



Minutes-Approved

City of Flagstaff

HERITAGE PRESERVATION COMMISSION

4:00 PM – Wednesday, December 19, 2018

Flagstaff City Hall, **Council Chambers**, 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,
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. **Introduction of newest member Emily Dale and discussion on the current open seats and future appointments was held, with the hope of having seats appointed by January 15th.**

3. APPROVAL of MINUTES.

a. **Regular Meeting of October 17, 2018.**

4. **MOTION: A motion was made by Commissioner McLaughlin to accept the minutes of October 17, 2018 Commissioner Hayward seconding the motion. The motion passed 5-0.**

II. Old Business:

1. Historic Facades and Sign Grant – J.G. Verkamp House

Address: 623 N San Francisco
Assessor’s Parcel Number: 101-08-009
Property Owner: ZH Holdings 623 San Francisco LLC
Applicant: David Hayward
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 improvements, including exterior siding replacement and rock wall restoration, to the J.G Verkamp House. The subject property is a .49-acre parcel of land located in the North End Residential National Register District. The original residential structure is listed on the National Register of Historic Places.

RECOMMENDED ACTION: Staff recommends that the Heritage Preservation Commission review the application and approve the request as submitted.

Commissioner Hayward recused himself from the review of this project for conflict of interest.

Ms. Antol gave information on the proposed grant application.

Discussion was held on specific guidelines for grant applications specifically relating to work done prior to a grant application and budget requests.

MOTION: A motion was made by Commissioner Day to deny the grant application. Commissioner McLaughlin seconded the motion. The motion passed 4-0.

III. New Business:

1. Historic Facades and Sign Grant – Babbitt Building

Address: 19 E Aspen
Assessor’s Parcel Number: 100-20-001S
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.

RECOMMENDED ACTION: Staff recommends that the Heritage Preservation Commission review the application and approve the request as submitted.

MOTION: A motion was made by Commissioner Day to continue the grant application. Commissioner McLaughlin seconded the motion. The motion passed 5-0.

2. Certificate of No Effect

Address: 111 N Leroux
Assessor's Parcel Number: 100-19-008A
Property Owner: Leroux Retail, LLC
Applicant: Karl Eberhard
City Staff: Sara Dechter, Co-HPO
REQUESTED ACTION: Certificate of No Effect

This is a request for a preliminary review of a Certificate of No Effect for the modification of the commercial storefront and the addition of 7,268 square feet of residential space. The subject property is 4,509 square foot building on a 0.33 acre parcel. The property is in the Downtown Historic Overlay District and is not within a National Register District. The existing building has been heavily modified, is not eligible for the National Register. A Cultural Resource Study is not warranted, per a previous application.

RECOMMENDED ACTION: Staff recommends that the Heritage Preservation Commission review the application, provide preliminary comments to the applicant, and continue the discussion to a future date to be determined by the Historic Preservation Officer (HPO). The continuation would be scheduled after an Interdivision Staff (IDS) review of the concept plan and the first site plan submittal. These processes may yield considerable change to the proposal. Staff also recommends second review before final approval of the site plan and submittal for building permit.

Chairman Scandura recused himself from the review of this project for conflict of interest.

Ms. Dechter gave background information on the proposed grant application and answered questions from Commissioners.

Karl Eberhard, applicant representative, gave a PowerPoint presentation and answered questions from Commissioners.

MOTION: A motion was made by Commissioner Hayward to table the certificate appropriateness. Commissioner McLaughlin seconded the motion. The motion passed 5-0.

3. Modification to a Certificate of No Effect

Address:	101 N Leroux
Assessor's Parcel Number:	100-19-001A
Property Owner:	Levitan Family Trust
Applicant:	Levitan Family Trust
City Staff:	Sara Dechter, Co-HPO
REQUESTED ACTION:	Modification to a Certificate of No Effect

This is a request for modification to a Certificate of No Effect approved by the Heritage Preservation Commission on August 23, 2017. The original request was a renovation of the **façade**. The property is within the Downtown Overlay district, but outside of the Railroad Addition National Register District. The previous approval **concluded that the restoration of the façade would allow the property to be deemed** eligible as an individual listing for the National Register.

RECOMMENDED ACTION: Staff recommends that the Heritage Preservation Commission approve: the proposed material with the condition that it be smoothed by trowel, the change from block to sheet glass in the storefront window, and the square door in the emergency exit and the removal of the eave that has been proposed to allow for preservation of the historic window, with the condition that a domed awning be installed to match those over the store front windows on the **south façade**. **Staff does not recommend approval of the following:** the proposed colors for the exterior, and the alterations of the capital on the pillar at the corner of Leroux St. and Aspen Ave.

Ms. Dechter gave background information on the proposed grant application and answered questions from Commissioners.

Barry Levitan, property owner, answered questions from Commissioners about property.

MOTION: A motion was made by Commissioner McLaughlin to approve modification to certificate of no effect as submitted with Staff conditions. Commissioner Day seconded the motion. The motion passed 5-0.

IV. REPORTS:

1. Legal Memo regarding Administrative Approvals
Ms. Antol gave an update on the legal clarification of consent agenda items and discussion was held.

V. ANNOUNCEMENTS

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

- a. Next Regularly Scheduled Meeting: January 16, 2019

VI. ADJOURNMENT Meeting adjourned at 5:40 p.m.