



Minutes Approved

City of Flagstaff

HERITAGE PRESERVATION COMMISSION

4:00 PM – Wednesday, September 18, 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 Chairman Hayward called the meeting to order at 4:00 PM

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

CITY STAFF: Sara Dechter, Staff Liaison,
Becky Cardiff, Recording Secretary

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)

[None](#)

3. APPROVAL of MINUTES.

- a. Regular Meeting of August 21, 2019.

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

II. NEW BUSINESS:

1. Certificate of No Effect – Federal Building

Address:	114 N. San Francisco St.
Assessor's Parcel Number:	101-19-006A
Property Owner:	Raven Road Properties LLC
Applicant:	Raven Road Properties LLC
City Staff:	Alaxandra Pucciarelli, Current Planning Manager
REQUESTED ACTION:	Approval of a Certificate of No Effect

114 N. San Francisco St is the second post office in the City of Flagstaff, built in 1937. The masonry is unique in the Downtown and is unfortunately, experiencing vandalism due to skateboard use. The property owner is proposing to install a fence to protect the masonry of the granite stairs and sandstone façade from further damage. The applicant would like to apply for a grant at a future meeting, but not enough information was available to apply at the time of application.

RECOMMENDED ACTION: Staff recommends approval of the Certificate of No Effect.

MOTION: Commissioner Kelly moved to accept the certificate of no effect as submitted
Commissioner McLaughlin seconded the motion; the motion passed unanimously.

IV. REPORTS:

1. Review of Administrative Approvals:

- i. PZ-19-00121-01 - 2675 W HOGAN DR, Flagstaff, AZ 86001 – CRS Letter Report, Approved 9/3/2019, Finding: No significant cultural or historic resources were found on the property.
- ii. PZ-19-00165 - 802 W ASPEN AVE, Flagstaff, AZ 86001 – Certificate of No Effect, Approved with conditions 9/6/2019, Finding: Backyard improvements and addition of shade pergola attached to the back façade would have no effect under the following conditions:
 1. The applicant shall obtain a Minor Improvement Permit prior to installing the fence next to the hot tub. Further, the total height of the fence plus the patio wall shall be no higher than 6' above grade for sections located closer than 6' to the side property line.

2. Only remove the lintels necessary for attachment of the pergola on the rear façade.
 3. Windows and door on the rear façade remain the same including the materials, form and size of openings. 09/06/2019 text/plain
- iii. PZ-19-00185 – 6770 N RAIN VALLEY RD, Flagstaff, AZ 86004 – CRS Letter report, Approved 9/9/19, Finding: No significant cultural or historic resources were found on the property.
 - iv. PZ-19-00162-01 - 926 S FOURTH ST, Flagstaff, AZ 86004 - CRS Letter report, Approved 9/11/19, Finding: No significant cultural or historic resources were found on the property.
 - v. Cattle parcel cultural resource survey – Approved 9/16/19 - CRS letter report for a federal undertaking at an undisclosed location – the report showed minimal impact from the activity.

V. **ANNOUNCEMENTS**

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

Next Regularly Scheduled Meeting: October 16, 2019

VI. **ADJOURNMENT**

Adjourned at 4:10 p.m.