

**Summary Minutes**  
**City of Sedona**  
**Historic Preservation Commission Special Meeting & Site Visits**  
**Vultee Conference Room, 102 Roadrunner Drive, Building 106, Sedona, Arizona**  
**Monday, March 13, 2017 – 10:00 a.m.**

**1. Call to order, Pledge of Allegiance, roll call**

Chair Unger called the meeting to order at 10:05 a.m., led the Pledge of Allegiance and requested roll call.

**Roll Call:**

**Commissioners Present:** Chair Brynn Burkee Unger and Commissioners Jack Fiene, Kurt Gehlbach, Allyson Holmes, Derek Pfaff and Steve Segner. Vice Chair Ann Jarmusch was excused.

**Staff Members Present:** Warren Campbell, Cynthia Lovely and Donna Puckett

**2. Introduction of State Historic Preservation Office representatives**

Chair Unger deferred this item until the State Historic Preservation Office representatives arrived.

**3. Commission and Staff announcements**

There were no announcements.

**4. Approval of the February 13, 2017 minutes**

***MOTION: Commissioner Segner moved to approve the minutes. Commissioner Holmes seconded the motion. VOTE: Motion carried six (6) for and zero (0) opposed. Vice Chair Jarmusch was excused.***

**5. PUBLIC FORUM: (This is the time for the public to comment on matters not listed on the agenda. The Commission may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study *the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.*)**

*Chair Unger opened the public forum and, having no requests to speak, closed the public forum.*

**6. Update/discussion regarding any Certificate of No Effect approvals**

Warren Campbell explained the process consists of him contacting Chair Unger and they look at the site to assess it, and they have had two since the last meeting. One was for a new roof for the Ranger Station Barn and the other was their approval to protect the Ranger Station House and Barn from weather and infestation from animals by putting some clear Plexiglas over the windows instead of plywood, until the windows can be repaired during the restoration.

Commissioner Segner asked why Plexiglas and Warren indicated it was to allow light in and to be a little more attractive from the outside than having painted plywood there for a couple of years.

Commissioner Segner then stated that they need to drill a couple of small holes in it to let it breathe. Warren explained that it won't be sealed on the backside; however, the Commissioner explained if it is sealed too tight, moisture will get in there and it will rot the windows. Chair Unger suggested that the holes be near the bottom, so water can run out.

**7. Discussion/possible direction regarding the development of a Historic Resource Recognition Program**

Chair Unger asked if Warren thought Vice Chair Jarmusch was pulling away from doing this program, and if so, do we need someone else to help with it. Warren indicated that he didn't know. She has indicated that she doesn't have time to commit to this, but he wanted to talk with her before replacing her in this working group, because she will be back at some point, so he doesn't know that she needs to withdraw, but at this point, he didn't know if Commissioner Fiene or Commissioner Pfaff had anything to discuss today on this agenda item. Commissioner Fiene explained that he was hoping to hear from Vice Chair Jarmusch. Warren explained that this is a standing agenda item until someone indicates it is not needed, in case someone wants to talk.

Commissioner Fiene stated that the group could probably do something fairly quickly as long as they meet, and Commissioner Pfaff asked if Warren wanted to get back with them after talking with Vice Chair Jarmusch. Warren stated sure, and suggested that one of them set up a meeting. Commissioner Fiene indicated that he would feel more comfortable after hearing about Vice Chair Jarmusch first. Warren the indicated that he would check with her and let the working group know. Chair Unger added that it would be good to start with the group that will be running with it.

Commissioner Pfaff asked if there was someone else that wanted to do it if Vice Chair Jarmusch isn't available, and Chair Unger explained that, if that is the case, Warren would send out an email.

**2. Introduction of State Historic Preservation Office representatives (continued)**

Warren Campbell announced that two members of the State Historic Preservation Office were joining the meeting, and he would let them introduce themselves. Bill Collins, Historian, and Eric Vondy, Planner and CLG Coordinator with the State Historic Preservation Office introduced themselves.

Warren then noted that the entire Commission would be attending the HP Conference and Chair Unger asked the Commissioners introduce themselves as well. Warren then explained that he has been in the state for two years, so he is excited to learn from the experts, and essentially today, we will be going to some sites and looking for pointers on how to complete a survey and what you should be looking for, so it will be a good learning opportunity for all of us, because we all have our own methodologies as to how to fill one out, but it will be a great starting point for the two new Commissioners and staff members to see how it should be done. We will be going to two locations, but a total of four structures, so we will be learning.

**8. Discussion/possible direction regarding the Ranger Station 100-year Anniversary/Historic Landmark Recognition/History Month celebration on May 20, 2017**

Commissioner Holmes reported that she has been meeting with Cynthia Lovely and discussing displays within the structures, focusing on why the buildings qualify as landmarks plus her pet project of developing a display on what the Forest Service does and that it was sort of the founding industry of our town. They have been working on pictures, narratives, etc., and she met with Peter Pilles who is the archive keeper of all photos and history at the Coconino National Forest Supervisor's Office, so she got information there, and she also looked at the archives at the Sedona Historical Museum, so we have plenty of materials. It is just a matter of deciding how much will be displayed and what the theme will be.

Commissioner Segner noted that he has a signed deed by McKinley for that property when it was land granted, and Chair Unger explained for the SHPO representatives that for HP Month, the Commission is going to put on an event at the USFS buildings. The buildings that were noncontributing and dangerous have been removed, and we want to bring in the public to understand the significance of those buildings.

Commissioner Holmes asked if the Commission was going there today and Warren indicated no, but it coincides nicely, because May is HP Month and it is the 100<sup>th</sup> anniversary of the house, so we are planning a party. We are planning a park around it and to reroof the barn, etc., so the site is being cleaned up.

Commissioner Holmes commented that the City employees that were cleaning up the site discovered a cistern under the 1917 house, and Cynthia researched it and found that was a very common thing, so she is looking at restoring it to a usable cistern and installing a hand pump outside like it would have been, to have that as part of the interpretation at the site.

Warren added that the group met on site with Ali Baxter, from Parks & Rec., who gave them a lot of contacts for food vendors, and the group is thinking of having the event from 11:00 a.m. to 2:00 p.m. or 3:00 p.m. with food trucks for lunch, and there were some great examples, because if we get the food trucks there, we make one phone call and they will take care of the entertainment stage and power, which will make it simpler for us, and May 20<sup>th</sup> is almost inked in as the date.

**9. Discussion/possible direction regarding future meeting dates and future agenda items [Bring your Calendars]**

- **April 10, 2017**
- **May 8, 2017**

Commissioner Segner suggested picking the dates a year in advance; however, Chair Unger explained that the Commission decided that we don't need to meet every month, but we are keeping the times open in case something comes up. Warren Campbell pointed out it is still the second Monday of the month, but we are discussing whether or not to meet in April. The Chair noted that we don't have anything requiring a meeting in April, but something could come up between now and April, except we would have to know more than a month ahead. Warren indicated that if something came up, we could figure something out, but nothing is on the radar.

The Chair then decided April would be canceled, but the Commission would meet on May 8<sup>th</sup>. Commissioner Holmes asked if a meeting was needed for the May 20<sup>th</sup> event, and Warren explained that the working group would figure those things out, but we discussed having the Commission meet on May 8<sup>th</sup>, because it will take all of us for set-up that day. Chair Unger agreed that it is better to leave the recognition program and the event planning to the working groups.

Commissioner Fiene asked if this room would be available for their group to meet, and Commissioner Segner indicated that they could always meet at his hotel. Warren then explained that he has access to several meeting rooms.

**10. The Commission and Staff will then carpool to the site of the Jordan Ranch House, Packing Shed, and Tractor Shed Historic Landmark #1, located at 735 Jordan Road for the purpose of training members in the field on how to conduct a historic resource survey.**

Warren Campbell explained that at this point the meeting would be recessed for the Commission to travel in two cars and the SHPO representatives in their car. He also noted that the group would be stopping for lunch during the day and return to the parking lot at the completion of the site visits.

*The meeting was recessed at 10:27 a.m. to travel to the Jordan Ranch House, Packing Shed and Tractor Shed location.*

*Note: The minutes of the remainder of this meeting are taken from staff's notes of the site visits.*

**11. Discussion on a historic resource survey regarding Historic Landmark #1, located at 735 Jordan Road.**

The meeting was reconvened at 10:52 a.m. at the Jordan Ranch, located at 735 Jordan Road, Warren Campbell made the group aware of the landmarks found on the site, which include the

home, barn, and tractor shed. Cynthia Lovely discussed changes in the survey forms from the past in order to explain the visual differences. The current survey form reflects the state form and national form. Eric Vondy and Bill Collins, SHPO staff members, discussed several tips and tools to use when completing a survey for a property. In order to help determine a site's history including construction date, architect, builder, ownership, etc., they recommended [www.newspapers.com](http://www.newspapers.com), which is a site where you can search key words, names, and phrases to aid in finding this information. They also suggested [www.ancestry.com](http://www.ancestry.com) as a frequently-used tool. A hint they gave included looking for the pump in assessed value and property taxes on a property as an indication of when something was built. The group discussed, under the advisement of the SHPO representatives, that roof material selection for replacement was an element that was not commonly scrutinized by reviewing authorities as a priority to always match historic materials. The overall concern was for the installation of a weather protection barrier and not the specific material.

With regard to the on-site field portion of the survey, they recommended bringing a tape measure and camera. It was recommended that staff look into getting a copy of Virginia McAlester's Field Guide To American Houses (2014 Edition). This book will help identify the correct architectural terms for features on a structure. It was noted that the federal authorities are being more particular in the use of proper terminology on applications nominating structures for national landmark designation.

*The meeting was recessed for lunch at 12:05 p.m.*

**12. Working Lunch – Javelina Cantina, located at 671 State Route 179.**

*The group arrived at the Javelina Cantina for lunch at 12:17 p.m. and no Commission business was discussed during lunch.*

**13. The Commission and Staff will then carpool to the site of the Nininger House Historic Landmark #20, located at 39 Meteor Drive for the purpose of training members in the field on how to conduct a historic resource survey.**

*The meeting was reconvened at 1:14 p.m. for the group to carpool to the Nininger house.*

**14. Discussion on a historic resource survey regarding Historic Landmark #20, located at 39 Meteor Drive for the purpose of training members in the field on how to conduct a historic resource survey.**

The group arrived at the Nininger House located at 39 Meteor Drive at 1:26 p.m. Warren Campbell began the site visit by elaborating on several of the projects the property owner was close to pursuing -- one for a Certificate of No Effect (CNE) for window replacements that was approved and another that is under review for a CNE to reconstruct the vertical siding to be horizontal to match the original drawings. The group discussed, under the advisement of the SHPO representatives, that paint color was not a detail that they typically believe in addressing. Generally, it is felt that paint colors are easily changed and if a property owner is willing to repaint a property, it typically exhibits a willingness to invest in the property and that should be encouraged.

*The group concluded the site visit and the SHPO representatives departed. The Commission and staff departed from the Nininger House at 1:53 p.m. to return to City Hall to adjourn the meeting.*

**15. Adjournment**

*The meeting adjourned at 2:10 p.m. in the City Hall parking lot.*

I certify that the above is a true and correct summary of the meeting of the Historic Preservation Commission held on March 13, 2017.

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Donna A. S. Puckett, *Administrative Assistant*

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Date