



Approved Minutes

City of Flagstaff

HERITAGE PRESERVATION COMMISSION

4:00 PM – Wednesday, August 15, 2018

Flagstaff City Hall, **Council Chambers**, 211 W. Aspen Avenue

CALL TO ORDER: 4:00

COMMISSION MEMBERS: Phil Scandura, Chair, [present](#)
Jonathan Day, Vice Chair, [present](#)
Kurt Brydenthal, [absent](#)
Charlie Webber, [present](#)
Jerry McLaughlin, [present](#)
David Hayward [present](#)
Open

CITY STAFF: Karl Eberhard, Staff Liaison
Deborah Cargill, Recording Secretary

I. PRELIMINARY GENERAL BUSINESS

1. DISCUSSION ITEM

- a. Transition of Staff Liaison discussion with Tiffany Antol and David McIntire. [David McIntire spoke regarding the transition of the Historic Preservation Officer from Karl Eberhard to Tiffany Antol who will assume the role as the new Historic Preservation Officer as well as the liaison for the commission. Additionally, it looks as if the role will move into the Community Development Division. Karl Eberhard has been contracted back to the City to help facilitate the transition.](#)
- b. [Tiffany Antol answered a question regarding the consent items and stated that the number of consent items would be reduced and more of them brought before the commission until such time as the criteria for consent items is fully understood and they become more familiar with the process.](#)

2. PUBLIC COMMENT

- a. [None](#)

3. ANNOUNCEMENTS

- a. [Item #2 under New Business must be moved to next month as the posting requirement was not met.](#)

4. APPROVAL of MINUTES.

- a. Regular Meeting of July 18, 2018.

MOTION: Commissioner Day moved to accept the minutes as written. Commissioner McLaughlin seconded the motion. Commissioner Webber asked that the spelling of his name under Part 2 of the historic facades and signs grants, where he seconded the motion, be corrected. The motion passed unanimously.

II. Old Business:

1. Historic Facades and Sign Grant – 209 E. Cottage Avenue

Address:	209 E. Cottage Avenue
Assessor's Parcel Number:	104-01-048
Property Owner:	Scott & Alison Otero
Applicant:	Scott & Alison Otero
City Staff:	Karl Eberhard, HPO
REQUESTED ACTION:	Approve a HF&S Grant in the amount of \$10,000

This project involves replacement of the front porch/deck and the replacement of the windows – both proposed to be in keeping with the historic materials except that the windows will be dual pane. The Commission has previously approved a HF&S Grant for the porch/deck portion of the project. The property is not located in a local district but is in the Southside National Register Historic District. The scope of work does not warrant a Cultural Resource Study.

RECOMMENDED ACTION: Approve a HF&S Grant in the amount of \$10,000 with a condition that work be complete and funds be requested within 12 months.

Commissioner Day recused himself from this discussion and vote. Tiffany Antol stated that this grant was previously approved but had expired. Additionally, there have been revisions that added additional work. The commissioners would like more information on the windows. The windows that will be replaced will be in kind replacements. If the windows deviate from the submitted plans, they will need to be approved. The commissioners would like the mullion's left in place.

In terms of the porch, it would need to be attached, if required by the building department. The current plan does not show the porch attached. If the building department does require attachment, an engineering report should be obtained that states the wall has the ability to support a porch.

MOTION: *Commissioner Hayward moved to approve the HF&S Grant with the following requirements. Commissioner McLaughlin seconded the motion. The motion passed unanimously.*

- *The window manufacturing specifications should be included with the building permit and reviewed by staff.*
- *The mullions should remain.*
- *If it is required that the porch be attached, a review should be done by the building department due to the tendency of the brick to crumble due to its age and if possible, only the grout should be disturbed/drilled into.*
- *The work shall be concluded within 12 months.*

III. New Business:

1. 13 N. Bonito Street

Address:	13 N. Bonito Street
Assessor's Parcel Number:	100-23-011B
Property Owner:	Scott Miller
Applicant:	Scott Miller
City Staff:	Karl Eberhard, HPO
REQUESTED ACTION:	Certificate of No Effect

This project involves minor on grade additions (450 SF) and exterior re-styling of an existing 1,200 SF single story residence. The property is in, but is not a contributing structure of the Town site National Register Historic District and is located in the Town site Overlay Historic District. The project does not require a Cultural Resource Study (built after 1945).

RECOMMENDED ACTION:	Approve a Certificate of No Effect with a condition that final plans be reviewed and approved by the Historic Preservation Officer.
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This property was posted as required and met the guidelines of the Town Site neighborhood.

MOTION: *Commissioner Webber moved to approve the HF&S Grant with the condition that the final plans be reviewed and approved by the Historic Preservation Officer. Commissioner Day seconded the motion. The motion passed unanimously.*

2. Certificate of No Effect – 615 W. Birch Avenue

Address:	615 W. Birch Avenue
Assessor's Parcel Number:	100-16-008 B
Property Owner:	Alphabet Trees, LLC
Applicant:	Sky Black, Josh Chance
City Staff:	Mark Di Lucido, CD&R Project Administrator
REQUESTED ACTION:	Approve a Certificate of No Effect

Artist Sky Black, is the applicant. Proposed location is the alley between Bonito and Mogollon Streets and Birch and Aspen Avenues. Project consists of a mural and landscaping of the alley. Because this project is in the Town Site Historic District, a Certificate of no Effect from the city's Heritage Preservation Commission is required in addition to the BPAC's approval.

RECOMMENDED ACTION: Approve a Certificate of No Effect

[This item moved to the next regularly scheduled meeting.](#)

IV. REPORTS:

1. Consent Approvals:
 - a. 120 E. Aspen Avenue – Minor Remodel
 - b. 20 E Route 66 – Storefront Remodel
 - c. SW Corner of Butler Avenue and Fourth Street – Cultural Resource Study: Letter Report
 - d. 2320 E Route 66 - Cultural Resource Study: Letter Report

[The commission would like to receive all paperwork for any Consent Approvals electronically in the future. Additionally, the commission would encourage staff to continue handling the Cultural Resource Study Letter Reports under Consent Approvals due to the delays that occur when they have to go to the commission. Staff is comfortable handling the signage Consent approvals at this time.](#)

V. ANNOUNCEMENTS

1. Next regularly scheduled meeting. [September 19, 2018](#)
2. [Commissioner McLaughlin will not attend the October meeting.](#)

VI. ADJOURNMENT 5:46 pm