradicts previous National Park Service documentation, the ***Heritage Preservation Officer has referred the matter to the Commission. Letter report attached.***

RECOMMENDED ACTION: Accept Historic Resource Study

The Applicant has requested to move this agenda item to next month's meeting.

**MOTION:**

Vice-Chair Day made a motion to move this item to next month's agenda. Commissioner Scandura seconded the motion; the motion passed unanimously.

**IV. CONCLUDING GENERAL BUSINESS**

**1. REPORTS**

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

Mr. Flagstaff's House, 125 E. Butler and 307 S. Verde, Applicant had Annie Lutes complete a Cultural Study to demolish property with plans to build new apartments on the property. Mr. Eberhard accepted the report on consent.

Property at 5311 S. Cassandra Boulevard had archeologist from EnviroSystems walk the site for a house to be built. Mr. Eberhard approved on consent.

Cornerstone Environmental on the Mandarin Buffet Restaurant, 702 S. Milton Road and the Super Pawn, 700 S. Milton Road will be a new CVS Store. The Letter Report sated the building had no integrity. Mr. Eberhard approved the Letter Report on consent.

**2. ANNOUNCEMENTS**

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

- Information Announcements: Old Route 66 Properties
- Commissioner Dunn mentioned an assignment from the past meetings; Mr. Eberhard will look this up.
- Mr. DiLucido will be the liaison at the next meeting in Mr. Eberhard's absence.
  - a. Next Regularly Scheduled Meeting: April 15, 2015
  - b. Future Agenda Items

822 Route 66 – Cultural Resource Letter Study – Mr. DiLucido will report.

**ADJOURNMENT**

The meeting adjourned at 5:06 p.m. by unanimous consent.