

**Summary Minutes  
City of Sedona  
Historic Preservation Commission Meeting  
Vultee Conference Room, 102 Roadrunner Drive, Building 106, Sedona, Arizona  
Monday, January 8, 2018 – 4:00 p.m.**

**1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, & ROLL CALL**

Chair Unger called the meeting to order at 4:10 p.m., led the Pledge of Allegiance and requested roll call.

**Roll Call:** Chair Brynn Burkee Unger and Commissioners Kurt Gehlbach, Derek Pfaff, and Steve Segner who arrived and 4:09 p.m. (Commissioners Jack Fiene and Allyson Holmes were excused and one position is vacant.)

**Staff Members Present:** Warren Campbell, Rob Pollock and Donna Puckett

**2. ANNOUNCEMENTS & SUMMARY OF CURRENT EVENTS BY COMMISSIONERS & STAFF**

Warren Campbell advised the Commission of the vandalism that occurred at the U.S. Forest Service Barn; it seemed to be nothing significant, but they kicked in the front door, which is not a historic door and broke the latch and frame, so we are repairing that and for some reason they tore off some of the Plexiglas that had been installed on five windows. The Plexiglas people are coming to get Plexiglas for the door and we are going to re-secure it.

Commissioner Segner indicated that there has been a woman and a couple of guys hanging around back there sleeping. He caught them sleeping by his place in the back, so they probably tried to get in and get out of the cold to sleep. Warren stated that someone got in, but there is nothing in there. Thankfully, Ann brought it to our attention on December 31<sup>st</sup>.

Warren stated that another update is that he and our facility maintenance employee met with Janeen Trevillyan at the Jordan Ranch, and we identified a number of projects and are getting a bids for some of the windows that have been beaten by the sun. Once we have the bids, he will get with the Chair because a lot of them will be Certificates of No Effect as long as the Chair agrees with the solution. Commissioner Segner indicated that when they paint those they should get "Sickums" [*sic*], the painter will know. It is clear and really good for wood that gets sun all the time and it goes on easy too.

Commissioner Pfaff asked if staff is going to work on the windows and Warren stated yes, it is our first order of business and we have a quote from the guy that worked on the Telegraph Station building.

Chair Unger announced that Chamber Music is having their concert on Sunday.

**3. APPROVAL OF THE FOLLOWING MINUTES:**

**a. September 25, 2017 (R)**

Chair Unger indicated that she would entertain a motion.

**MOTION:** *Commissioner Segner moved to accept the minutes. Commissioner Pfaff seconded the motion. VOTE: Motion carried four (4) for and zero (0) opposed. (Commissioners Fiene and Holmes were excused and one position is vacant.)*

*Warren Campbell asked to return to agenda item 2 above.*

**2. ANNOUNCEMENTS & SUMMARY OF CURRENT EVENTS BY COMMISSIONERS & STAFF (continued)**

Warren introduced Rob Pollock who is our new Associate Attorney and recently passed the Bar. He will be attending these meetings as our legal counsel, so you will see him a lot.

**4. 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 public present, closed the public forum.*

**5. Discussion/possible action regarding the adoption of a Historic Resources Recognition Award Program**

Warren Campbell explained that Commissioner Pfaff, Commissioner Fiene and Vice Chair Jarmusch worked on a recognition program that is one of our Work Program items. You saw this in draft form, but it wasn't agendized for action then, but it is today. It is a program that describes who is eligible, what is eligible and when, and it is designed to provide some recognition to properties that don't qualify for landmark designation, although we still recognize their historic place and time.

Warren noted that he has some slides that Commissioner Fiene wanted to have shown, but we still don't know how we want to recognize them yet. In looking at our budget, there are some things we could do without asking Council, and then there are things that staff isn't comfortable with, so our thought was to keep it under \$500 a year, and whatever we spend to recognize one or two properties, we think we could do within our current budget. If we start doing something more expensive, he would suggest not doing anything more than a bronze plaque.

Warren Campbell then showed slides of some plaques that are already placed around town, such as the standard bronze plaque, and Chair Unger noted that the last one we bought a number of years ago was about \$500. Warren indicated that is probably the high end, and we have done them for the Landmarks. He also showed a slide of the signs in the Hyatt Shops and a variety in the area.

Chair Unger indicated that when we have a Landmark we need to do the metal one, because that is more permanent, but if we are doing this, a lot of these places just want to be recognized and a less expensive recognition is fine.

Commissioner Segner asked if the thought is that it needs to be mounted on the outside of the building or just something framed for their house. Warren indicated that he would defer to the Commission on that question. Commissioner Segner explained that anything attached to the house will cost \$500. It is \$100 per hour for artwork, and then you send it off and get it back, so it adds up quick. There is no artwork with plaques, but they aren't cheap and will probably be about \$350 each. Warren noted that the bronze ones years ago were about \$500 each; however, Commissioner Segner noted that a bunch of them were done for the Owensby Ditch and they were smaller. If worse comes to worse, go small and, if we have to, add a little more money next year. The art and layout add up quick; go small and add some more money next year.

Chair Unger indicated that you could make them look like bronze and it wouldn't take much money for the artwork. The cold cast bronze is really plastic and a lot less expensive, so that might be another way to go. Commissioner Pfaff asked if they hold up in the weather and the Chair explained that cold cast bronze is actually infused with bronze. Her father used it a lot; they are done off of molds, and those have been outside for quite a while.

Commissioner Segner suggested getting a price for a 6" x 8" and indicated that there are a lot of places on the internet that does it. It is pretty easy if you are just giving them block letters. Commissioner Pfaff asked if we needed to offer the owners the opportunity to get something bigger if they want to spend the money. Chair Unger indicated that if they want to invest in it, but then the question is if they are going to look more important than the others, and would we as a City allow them to do that, so we are going to have to be a little careful.

Warren Campbell pointed out that we have time to figure out the plaque and recognition method, and we can explore the costs, etc., but today we are looking for a motion, second and vote if everyone likes the program.

Chair Unger stated that the Commission has gone through this before, and we made a few alterations; she then asked if any other alterations were needed. Commissioner Gehlbach indicated that he had spoken with homeowners who are interested. Chair Unger noted that we may get a flood of people wanting to do it; however, Commissioner Segner asked if they can want to do it or should the Commission be saying this is significant. The Chair indicated it is almost like the landmark; they could say that they want to do it, and then we would have to look at it to see if it is significant enough. Commissioner Segner then stated that if we end up saying it is not significant enough, and then it is kind of a slap in the face. He has always envisioned that there are buildings out there that don't qualify for landmarking, but they are pretty cool and have some attributes, and we know what those are, so we would say this is a neat property, and then we would ask if they would like to do this. Warren noted that it may evolve over time and maybe it is the ones you know for the first couple of years, but later, you may ask for nominations, and Commissioner Gehlbach added that you then would have homes that are aged and older that qualify.

Commissioner Segner agreed and indicated that if we just ask, people are going to say that is really cool, and then we have to look at it and do a report. Commissioner Pfaff noted that we would have to turn away half of the applicants, and Commissioner Segner indicated that the Commission could think of some significant wall or produce cellar, etc.

Chair Unger stated that part of the reason she thought about doing this is there were people who have come to the Commission that have pretty incredible buildings, like the Cowboy Club and Relics, that we can't landmark, but they do have a significant history, but she doesn't think we go out there and publicize it, although we have to allow for people that come in. Commissioner Segner agreed that it shouldn't be advertised, and we should be thinking of Relics and where 'The Owl' used to be; it was a famous restaurant and there could be a plaque saying, "On this site was . . .".

Commissioner Gehlbach indicated that he met John Nugent who owns the 'Stronghold' property, and he thinks it would be great. They have a lot of history there, but have made a lot of changes. We have these wonderful people with these great properties, but then we also want to generate traffic for the Historic Preservation Commission in the town, so if we focused more on the Uptown area, we could generate a little more traffic in the areas where we want them and start thinking of the business aspect for the tourism and work with all of that, plus reach out to some of these other homes. Commissioner Segner pointed out that Uptown has several plaques already, but the idea carries along with the history walk, and we could walk around town one day and probably come up with 10 places.

Chair Unger stated that right now we are looking at these criteria to vote on whether or not these are a good basis for what we are thinking of doing, and Warren Campbell agreed. Commissioner Gehlbach indicated that he likes it as it is, but it can be amended as we go. Warren Campbell noted that the only way we might have to take this program to Council is if we start recognizing them in a way that requires significant funding, and then we would take a Decision Package before Council.

Chair Unger asked for a motion to accept the proposed eligibility criteria and the whole concept of doing this recognition program.

Commissioner Segner stated that he has one comment. The historic significance of 50 years or older; he gets that for the regular program, but he doesn't know that it needs to apply here. Tlaquepaque is an example, so do you want to lock yourself into 50 years? Commissioner Pfaff pointed out that falls under 2.B. Chair Unger agreed that we are trying to structure it similar to the landmark, but it does allow both. Warren noted it is in 2.B and 3.I and Commissioner Pfaff indicated that he thinks the 50-year cut off is clear that if something is eligible for landmarking, we're not going to look at it for this. Warren Campbell explained that we don't want this to be an out for having to be a full landmark and Commissioner Pfaff added, get some recognition but not have the strings attached.

***MOTION: Commissioner Pfaff moved to approve the concept of and the criteria for the Historic Resources Recognition Award Program. Commissioner Gehlbach seconded the motion. VOTE: Motion carried four (4) for and zero (0) opposed. (Commissioners Jack Fiene and Allyson Holmes were excused and one position is vacant.)***

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

Warren Campbell reported that there had been no Certificates of No Effect since the last meeting, but there may be a few coming for the Jordan Ranch.

**7. Update/discussion on the Ranger Station Park Master Plan project**

Warren indicated that if you have been by the site, we are using it again for material and block storage for the wash work going on at Tlaquepaque. The good news is that some of the dirt that doesn't go back will be kept on site to keep the cost down, when we do the grading for the grassy area, and that stuff should be out of there in May or June. There is currently sewer design underway for the new restrooms and the connection to the Ranger Station House. The gravity sewer system will connect at the Brewer Road crossing, and we anticipate the underground utility work on site will be completed by April 2018 along with the rough site grading.

**8. Discussion regarding the pursuit of possible grants for the maintenance and repair of historic resources.**

Warren stated that this item came from the desire to fund restoration to city-owned properties, such as the Ranger Station and Jordan Ranch, and staff welcomes the group looking for possible grants, but if you find something that might be applicable, let us know. Commissioner Holmes has done this a bit, and she lets staff know and staff takes a look, but so far many don't apply to what we need to do, and if we decide it is a grant that we would potentially qualify for, we would then have to ask Council to apply for it, because it usually comes with some funding that we would have to match, and if Council said to go ahead, either staff or the Commission might help to write it up. We aren't saying that we aren't going after grants, but there is a process to do that as there would likely need to be funding from another source. Feel free to search and if you see something that might work, please let us know.

Chair Unger indicated that she talked with Mayor Moriarty when they were doing an interview and the Mayor said that we have a resource for grants and suggested that a couple of Commissioners might want to look at that. She indicated that they no longer have a grant writer with the City, but they bought into this program where we can find grants, and she suggested that since we understand this better than a lot of other people, it might be a good idea for us to take a look at that. The Chair added that even if there wasn't matching funds, it needs to go to staff and the City Council, before we talk about it. She has some people who do grant writing for her and we might be able to use them.

Commissioner Segner stated that we are getting about one-half million dollars on parking fees, and if we were to look at the Brewer property, maybe as you first come in Brewer, if we did something there for a bus pick-up and turnaround from our Uptown parking lot, you could park in Uptown, pick

up the bus that takes you to the Brewer property, which keeps you off of SR 89A, and then you could walk from there to Tlaquepaque. That kind of makes sense for moving people around; and the stretch is that is a parking structure moving people and it applies to the money to help fix up that park a little bit by using parking funds. Instead of grants, we then could get some direct funding from the City.

Chair Unger indicated that is something that could be brought up to the City, but she doesn't know if that is something we can discuss right now, because we're a little off track. She appreciates the thought and maybe in a future meeting we can discuss some other ways we might come up with the funds.

Chair Unger stated that we should all be aware of the fact that the Federal Government has decided that with the new tax plan, the Federal Government is going to be giving out loans for maintenance and repair of historic properties, but they are going to require different things than in the past. In the past any landmark could have it, but the new tax law does not allow properties built after 1935 to be included in the program. The good part is that it sounds like they are going to pump money into that fund again, which they had not done in several years, but she thinks the City could actually apply for some of those funds. She will send staff the information.

**9. Discussion to begin planning for the celebration of National Historic Preservation Month in May.**

Warren Campbell indicated that Commissioner Holmes wanted to talk about this item, and she had been at the historic museum, when Janeen asked what the Commission was thinking of doing this May. Janeen mentioned Michael Peach doing an original play in the barn for May, and if we had some interest in that, we should reach out to Janeen to see what help we could provide, but he would like to send out an email looking for a staff working group to work on the May event, so if you are interested, three or fewer can be involved, so you could start talking to Janeen and figuring out what type of event it would be. Commissioner Segner pointed out that we haven't done anything with the History Walk, and he is getting samples to get it lit up for street lighting, so we would have footpath lighting all the way down. We never really kicked it off and it has more history on that walk than the museum does.

Chair Unger stated that it is possible that we could do both things. She then suggested that Warren send something out so he can make up a staff committee. Commissioner Gehlbach stated that a few of the historic homeowners have indicated that they feel neglected, so if there is any way we can use these opportunities to invite them to a party, at least it looks good. Warren noted that it is disappointing, because he didn't see a single one at the . . . and the Chair interrupted to say they were invited last year. Warren added that many of the envelopes did not come back, so they went to somebody. Commissioner Gehlbach suggested giving them a call; they also did say to invite the new members and please come and see the home, so they are not totally disappointed, they would just like a little more recognition. Donna Puckett pointed out that we didn't have telephone numbers for a lot of them, so we asked for it on the sign-in sheet, but we didn't make sure they filled it in. Warren noted that it never hurts to redouble our efforts and make sure they know that we care.

Commissioner Segner asked about a press release giving a list of all the people and addresses to recognize them, and get them to put something in the paper to say these are the people in the last 20 years that have had these properties, etc.

Chair Unger indicated that some of the properties have been turned over to other people, so they may not be the ones that requested the landmarking. She then asked if there are any that would be uncomfortable with us doing that? Warren indicated that was his initial reaction, and Donna noted that even on the tour there were some that did not want their addresses included. Warren stated that we would have to figure out a creative way to thank them, and Commissioner Gehlbach asked if most of them are full-time residents. Warren stated that he had no idea. Commissioner Segner

then commented that they landmarked their property, which means it is recognized, but they don't talk about it.

**10. Discussion/possible direction regarding the Commission's Draft Work Plan for Fiscal Year 2018/2019**

Warren Campbell referenced the HPC page regarding their accomplishments, objectives and performance measures and indicated that we will be talking about this document as part of the budgeting process. We do one for the Planning Commission, Code Enforcement, HPC, etc., so he just wanted the Commissioners to start thinking about it in regards to what we want to accomplish. You have done quite a few things and we are getting close to a recognition award. Audree also asked him to announce that budgeting will be done a little differently this year. He understands that each department will be informed of their number, and there is an effort to look at our expenditures the last 3-4 years, so it may result in having to trim programs.

Commissioner Segner commented that some of this is off the books, like your fees, etc., and Warren indicated that is why we say let's not have more than eight meetings a year. Like it or not, we have been told that we are supposed to staff this Commission at a certain rate.

Chair Unger indicated that some owners of historic properties have asked if the City is going to do a grant, but that wouldn't be considered in this, since the Commission is not controlling that anymore. Warren explained that in the last fiscal year, we weren't even asking for the grant program and it was added, so we administered it for four projects on two properties. Even though we were mailing everybody that we had addresses for that we had this program available, we only had three people call, and KSB had a project that wasn't going to qualify. So, when he hears that they don't feel appreciated, we have been reaching out to them a lot in the last year with correspondence saying we have \$20,000 to disperse. We even went out for a second round, because we didn't use it all in the first round, and the same owners had projects they were still doing, so he explained we were going to give first dibs to others, but nobody came forward. Returning the money to the fund wasn't the goal either; Council made it clear we were to use it to help fund some things. It all went to the Nininger House and the Pump House.

Chair Unger indicated that KSB is looking at all of their windows and that would fall within it; the one they asked for before would not. Chair Unger indicated that maybe the best way to go about that, because it is not going to be in the budget, is for the Commissioners to write the City Council.

Warren noted that the grant came along at the right time, because we had established the Certificate of No Effect and we were able to do that work quickly with the Chair, because the money had to be dispersed before the end of the fiscal year. It went fairly well, and he thinks everyone was satisfied. He will leave it up to the Commission as to how you want to approach Council. Chair Unger then confirmed that it would be under the auspices of staff rather than the Commission.

Warren noted that it was more time-consuming than he ever imagined with all of the mailings, and it was hard for some of them to get bids and fill out the paperwork. The Chair noted that is not time off of the Commission's nose, but maybe half of the \$20,000 should be for staff's time.

**11. FUTURE MEETING DATES AND AGENDA ITEMS**  
**a. Monday, February 12, 2018; 4:00 pm (Public Hearing)**

Commissioner Segner indicated that initially we met about 20 times a year, but we were doing a lot of paperwork. He then suggested shooting for six meetings a year, every other month. If we knew it was the second Tuesday of every other month, everybody could work towards that rather than how does everybody look in three weeks? Warren Campbell stated that we can talk about that when we talk about the budget for the target on the number of meetings. We discussed in the past that because of May being Historic Preservation Month, we tend to frontload the meetings in the

year to prepare for that event, so the first part of the year you might need to meet. . . Commissioner Segner interrupted to again say, lay it out for the year. Chair Unger referenced the need to meet in a shorter timeframe at times, but Commissioner Segner indicated that we don't seem to be getting those anymore. Chair Unger indicated it is probably just a fluke that we haven't, and now that the economy is different, we could have someone come up next week. Commissioner Segner stated that staff looks at a lot of stuff now that we don't have to see.

Warren suggested talking more about it when we get into the fiscal budget and the Work Program for next year; he would hate to tell someone that it is eight weeks out to get on an agenda. Donna Puckett noted that the item needs to be placed on a future agenda for the discussion. Commissioner Gehlbach asked to also discuss the number of events to create more exposure.

Warren Campbell asked about the Commissioners' availability on February 12<sup>th</sup> and Commissioner Segner indicated that he would not be available. Warren then stated the date is tentative right now, and Commissioner Pfaff suggested having a future agenda item to discuss an appropriate thank you to Ann Jarmusch for her service on the Commission.

**12. EXECUTIVE SESSION**

**If an Executive Session is necessary, it will be held in the Vultee Conference Room at 106 Roadrunner Drive. Upon a public majority vote of the members constituting a quorum, the Planning and Zoning Commission may hold an Executive Session that is not open to the public for the following purposes:**

- a. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).**
- b. Return to open session. Discussion/possible action on executive session items.**

*No Executive Session was held.*

**13. ADJOURNMENT**

Chair Unger called for adjournment at 4:55 p.m. without objection.

I certify that the above is a true and correct summary of the meeting of the Historic Preservation Commission held on January 8, 2018.

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Donna A. S. Puckett, *Administrative Assistant*

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Date