



# Minutes Approved

## City of Flagstaff

### HERITAGE PRESERVATION COMMISSION

4:00 PM – Wednesday, November 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** Chairman Hayward called the meeting to order at 4:00 PM

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

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 October 16, 2019.

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

## II. OLD BUSINESS:

### 1. Certificate of No Effect– Flagstaff City Courthouse Sign

Address:	101 W Cherry Ave.
Assessor’s Parcel Number:	APN 100-10-010C and 100-10-009A
Property Owner:	City of Flagstaff
Applicant:	Kinney Construction Services
City Staff:	Sara Dechter, Interim Heritage Preservation Officer
REQUESTED ACTION:	Approval of a Certificate of No Effect and a Certificate of Appropriateness

This is a request for a Certificate of No Effect for the signage for the new Municipal Courthouse under construction at 101 W Cherry Ave. Three signs are proposed on the 39,652 square foot structure. Two similar signs will face N. Beaver St. and W. Cherry Ave., and a third sign will be located at the pedestrian level above the public entrance.

RECOMMENDED ACTION: Staff recommends approval of Certificate of No Effect for signage.

Ms. Dechter gave a brief update on the signage for the new municipal courthouse

Discussion was held on the proposed signage

**MOTION:** Commissioner McLaughlin moved to approve the certificate of no effect for the municipal courthouse Commissioner Day seconded the motion; the motion passed unanimously.

## III. REPORTS

### 1. Review of Administrative Approvals:

- i. PZ-19-00209 and CC-19-01931 - 6 N SAN FRANCISCO ST, Flagstaff, AZ 86001 – Certificate of No Effect, Approved 10/15/19, Findings: Certificate of No Effect approved for projecting sign with no illumination

- ii. PZ-19-00088-01 – 117 N BEAVER ST, Flagstaff, AZ 86001 – Certificate of No Effect, Approved 11/1/19, Findings: The building is a mid-century modern building in the Downtown overlay but outside of the Railroad Addition National Historic District. Certificate of No Effect issued with conditions that the paint color LRV be less than 50, and the stone application not be applied to the kickplate. Comments include pre-approved colors based on the original submittal. Other colors need additional HPO review
  - iii. PZ-19-00210 and CC-19-01905 – 20 E ROUTE 66, Flagstaff, AZ 86001 – Certificate of No Effect, Approved 11/7/19, Findings: A Certificate of No Effect was issued for new mural and window signage with illumination for Pato Thai.
2. Updates on past approvals
- i. Updated materials received for 403-431 S San Francisco St

Ms. Dechter gave a brief summary of the approved letter report

## V. DISCUSSION ITEMS:

- 1. Status of 2019 Historic Facades and Signs Grants - Matt Welker Comprehensive Planning Intern has prepared a memo that outlines the 6 grants approved by the commission so far in this fiscal year. Economic Vitality has informed the Heritage Preservation Officer that one more grant is available for this time. Discussion will be how to proceed in working with potential grant applicants through June 30, 2020

Ms. Dechter gave an update on approved grants and path forward for future grant applications.

- 2. Award of CLG Pass Through Grant for Sunnyside area – The State Historic Preservation Office has informed the City we will receive a \$20,000 grant to conduct a historic context study for the Sunnyside area. The City will need to provide a \$15,000 in-kind contribution for this grant.

Ms. Dechter gave an update on approved grants, discussion was held

- 3. Potential Dates for Commission Celebration

Celebration will be held on Wednesday December 18<sup>th</sup> after the regularly scheduled commission meeting, Sara will send a location once decided.

## VI. ANNOUNCEMENTS

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

- a. New Appointment, Renewed Appointments, and Departing Member  
City Council renewed appointments for Commissioner Webber and Commissioner Hayward and appointed a new member
- b. Update on Neighborhood Planner/Heritage Preservation Officer Recruitment  
Interviews will be held Friday the 22<sup>nd</sup>

- c. Next Regularly Scheduled Meeting: December 18, 2019
  - a. Southside Community Plan Work Session

**VII. ADJOURNMENT**

Adjourned at 4:43 p.m.