



Minutes-Approved
City of Flagstaff
HERITAGE PRESERVATION COMMISSION
4:00 PM – Wednesday, January 16, 2019

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 Deborah Cargill 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 [Chairman Scandura called the meeting to order at 4:00 p.m.](#)

COMMISSION MEMBERS: Phil Scandura, Chair, [Present](#)
Jonathan Day, Vice Chair, [Present](#)
Charlie Webber, [Present](#)
Jerry McLaughlin, [Present](#)
David Hayward, [Present](#)
Emily Dale, [Present](#)
Open

CITY STAFF: Tiffany Antol, Staff Co-Liaison
Sara Dechter, Staff Co-Liaison
Becky Cardiff, Recording Secretary

I. PRELIMINARY GENERAL BUSINESS

1. PUBLIC COMMENT

a. [None](#)

2. ANNOUNCEMENTS

a. [None](#)

3. APPROVAL of MINUTES (to be continued to February 20, 2019)

a. Regular Meeting of December 19, 2018

4. Election of Officers

MOTION: A motion was made by Commissioner Dale to appoint Commissioner Hayward as Chairman. Commissioner Webber seconded the motion. The motion passed 6-0.

MOTION: A motion was made by Commissioner Dale to appoint Commissioner Day as Vice Chairman. Commissioner Webber seconded the motion. The motion passed 6-0.

II. Old Business:

1. Historic Facades and Sign Grant – Babbitt Building

Address:	19 E Aspen Avenue
Assessor's Parcel Number:	10-20-001S
Property Owner:	Aspen Grove LLC, David Stephens Manager
Applicant:	UPDESIGN Studio PLLC, Anne Soper
City Staff:	Tiffany Antol, Co-HPO
REQUESTED ACTION:	Historic Facades and Sign Grant

This is a request for a Historic Facades and Signs Grant of \$10,000 for storefront improvements. The subject property is a .25-acre parcel of land located in the Railroad Addition Historic District. This commercial building is listed on the National Register of Historic Places.

Anne Soper, architect representing the applicant, gave a brief description of the proposed store front remodel and answered questions from Commissioners. Ms. Soper indicated there could be a change of the door location but that any changes would be reviewed and approved by Staff.

MOTION: A motion was made by Commissioner McLaughlin to approve the \$10,000 grant for the store front remodel as submitted by Staff. Commissioner Hayward seconded the motion. The motion passed 6-0.

III. New Business:

1. Certificate of No Effect – City of Flagstaff Courts Facility

Address: 101 W Cherry Street
Assessor's Parcel Number: 100-10-010C, 110-10-009A
Property Owner: City of Flagstaff
Applicant: City of Flagstaff
City Staff: Sara Dechter, Co-HPO
REQUESTED ACTION: Certificate of No Effect

This is a request for a Certificate of No Effect for the construction of a new Municipal Courthouse at 101 W Cherry Avenue. A 39,652 square foot structure is proposed on a 0.63 acre parcel. The property is in the Downtown Historic Overlay District and the Central Business zoning district. Signage will not be addressed as part of this certificate and will come back to the commission on a later date.

James Duval, Project Manager for the City of Flagstaff, introduced Rick Massia as the lead architect on the proposed project.

Mr. Massia gave a PowerPoint presentation on the proposed courthouse project and answered questions from Commissioners relating to the flat roof sections due to snow load concerns, the 3 plain sides of the clock tower and the size of the actual clock. The sign for the proposed building will be brought forward through a separate application.

MOTION: A motion was made by Commissioner Hayward to approve the certificate of no effect as submitted by Staff. Commissioner McLaughlin seconded the motion. The motion passed 6-0.

IV. REPORTS:

1. None

V. ANNOUNCEMENTS

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

- a. Next Regularly Scheduled Meeting: February 20, 2019
Brief introductions of the two new members and discussion about possibly putting suggested zoning code amendments on a future agenda was held.

VI. ADJOURNMENT

Adjourned at 5:13 p.m.