

MINUTES

**HERITAGE PRESERVATION COMMISSION
WEDNESDAY
MARCH 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.

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.

**PRESENT:
EMILY DALE, CHAIR
ALYCIA HAYES, VICE CHAIR
ABBEY BUCKHAM
BERNADETTE BURCHAM**

**JESSE DOMINGUEZ
AMY HORN
DUFFIE WESTHEIMER**

3. LAND ACKNOWLEDGMENT

- Commissioner Hayes 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 February 19, 2025. [Agenda - View Meetings \(All\) \(4334908669\)](#)

Moved by Jesse Dominguez, **seconded by** Amy Horn to approve the minutes from the regular meeting held on Wednesday, February 19, 2025, with the correction to reflect the absence of Commissioner Amy Horn. Commissioner Westheimer abstained from voting.

Vote: 6 - 0

6. PUBLIC HEARING

- A. 603 W Birch Ave Certificate of Appropriateness
Address: 603 W Birch Ave
Assessor's Parcel Number: 100-16-009B
Property Owner: Christopher Weller
Applicant: Christopher Weller
City Staff: Lauren Clementino, HPO

REQUESTED ACTION:

Approve a Certificate of Appropriateness for the demolition of a garage and the construction of a new accessory dwelling unit per the application and submitted documentation.

RECOMMENDED ACTION:

Approve a Certificate of Appropriateness for the proposed plans for a new accessory dwelling unit and demolition of the garage unit at 603 W Birch Ave.

- A discussion was held, and the commissioners' questions were answered by Austin Posner, Architect; Tiffany Antol, Zoning Code Manager; Bethan Heng, Planner; and Lauren Clementino, Senior Planner and Heritage Preservation Officer.

Moved by Alycia Hayes, **seconded by** Amy Horn to accept the recommended action to approve the certificate of appropriateness for the proposed plans for a new accessory dwelling unit and demolition of the garage unit at 603 W Birch Ave. with the condition to reclassify the existing duplex on the parcel as a single-family dwelling unit with an interior accessory dwelling unit.

Vote: 7 - 0 - Unanimously

- B. 15 N Leroux Updated Certificate of Appropriateness
Address: 15 N Leroux Street
Assessor's Parcel Number: 100-20-028
Property Owner: High Brass Realty LLC (Anthony Rosales)
Applicant: Samantha Olendorff
City Staff: Lauren Clemetino, HPO

RECOMMENDED ACTION:

Approve an updated Certificate of Appropriateness for two new additions to the previously approved plans:

- 1) Filling in an upper rear window to match the rest of facade.
- 2) Adding a new gutter on the lower rear roof to match existing on the upper roof.

RECOMMENDED ACTION:

Staff recommends that the Heritage Preservation Commission approve an updated Certificate of Appropriateness for the changes to the upper rear window and installation of a new rear gutter at 15 N Leroux St.

- Lauren Clementino presented and gave background information on this Certificate of Appropriateness
- A discussion was held and the Commissioners' questions answered by Lauren Clementino; Kevin Gore, Architect for Insomnia Cookies; Samantha Olendorff, Applicant; and Michael Sannuti, Project manager.

Moved by Duffie Westheimer, seconded by Bernadette Burcham that we approve the updated Certificate of Appropriateness for the changes to the upper rear window and the installation of a new rear gutter at 15 N Leroux St. with the condition that photo documentation of the former upper, rear window be submitted to add to the project file.

Vote: 6 - 1

NAY: Amy Horn

Moved by Amy Horn, seconded by Alycia Hayes The initial motion to approve the updated Certificate of Appropriateness for the changes to the upper rear window and the installation of a new rear gutter at 15 N Leroux St., with the condition that photo documentation of the former upper rear window be submitted to add to the project file, was superseded by a motion from Commissioner Horn, seconded by Commissioner Hayes, to include the following conditions: 1) Photo documentation of the former upper rear window be submitted to add to the project file, and 2) The filled-in rear window and door openings be painted a different color (such as a darker gray) than the rest of the exterior to distinguish the openings.

Vote: 7 - 0 - Unanimously

7. GENERAL BUSINESS

- A. Staff seeks direction on the Land Availability and Suitability Study and Code Analysis Project (LASS+CAP) draft [Code Concepts Reports](#) to identify the focus of the next phase, which includes refining the core development standards, incentives, and concepts into more detailed, actionable recommendations for either specific code amendments or further analysis.
For discussion purposes only.
- Tiffany Antol gave a PowerPoint presentation and answered Commissioners' questions.
- B. Open Meeting Law Refresher Training
Discussion only.
- Georganna Staskey, Deputy City Clerk, and Stacy Saltzburg, City Clerk, gave a PowerPoint presentation and addressed the Commissioners' questions.
 - Lauren Clementino clarified that Sara Dechter, Comprehensive Planning Manager, is the staff liaison and that any staff liaison questions should be directed to her.
- C. Historic Signs and Facades Grant Tracking - March 2025 Update
Discussion only.
- Lauren Clementino gave an update.

8. REPORTS

A. APPROVALS

1. Exemption for Roof Repair at 702 W Birch Ave

Permit Number(s): OTC-25-00684

Address: 702 W Brich Ave

Type of Approval: Over the Counter Reroofing permit

Approval Date: 3/11/2025

- Lauren Clementino presented. Commissioner Westheimer asked why a similar re-roofing project on the 400 block of Birch was not included in the HPO approvals. Lauren Clementino stated that she would look into the permit for the project.

B. CONSULTATIONS

9. MISCELLANEOUS ITEMS TO/FROM COMMISSION MEMBERS

- Lauren Clementino provided an update on the SHPO conference and training.
- Commissioner Westhiemer shared that Segó Lily has been relisted on NRHP.
- Lauren Clementino gave an update on May Hicks and El Pueblo per Commissioner Westheimer's request.
- Lauren Clementino announced that May has been designated as Historic Preservation Month and shared that she is currently working on a proclamation to mark the occasion. She will notify everyone once the proclamation has been scheduled.

10. ADJOURNMENT

Meeting adjourned at 6:41 p.m.

SIGNATURE LINE

CHAIR

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.