

MINUTES

**HERITAGE PRESERVATION COMMISSION
WEDNESDAY
AUGUST 20, 2025**

**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.

**PRESENT:
EMILY DALE, CHAIR
ALYCIA HAYES, VICE CHAIR
BERNADETTE BURCHAM-Excused
VACANT**

**JESSE DOMINGUEZ
AMY HORN-Virtual
DUFFIE WESTHEIMER**

3. LAND ACKNOWLEDGEMENT

- The Land Acknowledgement was read by Vice Chair Hayes.

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. Open Call to the Public

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.

- Gwen Groth provided public comment concerning the planned demolition of the Old City Hall.
- Arianna Urban, Arizona State Historic Preservation Office, Certified Local Government Coordinator, provided several updates regarding current CLG activities.

5. APPROVAL OF MINUTES

Approval of minutes from the regular meeting on Wednesday, July 16, 2025. [Agenda - View Meetings \(All\) \(4120583605\)](#)

Moved by Duffie Westheimer, seconded by Alycia Hayes to approve the minutes from the regular meeting on July 16, 2025.

Vote: 5 - 0 - Unanimously

6. PUBLIC HEARING

A. 603 W. Birch Ave. Modification to the Certificate of Appropriateness

PROPERTY INFORMATION:

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

REQUESTED ACTION:

Approve a modified Certificate of Appropriateness for the new design of the detached accessory dwelling unit at 603 W. Birch Ave.

RECOMMENDED ACTION:

Approve a modified Certificate of Appropriateness for the new design of the detached accessory dwelling unit with updated footprint and yard area square footage at 603 W. Birch Ave. with the previous condition:

1) To reclassify the existing duplex on the parcel as a single-family dwelling unit with an interior accessory dwelling unit.

- Lauren Clementino, Heritage Preservation Officer, gave a brief introduction and introduced Austin Posner, Designer.
- Austin Posner presented and answered the commissioners' questions.

Moved by Alycia Hayes, seconded by Amy Horn to approve a modified Certificate of Appropriateness for the new design of the detached accessory dwelling unit with updated footprint and yard area square footage at 603 W Birch Ave. with the previous condition : 1) To reclassify the existing duplex on the parcel as a single-family dwelling unit with an interior accessory dwelling unit.

Vote: 5 - 0 - Unanimously

B. 15 N. Park St. Modification to the Certificate of Appropriateness

PROPERTY INFORMATION:

Address: 15 N. Park St.
Assessor's Parcel Number: 100-23-005
Property Owner: Wilbert Odem
Applicant: Anne Mead, Architect, Updesign Studio
City Staff: Lauren Clementino, HPO

REQUESTED ACTION:

Approve a modified Certificate of Appropriateness for the design of the new detached unit.

RECOMMENDED ACTION:

Approve a modified Certificate of Appropriateness for the design of the new detached unit with the previous condition that:

1) The interior yard requirements be demonstrated in all plan sets.

- Lauren Clementino presented and answered commissioners' questions.
- Anne Mead, Architect, Updesign Studio, presented and answered the commissioners' questions.

Moved by Alycia Hayes, **seconded by** Amy Horn to approve a modified Certificate of Appropriateness for the design of the new detached unit with the previous condition that: 1) The interior yard requirements be demonstrated in all plan sets.

Vote: 5 - 0 - Unanimously

7. GENERAL BUSINESS**A. Historic Signs and Facades Grant Tracking - August 2025 Update****STAFF RECOMMENDED ACTION:**

Discussion only.

- Lauren Clementino provided an update and answered commissioners' questions.

B. Training Request Follow-Up**STAFF RECOMMENDED ACTION:**

Discussion only.

- Lauren Clementino followed up on the previous request for training. Suggestions were shared, and questions and comments were answered by Lauren Clementino and Sara Dechter, Comprehensive and Neighborhood Planning Manager.

8. REPORTS**A. APPROVALS****1. 109 N. Leroux St. Certificate of No Effect****PROPERTY INFO:**

Permit Number(s): CC-25-01768, PZ-25-00140

Address: 109 N. Leroux St.

Type of Approval: Certificate of No Effect

Approval Date: 07/07/2025

- Lauren Clementino presented.

2. 5 E. Aspen Ave. Certificate of No Effect

PROPERTY INFO:

Permit Number(s): PZ-25-00144, CC-25-02065

Address: 5 E. Aspen Ave.

Type of Approval: Certificate of No Effect

Approval Date: 07/18/2025

- Lauren Clementino presented.

3. 704 W. Aspen Ave. Certificate of No Effect

PROPERTY INFO:

Permit Number(s): PZ-25-00153

Address: 704 W. Aspen Ave.

Type of Approval: Certificate of No Effect

Approval Date: 07/29/2025

- Lauren Clementino presented and answered the commissioners' questions.

9. MISCELLANEOUS ITEMS TO/FROM COMMISSION MEMBERS

- Lauren Clementino announced that Abbey Buckham has resigned from the commission, and we are now recruiting for a new At-Large member.
- Lauren Clementino announced that Commissioners Horn, Hayes, and Westheimer's terms end in December 2025 and shared how to reapply. Sara Dechter noted it's best to apply early so sufficient applications are received for the appointments to be on the November City Council agenda.
- Lauren Clementino noted that staff attended a Board and Commission liaison training last week and, along with Sara Dechter, highlighted some of the changes.
- Sara Dechter mentioned that farewell and welcoming lunches for the commissioners have been held in the past and asked if they would like to continue. The commissioners agreed.
- Lauren Clementino mentioned a new historic overlay zone is proposed in the Southside historic district, and the application may be ready for commission consideration by next summer.
- Lauren Clementino referenced the 19 W. Birch project and noted that it will likely not return to the Commission before November 2025.
- Commissioner Westheimer raised a concern about 624 N Leroux being demolished. A brief discussion followed, and Lauren Clementino and Sara Dechter addressed the questions and concerns of the commissioners.

10. ADJOURNMENT

The meeting was adjourned at 5:29 p.m.