

MINUTES

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

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

1. Call to Order

- Chair Dale Called the meeting to order at 4:01 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
JESSE DOMINGUEZ
DUFFIE WESTHEIMER
ALEC (ACE) OVERMANN
JEANNE STEVENS

EXCUSED:
BERNADETTE BURCHAM

3. LAND ACKNOWLEDGMENT

- The Land Acknowledgment was read by Commissioner Dominguez.

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

- 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 the minutes from the regular meeting on November 19, 2025. [Agenda - View Meetings \(All\)](#)

Moved by Alycia Hayes, **seconded by** Jeanne Stevens to approve the November 19, 2025, regular meeting minutes with Commissioner Westheimer's edit to the Miscellaneous Items To/From Commission Members item, bullet point seven--changing the word "authorized" to "approved."

Vote: 6 - 0 - Unanimously

6.

PUBLIC HEARING

A. 402 W. Birch Ave. Certificate of Appropriateness

PROPERTY INFORMATION:

Address: 402 W. Birch Ave.

Assessor's Parcel Number: 103-11-013

Property Owner: George and Holly Averbeck, Averbeck Family Trust

Applicant: Anne Mead, Architect, Updesign Studio

City Staff: Lauren Clementino, HPO

REQUESTED ACTION:

Approve a Certificate of Appropriateness to construct a new one bedroom, one bathroom Accessory Dwelling Unit (ADU) above a new garage at 402 W. Birch Ave. (APN 103-11-013), with access from Sitgreaves St. This new structure would be detached from the existing single-family dwelling structure. This property is in the Townsite Historic Design Review Overlay Zone and is a non-contributing property within the Flagstaff Townsite Historic Residential District.

RECOMMENDED ACTION:

Staff recommends that the Heritage Preservation Commission approve the Certificate of Appropriateness for the proposed plans for a new detached accessory dwelling unit and garage.

- Lauren Clementino, Heritage Preservation Officer, presented and introduced Anne Mead, Architect at Updesign Studio.
- Anne Mead provided a presentation to the Commissioners. Questions from the Commissioners were addressed by Anne Mead, Lauren Clementino, and Sara Dechter, Comprehensive and Neighborhood Planning Manager.

Moved by Jesse Dominguez, **seconded by** Ace Overmann to approve, per staff recommendation, the appropriateness of the proposed plan for a new detached Accessory Dwelling Unit and garage.

Vote: 5 - 1

NAY: Duffie Westheimer

7. GENERAL BUSINESS

A. Chair and Vice Chair Elections.

- Commissioner Westheimer was nominated and appointed the new Chairperson.
- Commissioner Overmann was nominated and appointed the new Vice Chairperson.

Moved by Jesse Dominguez, **seconded by** Alycia Hayes to approve Commissioner Westheimer to serve as the new Chairperson.

Vote: 5 - 0

Moved by Alycia Hayes, **seconded by** Jeanne Stevens to approve Commissioner Overmann to serve as the new Vice Chairperson.

Vote: 5 - 0

B. Historic Signs and Facades Grant Tracking - December 2025 Update Discussion only.

- Lauren Clementino provided an update. The Commissioners' questions were addressed by Lauren Clementino and Sara Dechter.

C. Invitation to Tour Historic Downtown Buildings Discussion only.

- Downtown Building Tour: Property owner David Stephens invited the Commission to tour a historic downtown building (Aspen & San Francisco), with potential to add a second site depending on time. Commission interest noted: targeting February (premeeting, 2:30-3:00 PM) and to advertise as a quorum.

8. MISCELLANEOUS ITEMS TO/FROM COMMISSION MEMBERS

- Introductions for the new Commissioners, Ace Overmann and Jeanne Stevens, were moved to roll call. Each Commissioner had the opportunity to introduce themselves and share some background.
- Commission Vacancy: Bernadette Burcham announced resignation; replacement expected to be on the January 20 City Council agenda; additional applications encouraged.
- Downtown Business Updates: Note entered that McMillan space has been converted/expanded as Alpine Pizza (interior changes previously reviewed as certificate of no effect)
- Lauren Clementino announced that we will need to appoint the standing subcommittee to review Flagstaff Register of Historic Places nominations in the January meetings.

9. ADJOURNMENT

- The meeting was adjourned to an offsite holiday gathering at 4:58 p.m.