



# Minutes **Approved**

## City of Flagstaff

### HERITAGE PRESERVATION COMMISSION

4:00 PM – Wednesday, March 20, 2019

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** Vice Chair Day called the meeting to order at 4:03 PM

COMMISSION MEMBERS: David Hayward, Chair, [Present](#)  
Jonathan Day, Vice Chair, [Present](#)  
Charlie Webber, [Present](#)  
Jerry McLaughlin, [Present](#)  
Emily Dale, [Absent](#)  
Jill Hough, [Present](#)  
Caitlin Kelly, [Present](#)

CITY STAFF: Sara Dechter, Staff Co-Liaison, [Present](#)  
Creag Znetko, Recording Secretary, [Present](#)

**Others in Attendance:** Jerry Johnson, Josh Edwards, Shane Montgomery, Lynn Neal, Duffie Westheimer, Karl Eberhard

## **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.)

[Duffie Westheimer](#) addressed the commission and commented that she is a member of the Flagstaff Townsite Historic Properties Community Landtrust and would like to be on a future agenda to discuss what they do.

## **2. ANNOUNCEMENTS**

- a. (Reconsiderations, Changes to the Agenda, and other Preliminary Announcements)  
Vice Chair Day asked to move the reports section of this agenda to the beginning of the meeting to accommodate the property owner.

MOTION: Commissioner Webber motioned to move the reports section to the beginning of the agenda. Commissioner McLaughlin seconded the motion; the motion passed unanimously.

### 3. APPROVAL of MINUTES.

- a. Regular Meeting of February 20, 2019.

MOTION: Commissioner McLaughlin moved to approve the minutes as submitted. Vice Chair Day seconded the motion; the motion passed unanimously.

## II. New Business:

### 1. Historic Facades and Signs Grant – 820 W Aspen

Address: 820 W Aspen  
Assessor’s Parcel Number: 100-15-005  
Property Owner: Jerry & Roabie Johnson  
Applicant: Jerry & Roabie Johnson  
City Staff: Sara Dechter, 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 and window replacement to the single-family residence located at 820 W. Aspen Street (APN 100-15-005). The subject property is a .16-acre parcel of land located in the Townsite Overlay District and the Townsite National Register District. The home is identified as being a contributing structure to the district and is listed on the National Register of Historic Places. Coconino County Assessor’s Office indicates the date of construction as 1880 and a total square footage of 1,577 square feet.

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

Jerry Johnson, applicant, answered questions from the commission regarding the registry of the property as an individual building, materials, and elevations of the house.

MOTION: Commissioner Hough moved to approve the application for the Historic Facades and Sign Grant as submitted. Vice Chair Day seconded the motion; the motion passed unanimously.

## 2. Cultural Resource Study – 101, 103 & 105 S Milton Road

Address: 101, 103 & 105 S Milton  
Road Assessor’s Parcel Number: 100-37-003B, 004A & 005  
Property Owner: Shirley Rae Shelley  
Applicant: Lynn A. Neal  
City Staff: Sara Dechter, HPO REQUESTED  
ACTION: Letter Report approval

In accordance with Flagstaff Zoning Code Section 10-30.30.050, a letter report has been submitted as documentation of completing a Cultural/Historic Resource Study for the subject property. The property is planned for future development with the likelihood the existing business would end operation and the late 1960s building would be demolished.

RECOMMENDED ACTION: Staff recommends the Heritage Preservation Commission accept the findings of the Letter Report.

Lynn Neal, consultant for the property owners, answered questions regarding development plans. Commissioner Hough suggested properties built in the 1960s have a more accurate inventory.

MOTION: Vice Chair Day moved to accept the cultural resource study for said properties, with the provision that before a demolition permit be issued, a building permit for the new development be issued. Commissioner McLaughlin seconded the motion; the motion passed unanimously.

## 3. Cultural Resource Study – NAU Downtown Travelodge

Address: 910 S Milton Road  
Assessor’s Parcel Number: 103-04-005  
Property Owner: Arun & Shilpa A. Pandit  
Applicant: Lindsey Schube/Gammage & Burnham, PLC  
City Staff: Sara Dechter, HPO  
REQUESTED ACTION: Letter Report approval

In accordance with Flagstaff Zoning Code Section 10-30.30.050, a letter report has been submitted as documentation of completing a Cultural/Historic Resource Study for the subject property. The property is planned for future development with the likelihood the existing business would end operation and the building would be demolished.

RECOMMENDED ACTION: Staff recommends the Heritage Preservation Commission accept the findings of the Letter Report.

Commission commended Josh Edwards, consultant for applicant, on the letter report. Mr. Edwards addressed the commission and cited several reports about historic properties, specifically hotels, in the community.

MOTION: Commissioner Webber moved to accept the findings of the letter report with the understanding that a phase I and II report be presented to the commission in the next month or two for review by the commission. Commissioner McLaughlin seconded the motion; the motion passed unanimously.

#### 4. Cultural Resource Study – Econo Lodge University (Motel Time)

Address: 914 S Milton Road  
Assessor's Parcel Number: 103-04-007  
Property Owner: PDGS Hospitality LLC  
Applicant: Lindsey Schube/Gammage & Burnham, PLC  
City Staff: Sara Dechter, HPO  
REQUESTED ACTION: Letter Report review

In accordance with Flagstaff Zoning Code Section 10-30.30.050, a letter report has been submitted as documentation of completing a Cultural/Historic Resource Study for the subject property. The property is planned for future development with the likelihood the existing business would end operation and the building would be demolished.

RECOMMENDED ACTION: Staff recommends the Heritage Preservation Commission accept the findings of the Letter Report and require both a Phase 1 and Phase 2 CRS.

Commission asked Josh Edwards, consultant, about this property being adjacent to previous property discussed, why one is considered significant and one is not. Mr. Edwards explained his findings stating that many changes were done to this property and compromised the significance.

MOTION: Vice Chair Day moved to accept the letter report for said property. Commissioner Hough seconded the motion; the motion passed unanimously.

#### IV. REPORTS:

##### 1. Review of Administrative Approvals:

- a. 720 W Birch – Minor interior remodel and repair or residence and structural reinforcement of detached garage.

Staff updated commission of the issuance of a Certificate of No Effect. Karl Eberhard addressed the commission and answered questions about materials being used, dimensions of the front porch, and updates to the garage. There was discussion only.

## V. **ANNOUNCEMENTS**

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

- a. Next Regularly Scheduled Meeting: April 17, 2019

Chair Hayward asked about a future agenda item. Staff stated that a future work session would be appropriate for adding discussion items. Staff also informed the commission that several cultural resource studies will be on the next agenda and to be mindful of the time it may take for review and discussion, so adding additional items may not be realistic if the commission wants to be finished in a timely manner. Staff asked if the commission's questions would be addressed to current staff or if they would like to wait for the addition of a new Historic Preservation Officer (HPO). Staff announced funding for small inventories of the Southside neighborhood and the work programs are directed by the City Manager's Office. Staff suggested to wait for the HPO position to be filled before moving forward with more agenda items related to inventories.

Staff announced the Southside Community Plan will hold an open house Saturday, March 30, at the Murdoch Center and the commission is more than welcome to attend. Staff stated that if commissioners wanted to attend, a possible quorum posting is necessary and the commission could not discuss official business.

Staff also announced the National Trust for Historic Preservation, Main Street America and American Express are working together for raising \$2M for preservation related projects on America's main streets. There are open grant cycles right now for historic preservation projects with capital needs and public benefits. Staff wanted to ensure the commission is aware of this new funding resource and to spread the word.

Commissioner McLaughlin stated he would not be in attendance for the June meeting.

## VI. **ADJOURNMENT**

Chair Hayward adjourned the meeting at 5:08 by unanimous consent.