

**MINUTES**

**HERITAGE PRESERVATION COMMISSION  
WEDNESDAY  
FEBRUARY 18, 2026**

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

**1. Call to Order**

- Chair Westheimer called the meeting to order at 4:08 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-Virtual  
JESSE DOMINGUEZ -Virtual  
JEANNE STEVENS-Virtual  
CAITLIN STEWART-Virtual

EXCUSED:  
ALYCIA HAYES

**3. LAND ACKNOWLEDGEMENT**

*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.*

- The Land Acknowledgment was read by Commissioner Stevens.

#### 4. Open Call to the Public

- Phil Scandura -- Discussed raising awareness about a project that combines two critical Flagstaff priorities: affordable housing and historic preservation, specifically regarding the El Pueblo Motel.
- David Hayward -- Shared that he made an offer to the current owner of the David Babbitt House. He is confident they will be able to save the former Catholic school, St. Mary's.
- Margaret Hangan -- From Williams, provided a brief update on some successes she's had with her Heritage Preservation Commission along Route 66.

*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 January 21, 2026.

**Moved by** Alec Overmann, **seconded by** Jeanne Stevens to approve the minutes from the regular meeting on January 21, 2026, with the following corrections: include the topic discussed during public comment and revise Chair Westheimer's comment regarding the special meeting request.

**Vote:** 6 - 0 - Unanimously

#### 6. GENERAL BUSINESS

- A.** Flagstaff Accessory Dwelling Unit (ADU) Model Plans Library and the Townsite Historic Overlay Zone  
STAFF RECOMMENDED ACTION:  
Provide direction on which, if any, of the pre-approved plans in the Flagstaff ADU Model Plans Library are likely to comply with the Townsite Design Standards and Guidelines.
- Lauren Clementino (Heritage Preservation Officer), Genevieve Pearthree (Sustainability Analyst), and Jaime Larson (Housing & Transportation Vista) gave a PowerPoint presentation. A discussion followed, during which questions and concerns from the Commissioners' were addressed by Lauren Clementino, Genevieve Pearthree, and Jaime Larson.
- B.** Proposed Brannen Historic Overlay Zone Update  
STAFF RECOMMENDED ACTION:  
Discussion only.
- Lauren Clementino gave a presentation and provided an update.
- C.** Historic Signs and Facades Grant Tracking - February 2026 Update  
STAFF RECOMMENDED ACTION:  
Discussion only.
- Lauren Clementino gave a presentation and provided an update.

## 7. REPORTS

### A. APPROVALS

#### 1. 615 W. Birch Ave. Certificate of No Effect

PROPERTY INFO:

**Permit Number(s):** PZ-25-00236, CC-25-03132

**Address:** 615 W. Birch Ave.

**Type of Approval:** Certificate of No Effect

**Approval Date:** January 14, 2026

FINDINGS:

The Certificate of No Effect application was reviewed and approved by the Heritage Preservation Officer.

INFORMATION:

The project proposes to install fencing and a detached shed behind the primary historic structure. Fencing and sheds are considered minor alterations that have a limited impact in relation to the total cultural resource. No work is proposed on the primary structure.

The primary structure was constructed in 1920 at 12 N. Hillside St. and moved to this location in 2023. It is located within the Townsite Historic Overlay Zone and is a contributor to the Flagstaff Townsite Historic Residential District. The proposed project was determined to meet the criteria for a Certificate of No Effect.

- Lauren Clementino provided an update.

#### 2. 224 S. Kendrick St. Certificate of No Effect

PROPERTY INFO:

**Permit Number(s):** PZ-26-00008,

**Address:** 224 S. Kendrick St.

**Type of Approval:** Certificate of No Effect

**Approval Date:** January 26, 2026

FINDINGS:

The Certificate of No Effect application was reviewed and approved with conditions by the Heritage Preservation Officer.

INFORMATION:

The Our Lady of Guadalupe Church and convent buildings are located within the Landmark Overlay Zone. The Our Lady of Guadalupe Church is individually listed in the National Register of Historic Places and the church and convent buildings are contributors to the Flagstaff Southside Historic District. This project proposes reroofing in-kind for the convent building. Reroofing in-kind is considered a minor alteration that has a limited impact in relation to the total cultural resource and was determined to meet the criteria for a Certificate of No Effect. However, per Ordinance 2019-29 which established the Landmark Overlay for this property, a restoration plan must be developed for the convent and completing this requirement was added as a condition of approval. Per the Ordinance's Section 4 (below), additional City permits for the property, unless for life/safety purposes, may not be issued until the restoration plan is approved. The restoration plan will be reviewed by the Heritage Preservation Commission when developed. *SECTION 4. That, within 3 years of enactment of this ordinance, the Owner shall submit to the Heritage Preservation*

*Commission and receive approval for a "restoration plan" to restore the historic integrity of the former convent on the Property and to provide for the life/safety of the public and the building's occupants.*

*The submission must be reviewed by the State Historic Preservation Office prior to its preservation to the Commission. The Heritage Preservation Commission's decision will be the only approval required for the restoration plan and will be appealable to the Planning and Zoning Commission. In the event that the Owner fails to obtain an approved restoration plan with the 3-year time frame, the LO designation will remain on the property, but the owner will not receive any City permits for the property, unless for life/safety purposes, until the restoration plan is approved.*

- Lauren Clementino provided an update.

### 3. 107 E. Birch Ave. Certificate of No Effect

#### PROPERTY INFO:

**Permit Number(s):** PZ-26-00020

**Address:** 107 E. Birch Ave.

**Type of Approval:** Certificate of No Effect

**Approval Date:** January 29, 2026

#### FINDINGS:

The Certificate of No Effect application was reviewed and approved by the Heritage Preservation Officer.

#### INFORMATION:

This project proposes reroofing in-kind. This building has a flat roof that is not visible from the street. Reroofing in-kind is considered a minor alteration that has a limited impact in relation to the total cultural resource and was determined to meet the criteria for a Certificate of No Effect. This building is a contributor to the Railroad Addition Historic District and is located within the Downtown Historic Overlay Zone.

- Lauren Clementino provided an update.

### 4. Two Spot Logging Train Replacement Logs Update

#### PROPERTY INFO:

N/A

#### FINDINGS:

Replacement logs were installed on the Two Spot logging train's log carrier on February 5, 2026.

#### INFORMATION:

City Beautification, Arts & Sciences Program staff and the Heritage Preservation Officer presented *Conservation Considerations for "Two Spot" Logging Train* to the Heritage Preservation Commission on September 17, 2025. Staff recommended replacing deteriorated logs on the Two Spot's log carrier and the Commission supported this recommendation. Beautification, Arts & Sciences Program staff have since worked to source replacement logs. Ponderosa pine logs sourced from the U.S. Forest Service were selected. The original logs could not be replaced with the same size due to availability constraints. The new logs measure approximately 14 to 20 feet in length, which is shorter than the original logs. To maintain the visual integrity of the train bed, the logs were arranged in two stacked layers to create the appearance of a full load. Logs were treated with linseed oil and cured offsite prior to installation to reduce deterioration and extend their lifespan.

- Lauren Clementino provided an update and shared photos of the newly installed logs.

**8. MISCELLANEOUS ITEMS TO/FROM COMMISSION MEMBERS**

- Lauren Clementino reported that someone has been reviewing city agendas and attempting to scam recent applicants through wire transfer requests. She noted that measures have been implemented to address and prevent this issue.
- Lauren Clementino shared updated details regarding the Babbitt Building Tour, which has been postponed until next month, March 18, 2026 at 2:30 p.m., because of inclement weather.
- Commissioner Dale inquired about the potential demolition of SBS West, and Lauren Clementino provided a response.

**9. ADJOURNMENT**

- The meeting was adjourned at 5:35 p.m.

SIGNATURE LINE

CHAIRPERSON

*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.*