

NOTICE AND AGENDA

HERITAGE PRESERVATION COMMISSION
WEDNESDAY
January 15, 2025

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

PUBLIC COMMENT PROTOCOL

To participate in the meeting virtually use the following link:
[Join the Meeting Online](#)

The public can submit comments that may be read at the dais by a staff member to the Commission liaison, sdechter@flagstaffaz.gov

1. Call to Order

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, VICE CHAIR

AMY HORN
BERNADETTE BURCHAM
DUFFIE WESTHEIMER

3. LAND ACKNOWLEDGEMENT

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

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 December 18, 2024.
Approve minutes.

6. **GENERAL BUSINESS**

- A. Historic Signs and Facades Grant Tracking - January 2025 Update Discussion only.

7. **REPORTS**

- A. **APPROVALS**
None

B. **CONSULTATIONS**

1. Potential Mitigation for The Crown/Los Tapatios Facade Changes
Address: 3300 E. Route 66

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

- Adoption of Resolution No. 2025-01: A resolution of the Flagstaff City Council, listing 101 North Leroux Street, 103 North Leroux Street, 8 West Aspen Avenue, and 12 West Aspen Avenue on the Flagstaff Register of Historic Places
- Historic design review training to be scheduled with Ariana Urban after new Commission appointments
- Board and Commission training to be scheduled with the City Clerk's office after new Commission appointments

9. **ADJOURNMENT**

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. This notice has been posted on the City's website and can be downloaded at www.flagstaff.az.gov.

Dated this _____ day of _____, 2024.

Sara Dechter, Comprehensive Planning Manager

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.

Heritage Preservation Commission

5.

From: Nancy Corbin-Fuller, Administrative Specialist

DATE: 01/15/2025

SUBJECT: APPROVAL OF MINUTES

Approval of minutes from the regular meeting on Wednesday December 18, 2024.

STAFF RECOMMENDED ACTION:

Approve minutes.

Policy Impact:

Attachments

HPC 12.18.24 Minutes

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).

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Heritage Preservation Commission

6. A.

From: Lauren Clementino, Senior Planner/Heritage Preservation Officer

DATE: 01/15/2025

SUBJECT: Historic Signs and Facades Grant Tracking - January 2025 Update

STAFF RECOMMENDED ACTION:

Discussion only.

Executive Summary:

No major changes since last month. Spreadsheet updated to reflect approvals in November Commission meeting.

Policy Impact:

Attachments

HSFG Tracking January 2025

HSFG Grants July 2024 - June 2025

Address	Property Owner(s)	Grant Amount (\$)	Meeting Date	Status
314 W Birch Avenue	Robert and Dorothy Best	\$20,000	November-23	Paid
Yogaert / 3 E Aspen	Samantha		Mar-24	Forfeited
601 W Cherry Avenue	Erik Schiefer-Stan & Amanda Schiefer-Stan	\$10,000	April-24	Permits under review
614 W Santa Fe Avenue	Mac Axelrod, Trustee (Tesano representative)	\$20,000	April-24	Permits issued
Sego Lily House	Townsite CLT	\$20,000	Jul-24	Paid
1625 N Sunset Drive	Claire DeChambre and Nicholas Geib	\$10,000	45505	Paid
416 S San Francisco Street	Enrique Valdivia	\$5,000	Aug-24	Inspection complete - payment pending
823 W Aspen Ave	Caitlin Kelly	\$20,000	Aug-24	Inspection complete- payment pending
314 N Mogollon	Jeff and Karen Kramarczyk	\$10,000	45553	Paid
302E Route 66	Harry Curtin	\$10,000	45536	Paid
803 1/2 W Aspen Ave	Greg Hadden	\$20,000	Sep-24	Permits issued
104 E Route 66	Bob Harris (contractor)	\$10,000	Nov-24	Permits Issued
FY25 Funding		\$160,000		
Available funds		\$5,000		

Heritage Preservation Commission

7. B. 1.

From: Lauren Clementino, Senior Planner/Heritage Preservation Officer

DATE: 01/15/2025

SUBJECT: Potential Mitigation for The Crown/Los Tapatios Facade Changes

PROPERTY INFO:

Address: 3300 E. Route 66

FINDINGS:

Discussion only.

INFORMATION:

In addition to the removal of the "Restaurant" signs and neon around the awnings, the project proponent plans to:

- Paint the upper portion of the building, including the metal sides of the roof
- Wash and clear coat the stone along the bottom of the building
- Remove the existing stickers from the awning that currently has "The Crown Railroad Cafe" and "Entrance" printed on it and clean the awning
- Remove train illustration on the upper front of the building (which is actually on a plastic piece that is screwed to the exterior wall) and paint the wall underneath it
- Remove decals from the windows
- Install illuminated signs on the east and west sides of the roof that say "Los Tapatios Restaurant"

The project proponents propose the attached signage as mitigation and request Commission feedback on the submittal. Please note that the attachment refers to LED, but the signage is being proposed as neon and not LED as open-channel LED is not permitted. The historic sign cannot be replaced in-kind under the current zoning code. A permit for the new signage will also need to be applied for and reviewed before proceeding.

Attachments

Proposed Los Tapatios Replacement Signage



Name: Los Tapatios

Date: 12.17.2024

INV #: 00000

Rev #: 0

CUSTOMER'S APPROVAL

- Approved
- Revise and Proof Again

Signature _____

Date _____

SIGN SPECS

- Radius Corners in.
- Holes Punched
 - Center Top & Bottom
 - All Four Corners
- Hems Grommets

PRODUCTION STAGES

- Design Material
- Printed / Cut
- Production Install

DONE R4I

Signature _____ Date _____



2333 E. Spruce Avenue,
Flagstaff, AZ 86004

Phone: (928) 714-0740
Email: signs@sarflagstaff.com
Web: www.SARflagstaff.com



WEST ELEVATION

TOTAL: 33 SQFT

Neon Illuminated Channel Letters / LED Channel letters / Qty. [x1]
 5" Deep LED illuminated channel letters "LOS TAPATIOS" with translucent red faces, black trim caps and black returns. "RESTAURANT" will be 5" Deep ,open face aluminum channel letters, white interiors with red neon illumination.

This design and drawing submitted for your review and approval is the exclusive property of SIGNARAMA. It may not be reproduced, copied, exhibited or utilized for any purpose, in part or in whole by any individual inside out outside without written consent of SIGNARAMA.

Color:



PMS 0000



PMS 0000



PMS 0000



PMS 0000

Notes:



Name: Los Tapatios

Date: 12.17.2024

INV #: 00000

Rev #: 0

CUSTOMER'S APPROVAL

- Approved
- Revise and Proof Again

Signature _____

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SIGN SPECS

- Radius Corners
- Holes Punched
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 - All Four Corners
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PRODUCTION STAGES

- Design Material
- Printed / Cut
- Production Install

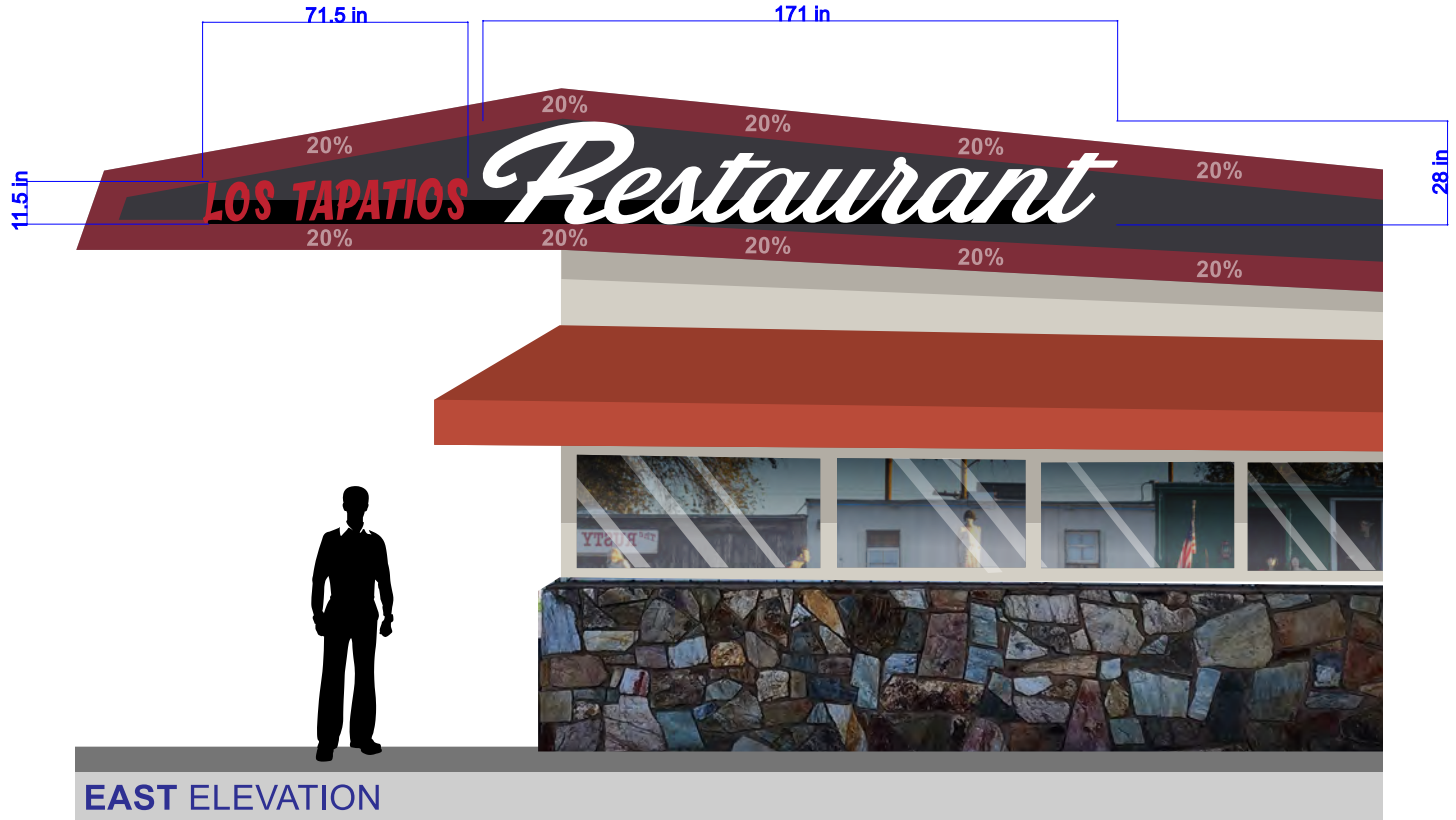
DONE R4I

Signature _____ Date _____



2333 E. Spruce Avenue,
Flagstaff, AZ 86004

Phone: (928) 714-0740
Email: signs@sarflagstaff.com
Web: www.SARflagstaff.com



EAST ELEVATION

TOTAL: 39 SQFT

Neon Illuminated Channel Letters / LED Channel letters / Qty. [x1]
 5" Deep LED illuminated channel letters "LOS TAPATIOS" with translucent red faces, black trim caps and black returns. "RESTAURANT" will be 5" Deep, open face aluminum channel letters, white interiors with red neon illumination.

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Color:



PMS 0000



PMS 0000



PMS 0000



PMS 0000

Notes: