

MINUTES

**HERITAGE PRESERVATION COMMISSION
WEDNESDAY
SEPTEMBER 17, 2025**

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

1. Call to Order

- Chair Dale called the meeting to order at 4:06 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
JESSE DOMINGUEZ
AMY HORN (Virtual)
BERNADETTE BURCHAM
DUFFIE WESTHEIMER

EXCUSED:
ALYCIA HAYES

3. LAND ACKNOWLEDGMENT

- The Land Acknowledgement was read by Commissioner Burcham.

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

- Charlie Silver spoke on behalf of John Westerlund, author of *Arizona's War Town: Flagstaff, Navajo Ordnance Depot, and World War II*.

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 the minutes from the regular meeting on August 20, 2025.

Moved by Bernadette Burcham, seconded by Jesse Dominguez to approve the minutes from the regular meeting on August 20, 2025.

Vote: 5 - 0 - Unanimously

6. PUBLIC HEARING

A. 205 S. Park St. Phase I Cultural Resource Study

PROPERTY INFORMATION:

Address: 205 S. Park St./405 W. Tucson Ave.

Assessor's Parcel Number: 100-37-016B

Property Owner: Two On Tucson LLC

Applicant: Lynn Neal, LA NEAL CONSULTING, LLC

City Staff: Lauren Clementino, HPO

REQUESTED ACTION:

Approval of the 205 S. Park Phase I Cultural Resource Study.

RECOMMENDED ACTION:

Approval of the 205 S. Park Phase I Cultural Resource Study.

Background: The house formerly located at 205 S. Park St. (alternately addressed 405 W. Tucson Ave.) was demolished without a permit in March 2025. Per Flagstaff Zoning Code Section 10-30.30, cultural resource studies are required for all public and private developments involving structures over 50 years old at the time of application. A cultural resource study would normally have been required before issuing a demolition permit. According to past inventories conducted in 1992 and 2007, the house was constructed circa 1916-26 and recommended eligible for listing in the National Register of Historic Places. As such, the Heritage Preservation Officer required a Phase I Cultural Resource Study be completed before issuance of an as-built demolition permit and completion of final inspection of the Tucson Homes project (BP-25-00071) at 405 W. Tucson Ave. The Phase I study was required to assess the significance and integrity of the demolished building pre-demolition.

- Lauren Clementino, Heritage Preservation Officer, gave a presentation and responded to questions from the Commissioners.
- Lynn Neal, with LA Neal Consulting, LLC, went through the report pages and also answered the Commissioners' questions.
- Chris Vallejos, Property Owner, participated in the discussion and responded to questions from the Commissioners as well.
- A discussion was held, and the following changes to the study were agreed upon:
 - Clearly note that the building was assessed after demolition and change the tense of the narrative to reflect that.
 - Conduct further research into the relationship to two identical bungalows in the neighborhood that were previously demolished, including researching Ford McElroy who lived in one of the houses, and contacting local historian Joe Meehan
 - The Heritage Preservation Officer can approve changes made to the cultural resource study administratively.

Moved by Jesse Dominguez, seconded by Bernadette Burcham to approve the Phase One Cultural Resource Study for 205 S. Park Street with the conditions stated during the discussion, and that the Heritage Preservation Officer can approve changes made to the cultural resource study administratively.

Vote: 5 - 0 - Unanimously

7. GENERAL BUSINESS

A. Conservation Considerations for "Two Spot" Logging Train

STAFF RECOMMENDED ACTION:
Discussion only.

- Lauren Clementino introduced the speakers: Jana Weldon, Beautification, Arts and Sciences Program Manager, and Cory Woodall, Collections, Beautification, and Public Art Project Administrator.
- Cory Woodall delivered a PowerPoint presentation. A discussion followed, during which Commissioners' questions were addressed by Lauren Clementino, Cory Woodall, Jana Weldon and Sara Dechter, Comprehensive & Neighborhood Planning Manager.

B. Training on Review Process for Development in a Historic Overlay Zone

STAFF RECOMMENDED ACTION:
Discussion only.

- Lauren Clementino delivered a PowerPoint presentation.
- A discussion followed, during which Commissioners' questions were addressed by Lauren Clementino and Sara Dechter.
- Arianna Urban, CLG/SPT Coordinator SHPO, responded to questions from the Commissioners as well.

C. Historic Signs and Facades Grant Tracking - September 2025 Update

STAFF RECOMMENDED ACTION:
Discussion only.

- Lauren Clementino provided an update.

8. REPORTS

A. APPROVALS

1. 100 W. Birch Ave. Certificate of No Effect

PROPERTY INFO:

Permit Number(s): PZ-25-00166, CC-25-00762

Address: 100 W. Birch Ave.

Type of Approval: Certificate of No Effect

Approval Date: August 22, 2025

- Lauren Clementino provided an update.

2. Shadow Pines Subdivision Letter Report Cultural Resource Study

PROPERTY INFO:

Permit Number(s): PZ-25-00161, PZ-25-00126-01

Address: Shadow Pines Subdivision, 644 N LOCUST ST

Type of Approval: Letter Report Cultural Resource Study

Approval Date: August 22, 2025

- Lauren Clementino provided an update

3. 507 W. Birch Ave. Certificate of No Effect**PROPERTY INFO:****Permit Number(s):** PZ-25-00174, OTC-25-02582**Address:** 507 W. Birch Ave.**Type of Approval:** Certificate of No Effect**Approval Date:** August 27, 2025

- Lauren Clementino provided an update.

4. 515 W. Birch Ave. Certificate of No Effect**PROPERTY INFO:****Permit Number(s):** PZ-25-00175, OTC-25-02583**Address:** 515 W. Birch Ave.**Type of Approval:** Certificate of No Effect**Approval Date:** August 28, 2025 the criteria for a Certificate of No Effect.

- Lauren Clementino provided an update.

B. CONSULTATIONS**1. McMillan Mesa Signage Section 106 Consultation N/A**

- Lauren Clementino provided an update.

9. MISCELLANEOUS ITEMS TO/FROM COMMISSION MEMBERS

- Commissioner Westheimer had questions regarding the 603 West Birch Project Reclassification, and Lauren Clementino responded.
- Lauren Clementino provided an update on the May Curtis Hicks House.
- Chair Dale commented on the new Los Tapatios signage installed at the former Railroad Cafe location.

10. ADJOURNMENT

- The meeting was adjourned at 6:49 p.m.