

**Action Minutes
City of Sedona
Historic Preservation Commission Meeting
Vultee Conference Room, 102 Roadrunner Drive, Sedona, Arizona
Monday, March 13, 2023 – 4:00 p.m.**

[Note: Due to technical difficulties there is no audio recording of this meeting]

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

Chair Unger called the meeting to order at 4:00 p.m., led the Pledge of Allegiance and requested roll call.

Roll Call:

Commission Members present: Chair Brynn Burkee Unger and Commissioners Jack Fiene, Bob Huggins, Nate Meyers, and Steve Segner were present.

Staff Members present: Cynthia Lovely and Steve Mertes

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

Cynthia Lovely introduced Steve Mertes, Community Development Director (formerly Chief Building Official).

Jack Fiene reported on a talk he attended by Kenneth Zahl who wrote a book about Dr. Nininger (the Nininger house is a City Historic Landmark). According to the Nininger family, most people usually mispronounce the name, which is a hard G.

3. APPROVAL OF THE FOLLOWING MINUTES:

- a. **November 14, 2022**
- b. **December 12, 2022 Site Visit**

No corrections were identified; minutes were approved.

4. PUBLIC FORUM:

No one from the public requested to speak.

5. REGULAR BUSINESS

a. Update on the status of Ranger Station building renovations and park development

Cynthia Lovely read an update from Sandra Phillips, Public Works Assistant Director:

- Building interior renovations: The architects will be Swan Architecture: www.swanarchitects.com This project is on their schedule for June/July.
- The Park build-out is currently being advertised for construction. Bids close April 13. Plans can be found here: [Bids and RFPs | City of Sedona \(sedonaaz.gov\)](http://Bids and RFPs | City of Sedona (sedonaaz.gov)).

Commissioners asked questions and had comments on reviewing and participating in the design details of both the buildings and the park. Staff agreed to invite Public Works to the April HPC meeting to answer their questions and discuss both projects in more detail.

There were also questions and comments about future park management. Staff said the details of management of the buildings has not been determined yet, however general recommendations can be found in the Park Master Plan:

[Ranger Station Park Planning | City of Sedona \(sedonaaz.gov\)](http://Ranger Station Park Planning | City of Sedona (sedonaaz.gov))

No action was taken.

b. Discussion regarding next steps for two potential landmark applications

Staff explained the process of landmarking, which starts with an application and then an inventory/survey form. The information on the forms and additional research will then give the Commission the details to determine if the sites are eligible for landmarking.

Staff will provide the following materials to the Commissioners: application form, inventory form, and copies from the Land Development Code which outlines the “application submittal and review procedures”. Since the LDC was updated in 2018 the requirements have changed since the last landmark designation.

i. Tlaquepaque chapel and tower

Chair Unger and Steve Segner will meet with Wendy Lippman to fill out the forms, discuss the criteria, and request background information.

ii. 56 Lynx Drive

The owners have expressed interest in landmarking their property (aka the Kiva House). HPC had a site visit to tour the house and meet the owners on December 12, 2022. Jack Fiene and Nate Meyer will coordinate with the owners to fill out the forms, discuss the criteria, and request background information.

No action was taken.

c. Discussion on partnering with the Sedona Historic Society

The Commission was reminded that the City has an agreement stating that the Commission partner with the Historic Society to conduct the following activities by July 1, 2023.

i. HPC training session topics and scheduling

A variety of options were discussed as possible training topics, ranging from touring the existing landmarks to a presentation focused less on architecture and more on significant people or events in the history of Sedona.

Nate Meyer will coordinate with Brynn Unger to draft an agenda for discussion at the April 10th HPC meeting.

ii. Joint event or activity in May for Historic Preservation Month

Discussion included the possibility of combining the event with the training, as well as the potential to combine the training with the event or activity in May.

Nate Meyer will coordinate with Steve Segner to identify and outline an event and present the details for discussion at the April 10th HPC meeting.

No action was taken.

d. Nominations and selection of Chair and Vice-Chair

Steve Segner nominated Brynn Unger for Chair, Jack Fiene seconded the motion, and all voted in favor of the motion.

Steve Segner nominated Nate Meyer for Vice Chair, and Bob Huggins seconded the motion, and all voted in favor of the motion.

Brynn Unger will be the Chair and Nate Meyers the Vice Chair of the Commission.

6. FUTURE MEETING DATES AND AGENDA ITEMS

a. Monday, April 10, 2023; 4:00 pm

The April meeting will be held in the City Council Chambers at City Hall, 102 Roadrunner Drive, which will be the new location for HPC meetings.

7. EXECUTIVE SESSION

No Executive Session was held.

8. ADJOURNMENT

The meeting adjourned at 5:33 p.m. without objection.

I certify that the above is a true and correct summary of the actions of the Historic Preservation Commission in the meeting held on March 13, 2022.

Cynthia Lovely

Cynthia Lovely, *Principal Planner*

March 14, 2023

Date