

MINUTES

**HERITAGE PRESERVATION COMMISSION
WEDNESDAY
JANUARY 21, 2026**

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

1. Call to Order

- Chairperson Westheimer called the meeting to order at 4:02 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:
DUFFIE WESTHEIMER, CHAIR
ALEC OVERMANN, VICE CHAIR
EMILY DALE
JESSE DOMINGUEZ
JEANNE STEVENS

EXCUSED:
ALYCIA HAYES

3. LAND ACKNOWLEDGMENT

- The Land Acknowledgment was read by Commissioner Dale.

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

- Karen Malis-Clark began to speak, but since her comment pertained to an agenda item, she was directed to present it during the scheduled discussion.

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 December 17, 2025.

Moved by Jesse Dominguez, **seconded by** Emily Dale **to approve the minutes from the regular meeting on December 17, 2025.**

Vote: 5 - 0 - Unanimously

6.

PUBLIC HEARING

A. 822 W. Grand Canyon Ave. Grant Application

PROPERTY INFORMATION:

Address: 822 W. Grand Canyon Ave.

Assessor's Parcel Number: 100-28-006

Property Owner: James (Kip) Moyer

Applicant: James (Kip) Moyer

City Staff: Lauren Clementino, HPO

REQUESTED ACTION:

Approval of a Level 1 Historic Signs and Facades Grant application for replacement of non-historic windows, restoration of a missing eave, and exterior painting at address 822 W. Grand Canyon Ave.

RECOMMENDED ACTION:

Approval of a Level 1 Historic Signs and Facades Grant application for replacement of non-historic windows, restoration of a missing eave, and exterior painting at address 822 W. Grand Canyon Ave. The applicant is requesting Level 1 grant funding to undertake exterior rehabilitation work on a residence constructed in 1918. The property is located outside existing historic districts or overlay zones and has not been formally evaluated for eligibility for the National or Flagstaff Register of Historic Places.

Level 1 funding is intended to enhance the historic integrity of a property, remove inappropriate alterations, and protect or preserve historic materials. The proposed scope of work aligns with these goals. The applicant proposes the following improvements:

- Window Replacement: Removal of non-historic windows and installation of historically appropriate double-hung fiberglass or wood windows consistent with the home's original window style. Vinyl windows will not be used.
- Restoration of Missing Eave: Reconstruction of the front door eave, which evidence indicates once existed but was removed during a previous alteration.
- Exterior Painting: Repainting the home and garage using colors appropriate to a historic palette.

These improvements are intended to return the front façade to a more historically accurate appearance, remove incompatible alterations, and preserve the building's historic materials and character.

Sufficient grant funding remains available for the current fiscal year to support this request. No other grant applications have been submitted for consideration at this time. The Commission may also consider adding a condition requiring project completion within the current fiscal year to ensure expenditure of remaining funds.

- Lauren Clementino, Heritage Preservation Officer, presented the grant request for up to \$10,000 and introduced the applicant, James (Kip) Moyer. The Commissioners' questions were addressed by Lauren Clementino, James (Kip) Moyer, and Sara Dechter, Comprehensive & Neighborhood Planning Manager.

Moved by Emily Dale, **seconded by** Alec Overmann to approve a Level 1 historic signs and facades grant application at 822 W. Grand Canyon Ave. for the replacement of non-historic and historic windows and exterior painting with the condition that Lauren Clementino approved the window selection administratively.

Vote: 5 - 0 - Unanimously

7. GENERAL BUSINESS

A. To appoint a 3-person standing subcommittee for review of Flagstaff Register of Historic Places nominations.

- Lauren Clementino provided a brief introduction to the Flagstaff Register of Historic Places and opened the floor for nominations. Vice Chair Alec Overmann, Commissioner Emily Dale, and Commissioner Jeanne Stevens were nominated, and a vote was conducted.

Moved by Duffie Westheimer, **seconded by** Jesse Dominguez to approve Vice Chair Alec Overmann, Commissioner Emily Dale and Commissioner Jeanne Stevens for a three-member standing subcommittee for reviewing Flagstaff Register of Historic Places nominations.

Vote: 5 - 0 - Unanimously

B. Historic Signs and Facades Grant Tracking - January 2026 Update

STAFF RECOMMENDED ACTION:
Discussion only.

- Lauren Clementino provided an update.

C. Overview of HPC and City past decisions regarding the David Babbitt House

STAFF RECOMMENDED ACTION:

There has been a recent news article on the David Babbitt House. Staff will give a brief overview of past decisions and gather questions for a future presentation.

- Sara Dechter provided a brief overview of past decisions. A discussion followed, and Commissioners' questions were addressed by Sara Dechter and Lauren Clementino.
- Public comments were provided by
 - Karen Malis-Clark
 - Phil Scandura
 - Dawn Tucker.
- A special meeting was requested for January 26, 2026 for the Commission to take possible action on drafting a letter from the Commission to City Council recommending acquisition of a landmark structure by the City. Staff will verify Commission and staff availability to see if a quorum can be established at a time with adequate staffing.

8. REPORTS

A. APPROVALS

1. 2100 N. Kramer St. Cultural Resource Study Letter Report

PROPERTY INFO:

Permit Number(s): PZ-25-00245, PZ-25-00225-01

Address: 2100 N. Kramer St.

Type of Approval: Cultural Resource Study Letter Report

Approval Date: December 11, 2025

FINDINGS:

Report reviewed and approved by the HPO. No significant cultural resources eligible for listing in the National, State, or Flagstaff Registers of Historic Places were identified within the study area.

INFORMATION:

EnviroSystems Management, Inc. conducted a Class III pedestrian archaeological field survey of 10.8 acres of vacant, undeveloped, private land ahead of proposed development. To ensure that there were no cultural resources that would be impacted, 10.8 acres was surveyed to create a buffer around the 5-acre area being developed. The findings were documented in a Letter Report Cultural Resource Study.

- Lauren Clementino provided a summary.

2. 418 S. Leroux St. Phase 2 Cultural Resource Study

PROPERTY INFO:

Permit Number(s): PZ-25-00224

Address: 418 S. Leroux St.

Type of Approval: Phase 2 Cultural Resource Study

Approval Date: December 15, 2025

FINDINGS:

The updated Phase 2 Cultural Resource Study for 418 S. Leroux St. was reviewed by the Heritage Preservation Officer and determined to have met the conditions for resubmittal.

INFORMATION:

The Heritage Preservation Commission approved the Phase 2 Cultural Resource Study for 418 S. Leroux St. by Cornerstone Environmental Consulting, LLC on November 19, 2025 with conditions to make changes to the study and resubmit to the Heritage Preservation Officer to approve administratively. The conditions included making corrections to the report such as distinguishing between the Hispanic and Basque communities in the text, correcting photograph numbers, and correcting names to remove the acronym PROS. An additional condition was to conduct consultation with relevant community organizations, including the Southside Community Association and Flagstaff Nuestras Raices. This consultation was conducted and new information gained from this outreach was added to the report.

The Heritage Preservation Commission also approved an additional mitigation condition for Cornerstone to LiDAR scan the building materials during demolition and create an interactive 3D model. The 3D model has not yet been submitted for HPO review.

- Lauren Clementino provided a summary.

3. 109 N. Leroux St. Certificate of No Effect

PROPERTY INFO:

Permit Number(s): PZ-25-00257

Address: 109 N. Leroux St.

Type of Approval: Certificate of No Effect

Approval Date: December 23, 2025

FINDINGS:

The Certificate of No Effect application for removing concrete debris and tar from the north exterior rock wall was reviewed and approved by the Acting Heritage Preservation Officer, Sara Dechter.

INFORMATION:

This property is located within the Downtown Historic Overlay Zone. It is outside the boundaries of the Railroad Addition Historic District. The proposed plan to remove concrete debris and tar from the rock exterior was determined to meet the criteria for a Certificate of No Effect.

- Lauren Clementino provided a summary.

B. CONSULTATIONS

1. Kinsey Elementary School Monopine Tower Section 106 Consultation

FINDINGS:

No known cultural resources are located within the project area based on HPO project records. The HPO requested to receive a copy of the forthcoming cultural resource survey report.

INFORMATION:

Environmental Assessment Specialists, Inc. (EAS) on behalf of AT&T Mobility, LLC (AT&T) submitted an invitation to comment and identify known cultural resources in the project area for a telecommunications site. This was requested for compliance with Federal Communications Commission (FCC) Section 106 of the National Historic Preservation Act (NHPA). The project proposes construction of a new telecommunications monopine tower at 1601 South Lone Tree Road (Kinsey Elementary School). Field assessment for both historic properties and archaeological sites will be conducted, and then a determination will be made of the project's direct and indirect effects on eligible properties.

- Lauren Clementino provided a summary.

9. MISCELLANEOUS ITEMS TO/FROM COMMISSION MEMBERS

- Lauren Clementino announced that Caitlin Stewart has been appointed by City Council to the Heritage Preservation Commission.
- Lauren Clementino also shared that the Arizona Preserve America Youth Summit is returning to Flagstaff June 1-4, 2026 and that she sent information about youth registration via email to the Commission.
- Lauren Clementino reminded the Commission of the upcoming tour of the Babbitt Building downtown at Aspen and San Francisco (15 E. Aspen Ave.) before the regular February 18, 2026 meeting.
- The Commission is also invited to tour the restoration work currently underway at Riordan Mansion.

10. ADJOURNMENT

- The meeting was adjourned at 5:39 p.m.