

**MINUTES**

**HERITAGE PRESERVATION COMMISSION  
WEDNESDAY  
FEBRUARY 19, 2025**

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

**1. Call to Order**

- Chair Dale called the meeting to order at 4:01 p.m.
- Chair Dale introduced new Commissioner Jesse Dominguez.

**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  
ALYCIA HAYES, VICE CHAIR  
ABBEY BUCKHAM

AMY HORN  
BERNADETTE BURCHAM  
DUFFIE WESTHEIMER  
JESSE DOMINGUEZ

**3. LAND ACKNOWLEDGMENT**

Commissioner Buckham 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 January 15, 2025. [Agenda - View Meetings \(All\) \(9966121414\)](#)

**Moved by** Alycia Hayes, **seconded by** Abbey Buckham to approve the minutes of Wednesday January 15, 2025 Heritage Preservation Commission meeting with the correction of Commissioner Westheimer's comment in the Miscellaneous Items to/from Commission Members. Commissioners Westheimer and Dominguez abstained from voting.

**Vote:** 4 - 0

## 6. PUBLIC HEARING

### A. Grant Extension for 601 W Cherry Avenue to April 2026.

**Address:** 601 W Cherry Avenue

**Assessor's Parcel Number:** 100-12-016

**Property Owners:** Erik Schiefer and Amanda Stan

**Type of Approval:** Grant Extension

**Original Approval Date:** April 17, 2024

Approve a one-year extension for the \$10,000 Historic Signs and Facades Grant originally awarded in April 2024.

Approve a one-year extension for the \$10,000 Historic Signs and Facades Grant originally awarded in April 2024.

Not providing the extension would mean the property owners could not be reimbursed for the previously approved project. The property owners have selected a contractor and have building permit applications pending.

The Commission originally approved the grant award on April 17, 2024.

- Lauren Clementino, Senior Planner, presented. Tiffany Antol, Zoning Code Manager answered Commissioners' questions.

**Moved by** Duffie Westheimer, **seconded by** Bernadette Burcham to extend the grant for 601 W. Cherry Ave, Eric Schiefer and Amanda Stan for one year.

**Vote:** 6 - 0 - Unanimously

## 7. GENERAL BUSINESS

### A. Work session on the City's proposed amendment to the Zoning Code to modify the existing Sign Standards (Division 10-50.100) for the Central Sign District and the Downtown Overlay (Case # PZ-23-00134).

Discussion only.

- Wesley Welch, Senior Planner, gave a PowerPoint Presentation. Discussion held and Commissioners questions answered by; Sara Dechter, Comprehensive and Neighborhood Planning Director, Lauren and Tiffany.
- Districts and Neighborhoods link provided by Sara. <https://flagstaff.az.gov/DocumentCenter/View/65857/Districts-and-neighborhoods>

### B. Work session on upcoming Zoning Code Text Amendments to address the requirements of SB 2721 and a potential Zoning Code Text Amendment addressing Adaptive Reuse of commercial buildings.

Discussion only.

- Tiffany gave a PowerPoint presentation and answered the Commissioners' questions.

C. Historic Signs and Facades Grant Tracking - February 2025 Update.  
Discussion only.

- Lauren gave an update. Commissioners' questions answered by Sara and Lauren.

8. **REPORTS**

A. **APPROVALS**

1. Certificate of No Effect for 223 1/2 W. Cherry Avenue

**Permit Number(s):** PZ-24-00234

**Address:** 223 1/2 W. Cherry Avenue

**Type of Approval:** Certificate of No Effect

**Approval Date:** 01/08/2025

- Lauren presented and responded to Commissioners' comments.

2. Certificate of No Effect for 713 W. Birch Avenue Unit 1

**Permit Number(s):** PZ-25-00003

**Address:** 713 W. Birch Avenue

**Type of Approval:** Certificate of No Effect

**Approval Date:** 01/03/2025

- Lauren presented.

3. Certificate of No Effect for 23 E Aspen Avenue

**Permit Number(s):** CC-24-03270, PZ-25-00001

**Address:** 23 E Aspen Avenue

**Type of Approval:** Certificate of No Effect

**Approval Date:** 02/03/2025

- Lauren presented and answered Commissioners' questions.

4. 6930 N Rain Valley Road Letter Report Cultural Resource Study

**Permit Number(s):** PZ-25-00025

**Address:** 6930 N Rain Valley Road

**Type of Approval:** Letter Report Cultural Resource Study

**Approval Date:** 02/11/2025

- Lauren presented and answered Commissioners' questions.

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

- Commissioners Abbey Buckham and Bernadette Burcham reappointed to the Heritage Preservation Commission during January 21, 2025 City Council Meeting.
  - Lauren made an announcement regarding reappointment.
- Historic design review training scheduled with Arianna Urban from the State Historic Preservation Office on February 26, 2025.
  - Lauren confirmed the training schedule date.

