

**Action Minutes
City of Sedona
Historic Preservation Commission Meeting
City Council Chambers, 102 Roadrunner Drive, Sedona, Arizona
Monday, October 9, 2023 – 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:

Commission Members present: Chair Brynn Burkee Unger, Vice Chair Nate Meyers and Commissioners Bob Huggins and Steve Segner. Commissioner Fiene was excused.

Staff Members Present: Steve Mertes and Donna Puckett

3. APPROVAL OF THE FOLLOWING MINUTES:

a. September 11, 2023

The Chair asked if there were any corrections to the minutes of September 11, 2023, and hearing no corrections, the minutes were approved.

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

Vice Chair Meyers reported that he and Steve Meyers have been working on a workgroup put together by the City Manager on the Ranger Station that is tasked with incorporating history and art into the design of the park. It will be something of a phased approach, since some of the work is already underway, but what this workgroup has been working on is interpretative kiosks, what stories we're going to tell, how we are going to do it, what the content will be, and how we incorporate the stories of the Rangers into it. We've also taken a look at some of the hardscape elements like benches, etc., to ensure that it fits with the context of the existing buildings.

Steve Mertes added that we have met three times, and it is on the exterior of the park. The interiors of the park will be a Phase Two, although the architect has issued his first rendering and put it out to staff. Maybe that is something you would want on a future agenda to get an update on that part of it. This workgroup consists of Linda Goldenstein, Nate Meyers, Al Comello, Nancy Lattanzi, Josh Frewin, and himself. Nate commended Steve Mertes on his ability to corral the creatives in the room.

Steve Mertes explained that the Commission could ask for an update, which is kind of what we are doing now, but in the next meeting we are working on specifics like bench designs and shade structures, etc. We've just now set the groundwork for what the theme is, what stories we are going to tell, and now it is how do we do it, with what and where, again for the exterior of the park. The other part you might want is an update from Public Works on the interior of the buildings and any new renderings they might have received from the architect.

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.)*

Opened the public forum at 4:15 p.m. and having no requests to speak, closed the public forum at 4:16 p.m.

5. REGULAR BUSINESS

a. Discussion regarding the process for the Historic Resource Recognition Program.

Introduction by Chair Unger

Presentation by Steve Mertes who provided a document previously used in determining the standards by which a recognition award could be issued and indicated that the process is basically that a Commissioner would identify something you feel is worthy of recognition, then the Commission discusses it and takes action, but not unlike the landmarking process, you would still want to get the property owner engaged, although there is no formal process, notification to the neighbors or application. It is just the Commission deciding to recognize a property or structure.

Commission's questions and comments of staff, including the Chair's request that this item be on the next agenda so Commissioner Fiene can review the document and speak to it in the next meeting, since he did the initial work on the program.

No action was taken.

b. Discussion and possible action on the continuation/completion of the issuing of the Historic Resource Recognition plaque to the Cowboy Club.

Introduction and comments by Chair Unger

Presentation by Commissioner Huggins who distributed copies of an earlier draft of the plaque and the final proposed copy of the recognition plaque for the Cowboy Club.

Commission's Questions and Comments of staff with the request to review the final draft of the plaque with edits at the next meeting. The edits are to be as follows:

- Remove Sedona, Arizona from the photo courtesy credit leaving "Sedona Heritage Museum".
- After "Old West", remove the space to place the period at the end of the third paragraph.
- Use a replacement of the picture that is not as pixelated.
- Use the new museum logo.

No action was taken.

c. Discussion of the State HPC Conference starting October 25.

Introduction by Chair Unger

Commission's questions and comments of staff with the reminder that the attendees are typically asked to present the conference highlights at the next Commission meeting.

The Chair requested that the conference sessions be sent to the Commission and that the non-attendees provide input regarding any session(s) they feel would be of benefit to the Commission.

No action was taken.

Note: Commissioner Segner left the meeting at 4:52 p.m.

d. Discussion of the HPC budget and requests for FY25.

Introduction by Chair Unger

Presentation by Steve Mertes.

Commissioner's questions and comments of staff, including a request to determine the current cost of recognition plaques, landmark plaques, Historic Resource Survey updates and landmark services provided by N. Burgess for the following FY25 budget requests:

- Two Landmarks
- Update the Historic Resource Survey
- Two Recognition Plaque identified in one FY and fabricated in the following FY to create a revolving program
- Coordination of a May HP Month event with the Sedona Historical Society
- Funds for three Commissioners to attend the annual Historic Preservation Conference

No action was taken.

6. FUTURE MEETING DATES AND AGENDA ITEMS

a. Monday, November 13, 2023; 4:00 pm

Chair Unger requested that next agenda include the following:

- Exterior and interior updates on the Ranger Station Park
- Additional information regarding the recognition program
- Final review of the plaque (for the Cowboy Club)

Steve Mertes also suggested adding the proposed HPC logo to the agenda for discussion and possible action, since the Communications Department has indicated there is no problem with the Commission having its own logo.

7. EXECUTIVE SESSION

a. 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 Commission may hold an Executive Session that is not open to the public for the following purposes:

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

No Executive Session was held.

8. ADJOURNMENT

Chair Unger adjourned the meeting at 5:20 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 October 9, 2023.

Donna A. S. Puckett, *Administrative Assistant*

Date