

**MINUTES**

**HERITAGE PRESERVATION COMMISSION  
WEDNESDAY  
DECEMBER 18, 2024**

**COUNCIL CHAMBERS  
211 WEST ASPEN AVENUE  
4:00 P.M.**

**1. Call to Order**

Chair Dale Called the meeting to order at 4:03 p.m

**NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION**

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Heritage Preservation Commission and to the general public that, at this regular meeting, the Heritage Preservation Commission may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).*

**2. Roll Call**

*NOTE: One or more Commission Members may be in attendance telephonically or by other technological means.*

EMILY DALE, CHAIR  
ABBY BUCKHAM  
ALYCIA HAYES

AMY HORN  
BERNADETTE BURCHAM-Excused  
DUFFIE WESTHEIMER

**3. LAND ACKNOWLEDGMENT**

Commissioner Dale read the land acknowledgment.

*The Heritage Preservation Commission humbly acknowledges the ancestral homelands of this area's Indigenous nations and original stewards. These lands, still inhabited by Native descendants, border mountains sacred to Indigenous peoples. We honor them, their legacies, their traditions, and their continued contributions. We celebrate their past, present, and future generations who will forever know this place as home.*

**4. Public Comment**

None

*At this time, any member of the public may address the Commission on any subject within their jurisdiction that is not scheduled before the Commission on that day. Due to Open Meeting Laws, the Commission cannot discuss or act on items presented during this portion of the agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.*

## 5. APPROVAL OF MINUTES

Approval of minutes from the regular meeting on [Wednesday November 20, 2024](#)

**Moved by Abby Buckham, seconded by Amy Horn** to approve the minutes of Wednesday November 20, 2024 Heritage Preservation Commission meeting. Commissioner Duffie Westheimer abstained from voting.

**Vote: 4 - 0**

## 6. PUBLIC HEARING

- A. Listing of 101 N Leroux and 103 N Leroux to the Flagstaff Register of Historic Places  
Recommend approval of listing 101 N Leroux and 103 N Leroux to the Flagstaff Register of Historic Places to the City Council.

- Sara Dechter provided a summary.
- Sara Dechter added a comment post motion that the subcommittee is a standing group that will need to be reappointed every November.

**Moved by Duffie Westheimer, seconded by Alycia Hayes** to add the 1926 newspaper article about the opening of the of the Kinlani apartments and to recommend the City Council add the property at 101 & 103 N Leroux to the Flagstaff Register of Historic places.

**Vote: 5 - 0 - Unanimously**

- B. Modification from Level 1 to Level 2 funding for the Historic Signs and Facades Grant for 823 W Aspen Ave

**Address:** 823 W Aspen Ave  
**Assessor's Parcel Number:** 100-24-015B  
**Property Owner:** Caitlin Kelly  
**Applicant:** Caitlin Kelly  
**City Staff:** Sara Dechter

The property owner would like Level 2 grant funding can be awarded based on the pre-approved scope and previous Commission discussion.

Approve an increase from Level 1 to Level 2 funding for completed work at 823 W Aspen Ave within the scope of the original grant application.

The Commission can not approve additional funding and the grantee would be paid the \$10,000 match originally approved.

The Commission approved a Level 1 grant in [August 2024](#) with a request to come back and request additional Level 2 funding if needed.

- Sara Dechter presented and answered commissioners questions.
- Kaitlin Kelly, property owner, presented and answered commissioners questions.

**Moved by Alycia Hayes, seconded by Abby Buckham** to approve an increase from Level 1 to Level 2 funding for completed work at 823 W Aspen Ave within the scope of the original grant application.

**Vote: 5 - 0 - Unanimously**

## 7. GENERAL BUSINESS

- A. Historic Design and Facade Grant Tracking - December 2024 Update Discussion only.
- Sara Dechter presented a PowerPoint presentation and answered commissioners questions.
  - Commissioner Duffie Westheimer provided additional information.
- B. Regional Plan 2045 Update  
Provide comments to staff during the meeting
- Sara Dechter presented a PowerPoint presentation. A discussion was held and Commissioners questions answered.
- C. Election of a Vice-Chair  
Nominate and elect a Vice Chair from committee members.
- Moved by Amy Horn, seconded by Duffie Westheimer to nominate Commissioner Alycia Hayes for the position of Vice Chair, Commissioner Alycia Hayes accepted.**
- Vote: 5 - 0 - Unanimously**

## 8. REPORTS

### A. APPROVALS

1. Letter Report for 810 1/2 W Grand Canyon  
**Permit Number(s):** PZ-24-00214  
**Address:** 810 1/2 W GRAND CANYON AVE  
**Type of Approval:** Letter Report  
**Approval Date:** 11/14/2024
  - Sara Dechter gave an update. A discussion was held and Commissioners questions answered.
2. Certificate of No Effect for 603 W Birch Ave.  
**Permit Number(s):** PZ-23-00209-02  
**Address:** 603 W Birch, Units 1 & 2  
**Type of Approval:** Certificate of No Effect  
**Approval Date:** 11/22/2024
  - Sara Dechter and Lauren Clementino gave an update, discussion was held and Commissioners questions answered. Lauren and Sara will follow up with additional information.
3. Certificate of No Effect for Sign at 222 E Birch Ave.  
**Permit Number(s):** PZ-24-00218, CC-24-02749  
**Address:** 222 E Birch Ave  
**Type of Approval:** Certificate of No Effect  
**Approval Date:** 11/20/2024
  - No update necessary.

- 4. Certificate of No Effect for 309 N Aztec St.  
 Permit Number(s): PZ-24-00222  
 Address: 309 N Aztec St  
 Type of Approval: Certificate of No Effect  
 Approval Date: 11/22/2024

- No update necessary.

**B. CONSULTATIONS**

**9. MISCELLANEOUS ITEMS TO/FROM COMMISSION MEMBERS**

- Lauren sent out the logo voting. Alycia Hayes had represented the Commission on the review committee and commented on the process.
- Starting next month Nancy Corbin-Fuller will start to take over the meeting minutes, Lauren Clementino will take over the staff summaries and Sara Dechter will be the liaison again.
- Commissioner Amy Horn asked for the documents about window be resent.
- Update on the May Hicks house was given.

**10. ADJOURNMENT**

Meeting adjourned at 5:50pm.

Signature Line

Chairperson

*In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact staff at 928-213-2611 (or 774-5281 TDD). Notification at least 48 hours in advance will enable the City to make reasonable arrangements.*