

**Action Minutes  
City of Sedona  
Historic Preservation Commission Meeting  
City Council Chambers, 102 Roadrunner Drive, Sedona, Arizona  
Monday, February 12, 2024 – 4:00 p.m.**

**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, Vice Chair Nate Meyers and Commissioners Jack Fiene and Bob Huggins. Commissioner Steve Segner was excused.

**Staff Members Present:** Larry Farhat, Steve Mertes, Donna Puckett, and Megan Yates.

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

Vice Chair Meyers announced that the Sedona Heritage Museum is in the running for the USA Today Best Small-Town Museum, along with the Douglas House in Jerome. He doesn't know how they are doing because last week they stopped giving updates on the rankings, at that time the Sedona Heritage Museum had fallen from second to seventh place, voting ends today so he hopes everyone voted.

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

**a. November 13, 2023**

*The Chair asked if there were any corrections to the minutes of November 13, 2023, and hearing no corrections, the minutes were approved as written.*

**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 4:04 p.m. and having no requests to speak, closed the public forum at 4:05 p.m.*

**5. Election of Commission Officers**

Chair Unger asked for nominations for Chair.

**Commissioner Fiene nominated Brynn Unger and Commissioner Huggins seconded the nomination.**

Commissioner Unger asked if there were any other nominations and, hearing none, called for the vote for Brynn Unger as Chair and indicated she would recuse herself from voting.

**Vote: Nomination carried three (3) for, zero (0) opposed and one (1) abstention. (Fiene, Huggins and Meyers in favor and Unger abstained). Commissioner Segner was excused.**

Chair Unger asked for nominations for Vice Chair

Chair Unger nominated Nate Meyers for Vice Chair; Commissioner Huggins seconded the nomination.

***VOTE: Motion carried four (4) for and zero (0) opposed. (Fiene, Huggins, Meyers, and Unger in favor). Commissioner Segner was excused.***

## **6. REGULAR BUSINESS**

### **a. Update presentation regarding the Ranger Station Park project (Staff to present).**

Update by Larry Farhat: Larry stated that there has been quite a bit of progress. We received communication from Swan Architects that we will receive the design development drawings for the house, barn, and public restroom on the 14<sup>th</sup>. If we get everyone on the same page, the next step will be construction drawings for mechanical, electrical, plumbing, HVAC, etc.

Regarding the park itself, we have finished the gabions and concrete portion of the project, and tomorrow Summit Construction will start constructing the shared-use path, the plaza area, and the parking lots, so in the next six weeks, it will really start to come together as a park. It won't be ready to open, but you will see the basic footprint. The landscaper is 95% done. Some plants were not available because of the season, but those plantings will be done in the spring, and the irrigation, concrete and drainage control are close to being complete.

The newest member of the park, Stormy Bay, an 11ft. horse that is quite impressive. It really stands out when you come up to Brewer, and it seems to slow people down, but that was a big addition to the park, although he is more excited about getting the interior drawings for the house and barn. Regarding the javelina, we met with the playground contractor last week and he did a site visit to see the footprint for the playground, and he really liked what he saw. He doesn't see any issues with the installation of that and we are expecting the equipment to arrive at the end of April with construction in May, so we could probably have a soft opening of the park in late June or early July, but you would be looking at port-a-john restrooms, although the park itself would be in full bloom in the spring. It has all been hydroseeded, the trees have been planted, the lawn area is complete, so he is looking forward to spring when everything is green.

Chair Unger asked if the drawings for the interiors will be sent to the Commission, and Larry indicated he will get direction from his supervisors, but he would imagine it will go internal first through Community Development and Public Works, and then he is sure they will send them out for comment. Chair Unger indicated it would be nice for the Commission to get those.

Commissioner Fiene pointed out that May is Historic Preservation Month and asked if there is any way to move some of the park completion up a little bit. Larry explained that the direction he has been given is to get the park done as soon as he can. We want to keep certain standards, and he guesses that would depend on how the winter will affect their progress. Last week, everything was shut down with the storm. If we get dry, warmer days, he believes they can push it a little bit, but he doubts the playground will be complete by then. He sees the construction of the playground with the safety surface probably being six weeks, so it would be June before that is totally complete, but the other components of the park -- the parking lots, striping, landscaping all the parking for the house, shared-use path and plaza area would be ready by that time, so you might be able to do something to promote it. Chair Unger asked if something could be on the outside, but not the interiors, and Larry indicated getting the drawings and the bid for construction is going to take a little bit, but we could open the barn doors and sweep it up.

Larry added that he is doing a video interview at the park tomorrow for Sedona's social media.

*No action was taken.*

**b. Discussion regarding the annual report required to be presented to SHPO.**

Chair Unger indicated that SHPO has been sort of lax in even asking for the report. Every year they want to know where we are, so she assumes we could tell them we are working on the new landmarks. She then asked staff if they had seen anything, and Steve Mertes explained that it is on the agenda because we haven't had the report for some time, and he wanted to make sure we were not running afoul of the state requirements, so perhaps it would be good to give them a call.

Chair Unger stated that she talked to them last year about it, but during COVID, they weren't having meetings, and we weren't having meetings, so it slowed down, but they said they really would like that, so she will ask them if they are going to be sending something out. Usually, they ask for it in December and we send them something explaining how many landmarks we have done, etc., to give them a rundown of where we are, and they were very happy to hear we are looking at two new landmarks, so she will give them a call and she will also ask them about having SHPO make a presentation here.

*No action was taken.*

**c. Discussion of the June HP Conference**

Steve Mertes reported that staff received an email from the state preservation foundation that said the next conference will be June 25<sup>th</sup> – 28<sup>th</sup> in Prescott. Tuesday the 25<sup>th</sup> is the pre-conference workshops and the actual conference will be Wednesday – Friday, June 26<sup>th</sup> – 28<sup>th</sup>. They don't have the rates yet; it just says early registration coming soon, so this is just to put it on your calendars and because of where it is located, there will not be any hotels that the city will pay for since it is well within the driving range, and the host hotel is the Hassayampa Inn.

Chair Unger commented that the Hassayampa is not a big hotel and last time they were in a different hotel. She then asked when staff need to know if they are attending, and Steve Mertes indicated as soon as possible, but we can't even register at this point, this notice is just for you to know the dates so you can clear your schedules.

Steve Mertes then explained the new Statement of Agreement form that says you agree that once scheduled if you don't attend and let us or the hotel know in time for the refund, you are on the hook for the monies, so it has information regarding conference and hotel registrations and meals, and it will be a new part of signing up for the conferences.

Commissioner Huggins indicated that he would not be attending. Chair Unger noted it is a little more difficult in Prescott, they hold the sessions in different venues including the theatre across the street and other places. Vice Chair Meyers and Chair Unger stated that they would like to attend if they can.

*No action was taken.*

**d. Status of the two Landmark applications (Staff to Present).**

Steve Mertes reported that we received both surveys back from Nancy Burgess, and they are both very positive. She agrees that they are historic enough to be landmarked. His intention is to have the Staff Report ready for the meeting next month, so we can present that, and a vote

can be made. Chair Unger asked if all the neighbors would be advised by then, and Steve Mertes stated that he believes it will be the next meeting. He will double check that, but the neighbors have already been sent their notifications on both properties. There were no dissentions; he did receive a couple of calls from neighbors of the Lynx property wondering if it was going to affect the use of their property, which it doesn't and beyond that he sees no hurdles. Chair Unger noted that usually the signage must be put up on the property to let people know that is going to happen, so if that is all feasible, that is great. Steve Mertes added that letters were sent out to everybody within 300 ft. of both properties; we helped with the mailing addresses. Chair Unger stated that this process is much better, because previously those signs would be put up and people would start getting agitated, and this way, you make a presentation; it is not just a sign that doesn't provide much information.

*No action was taken.*

**e. Up-date on the Oak Creek Tavern recognition plaque. (Commissioner Huggins to present)**

Commissioner Huggins stated that he talked with Tom at Sedona Engraving to express our concerns about materials and whether it was graffiti-proof, which it isn't, and he brought out some examples that we would be getting; it was the same sign material that is on the barn. It is anodized aluminum, and it has printing right on it.

We tested similar signs, and the marker pen came off as well as other things, but black spray paint eventually came off, but ruined the sign. He researched alternatives for doing that, and he passed copies to the Commissioners. The first page is the acrylic vinyl sprays that make it easy to clean, and the next alternative touts the fact that it is an anti-graffiti vinyl material. The third alternative is vinyl that rolls up and you can cut it and put it on the face of the sign, which is probably the best solution, but Plexiglass is another alternative.

Chair Unger asked if that is the same Plexiglass that tends to yellow quickly, and Vice Chair Meyers stated that vinyl would be better; he would strongly recommend against Plexiglass. Commissioner Huggins stated that the Plexiglass he was looking at was UV and guaranteed not to fade or turn yellow, but Vice Chair Meyers noted the effects of exposure to extreme weather. Commissioner Fiene indicated another problem with Plexiglass is that with any etching on the plaque, the plexiglass doesn't make contact and it sometimes blurs or obliterates some of that, so he would favor vinyl also. Vice Chair Meyers added that Plexiglass is also easy to etch into. Chair Unger stated that she liked that the vinyl can be replaced, better than putting a finish on it, because you would probably have to redo it and it would start building up, whereas the vinyl can be peeled off.

Commissioner Huggins stated that he has one more. Both 3M and Dupont have created a thin film that adheres to the sign, and when somebody sprays it, you can peel it off and put up another one. He doesn't know how much it costs or whether the city would want to invest in that. He did make sure that it wouldn't tear off the finish when you took it off, and they guaranteed it wouldn't; it's probably static cling.

Chair Unger asked if the city would have to look at it, since the city is the one putting the stuff on. Her only other question is if someone would peel that off and spray it underneath. Commissioner Huggins explained that they wouldn't even know it was there.

Commissioner Huggins then stated that he became more interested in what engraving we could do, and he has been concerned that we keep kicking the can down the road, so he had a sign made, and you can always get a spare sign. The Commissioners said that the sign looked very

good and was nice. Commissioner Huggins asked the Commissioners to keep their fingers off it, because if you do a vinyl spray, it won't stick because of the oil from your hands.

Commissioner Huggins explained that when he was with the National Park Service, he insisted that we always get at least one spare, so he also has a spare. Chair Unger agreed it is not always easy to duplicate a sign and stated that if we decide to do the Dupont or 3M, we should also get some for the one at the Art Barn, although this one is probably more exposed, but the other one might be easier to get to without someone seeing them. Commissioner Huggins stated that when the Rangers were in Uptown, they oversaw removing graffiti and stickers put on signs. It initially took about two days to remove them, but afterward, it took about six months before we saw them again. Then about a year later, there were a couple of tags on signs and the Police Department caught a couple of local kids that were doing it, so he doesn't know if it is a problem now. Steve Mertes stated that he is not aware of any issues in our office. Commissioner Huggins added that there is a good chance that no one will mark it up. The material and color aren't the clean sign they want, but we should still get a coating.

Chair Unger indicated that should come out of our budget, but Commissioner Huggins stated no, he already paid for it and the city cannot reimburse him because he did it without permission and he didn't get approval, so it is his donation.

Chair Unger indicated that people should know he has been so generous, but the city should get whatever this is and get enough to do the one at the Art Barn and any other signs that may need a covering. Steve Mertes indicated that Public Works has a sign department and a sign warehouse where they make their own signs, so they might want to know about this type of product, and he would suggest working with Public Works; he can contact them.

Commissioner Huggins suggested that someone else should call Tom Gilomen to show him the plaque and ask him where he would like to have it placed outside. Chair Unger suggested that Vice Chair Meyers and Commissioner Fiene talk to Chase, although Commissioner Huggins indicated that he thinks Chase is in California.

Steve Mertes asked Chair Unger if the Commission was thinking that this is a continuation of something that was started before it was removed from the Land Development Code, and Chair Unger stated yes, and that is something we are going to have to put on our agenda. Commissioner Fiene put so much time into putting that together, so she wants to be sure it is in the Land Development Code, but this is a continuation. We've been trying to put this together for well over a year. Commissioner Huggins commented it was before he was here.

Steve Mertes indicated that the Chair had instructed him to get back on the process for landmarking, and the next steps are the staff review and action, which will be him writing the Staff Report, and then the scheduling and noticing of the public meeting in time for the next meeting. At the next meeting, the Commission will have the review and decision, and there is only one step after that, and that is post-decision actions like registering the new landmarks on the survey, etc., so we should be able to have a decision at the next meeting.

Chair Unger mentioned May events and that even if done at the park, the Commission could celebrate those too. Commissioner Fiene noted that the barn space could be incorporated; the city has some easels. Steve Mertes reminded the Commission that per the Land Development Code, the event coordination should go through the Historical Society. Chair Unger agreed.

*No action was taken.*

**f. FUTURE MEETING DATES AND AGENDA ITEMS**

**a. Monday, March 11, 2024, 4:00 p.m.**

Chair Unger requested the recognition program to be on the next agenda. Commissioner Fiene suggested the interiors of the house and barn at the Ranger Station Park be on the agenda and asked if Sandy is involved with the interiors. Steve Mertes responded, yes, and she would have attended the meeting tonight, but she is off today so she asked Larry to do so.

Commissioner Huggins suggested starting to look at the next recognition plaque; however, Chair Unger asked Steve Mertes if that would be jumping the gun. Steve Mertes stated that based on his discussion with legal counsel that would be jumping the gun. That would be part of the procedural aspects of the recognition program. To discuss the recognition program itself -- to say that we should get it in the Land Development Code is one thing, but to start talking about who and what you want to recognize when there is no program is kind of off topic.

Chair Unger asked what the thought is in terms of timing, and Steve Mertes indicated probably two or three months. because staff has been waylaid by the Community Plan. The whole process for minor updates to the Land Development Code has been kind of put on the back burner other than collecting thoughts, because we are looking at major updates next year or so. Chair Unger asked if there is a way to ensure it doesn't fall out of the Land Development Code next time, and Steve Mertes indicated that he has it written down.

Commissioner Fiene asked if the Commission's budget has been seen for the next fiscal year, and Steve Mertes explained that the city hasn't voted on it yet; we haven't even had our departmental reviews yet, but he can provide a preliminary budget for you at the next meeting.

**g. 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:**

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

*No Executive Session was held.*

**h. ADJOURNMENT**

Chair Unger adjourned the meeting at 4:46p.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 February 12, 2024.

\_\_\_\_\_  
Megan Yates, Assistant Planner

\_\_\_\_\_  
Date