

**Action Minutes**  
**City of Sedona**  
**Historic Preservation Commission Meeting**  
**Vultee Conference Room, Sedona City Hall, Sedona, AZ**  
**Monday, June 10, 2013 – 4:00 p.m.**

**(15 minutes, 4:00 - 4:15 pm for items 1 - 4)**

**1. Verification of notice, call to order, roll call and Pledge of Allegiance.**

Chairman Unger called the meeting to order at 4:00 p.m.

**Roll Call:**

**Commissioners Present:** Chairman Brynn Burkee Unger, Vice Chairman Allyson Holmes and Commissioners Catherine Coté, Ann Jarmusch, Charlie Schudson and Steve Segner. Commissioner Jane Grams was excused.

**Staff Present:** Karen Daines, Nick Gioello, Audree Juhlin, Donna Puckett, Kevin Snyder and Brenda Tammarine.

**Council Liaison Present:** Councilor Dan McIlroy

**2. Public forum for items not on agenda. Limit of 3 minutes per presentation. (Note that the Commission may not discuss or make any decisions on any matter brought forward by a member of the public.)**

*Chairman Unger opened the public forum and having no requests to speak, closed the public forum.*

**3. Commission and staff announcements and summary of current matters.**

Chairman Unger announced that she would like to address agenda item 6 after agenda item 7 and/or agenda item 8, and there was no objection. The Chairman also reminded the Commissioners attending the Historic Preservation Conference to submit all receipts by the 20<sup>th</sup>.

**4. Approval of Minutes: May 13, 2013 (SV) and May 13, 2013 (R)**

***MOTION: Commissioner Segner moved to accept the minutes as written. Vice Chairman Holmes seconded the motion. VOTE: Motion carried six (6) for and zero (0) opposed. (Commissioner Grams was excused.)***

**3. Commission and staff announcements and summary of current matters. (continued)**

Donna Puckett announced that the next meeting on July 8<sup>th</sup> has been canceled and changed to July 15<sup>th</sup>, for Commissioner availability. Additionally regarding the receipts from the conference, please remember to get a hotel room receipt.

**5. Discussion regarding possible relocation of the historic “Telegraph Station” from a private property outside of the City limits to the City’s Jordan Historical Park located at 735 Jordan Road. (4:15–4:30 p.m.)**

A packet of information regarding this request was provided to the Commission, and staff discussed the procedural steps of the public hearing process. Staff explained that this request is unique in that the City is co-partnering with the Sedona Historic Society in bringing this request forward, and

the purpose of this discussion, similar to a P&Z work session, is to let the applicants know what additional information, if any, the Commission will need.

Janeen Trevillyan and Ron Maseen, representatives of the Sedona Historic Society, joined the discussion and explained that there are three proposed locations on the site plan. Site #3 is their preference, because of operational considerations for the structure to be available to the public, a better customer experience, and more readily available electrical at that location. The Commission then referenced concerns about the creation of a campus and the appropriateness of placing such a building next to and separate from a designated building.

The applicants then identified the information they plan to bring forward as follows:

- A formal application and Letter of Intent
- The checklist of everything for a Certificate of Appropriateness, including:
  - Current photos of the existing historic buildings
  - Elevations of the existing buildings
  - Materials of the proposed structure
  - Description and photos of the proposed structure
  - A Landscape Plan
  - A Site Plan
  - Exhibits of each proposed location with photos showing what would be seen from the historic buildings.
  - The Secretary of Interior's Standard #9, which is shown in Exhibit 8.B and has eight points.
  - Information about the Telegraph building itself.
  - Illustrations to show what the building would like, in certain photographs.
  - Letters of support are being requested from a historic preservation consultant and historic preservation architect, in addition to an Opinion of Eligibility from SHPO.
  - Commissioners were encouraged to individually visit the site before the hearing, and the three proposed sites will be staked.

The Commission requested the following additional information:

- A copy of the National Register nomination for this property.
- Distances from the historic structures to Site #3 on the site plan.
- An explanation of the technicalities that the Commission needs to understand in the application.
- Continue to provide a number of proposed locations on the site, rather than just one.
- How this has been approached in other places.

Staff explained that the City Council heard this item about a month ago, and the Council approved bringing it forward to the Historic Preservation Commission for consideration of a Certificate of Appropriateness. If the Commission says it is not appropriate, that would be the final decision, although the Sedona Historical Society could appeal that decision to the City Council. Additionally, the Parks & Recreation Commission reviewed it and had no issues, so those two reviewing agencies support it. Staff then recommended that the Commissioners individually take a look at the three proposed locations, and the Staff Report and packet will be available the end of June for a July 15<sup>th</sup> public hearing date. Staff will also talk with SHPO as part of that report.

*No action was taken.*

**7. Discussion regarding ideas and opportunities for development and operation of future staff-driven entities. (30 minutes, 5:00 – 5:30 p.m.)**

The Commission and staff discussed statutory requirements and the related ordinances created by the City Council that can be revised, amended or repealed by the City Council. Staff also explained that a final decision about what the new structure will look like has not been made, and staff is meeting with each Commission to discuss what the new structure for citizen engagement might look like. Staff would like to see as many existing Commissioners as possible continue on project

teams, task forces, work groups, etc., according to the City Council's prioritization, as well as engaging others that may not want to make a two or three-year commitment.

The Commission and staff then discussed the Commission's concerns regarding the change and plans for the future handling of historic preservation functions. The Commission indicated that a core group of knowledgeable people, possibly as a standing committee, will be needed, etc.

*Note: Commissioner Schudson left the meeting at approximately 5:45 p.m.*

*No action was taken.*

**8. Discussion regarding ideas and recommendations for a successful Citizen Engagement Program. (30 minutes, 5:30 – 6:00 p.m.)**

See agenda item 7; the discussion of agenda items 7 and 8 were combined.

*No action was taken.*

**6. Discussion regarding key Work Plan priorities for 2013-14 (30 minutes, 4:30 – 5:00 p.m.)**

The Chairman distributed a handout of 2013-2014 Commission work items, and staff explained that all information from the Commissions will be given to the City Council. The Chairman then noted that the Commissioners have not received a thank you from the City Council for their years of service, and the Commission continued to express concerns regarding how the work items listed would be addressed in the future.

The following observations were mentioned by the Commission in relation to the work items listed:

- There needs to be a standing committee.
- The following work items are in addition to things that would be referred to P&Z:
  - College/high school students could help with the update of the Historic Resource Survey book, but the field work needs to be done by a standing committee.
  - Members of the public, as well as the standing committee, could review current landmarks to be sure they are being maintained.
  - The grant program needs to be changed. Staff agreed and explained that is an example of where volunteers could help establish a better program, and the City has a formal committee that looks at grants, so this could be incorporated into that grant oversight.
  - The brochure of Landmark properties was designed and printed by the Chairman and that isn't going to happen anymore. Staff explained that the City has software to do brochures, so that can be done at the staff level. One Commissioner mentioned that there also may be a volunteer graphic artist.

Staff again explained that the hope is that the Commissioners who have been involved and have a passion for historic preservation won't just walk away, because it is no longer a Commission structure and that there would still be interest in offering that volunteer effort. In the absence of volunteers, a lot of the stuff would probably fall off. The Commissioners then continued to express concerns about the change in structure and staff pointed out that the concept is to expand on how the Commission is already splitting up the duties of the Work Program, and the hope would be that those people would continue those program as volunteers; however, a concern then expressed was whether or not a committee would have a leader or be staff-led to dictate what the volunteers would do. Staff explained that when there is a project, staff would bring a group together, not for just ten extra hands, but for input and the community's perspective. The worker part of that would primarily be staff's responsibility, but some volunteers may want to be part of that too. The Commission then expressed concern that projects don't come from staff; however, staff provided examples of members of the community bringing ideas forward and ideas coming down from Council.

The Chairman acknowledged that there are some things on the work item list that could involve more people, but if Commissioners feel they are just going to be told what to do, the City won't get many involved. The Commission then continued to discuss concerns about the change in Commission structure and indicated that the City is going to need a core group. Staff was asked to bring back what is put together and the revised ordinances, before going to the City Council, and staff indicated that a plan will be developed that addresses those concerns and staff will come back to the Commission. Commissioners then discussed their feelings about the process used, the information given to Council, etc., and indicated that if staff produces something that seems feasible to the Commissioners, staff might get some of them back on board, but might not.

*Note: Commissioner Coté left the meeting at approximately 6:35 p.m.*

One Commissioner suggested not disbanding the Commission until after the Brewer Road property is addressed, although Staff explained that a group of volunteers would probably be asked to put a Master Plan together for that property.

*No action was taken.*

**9. Discussion regarding future meeting dates and future agenda items. (5 minutes, 6:00 – 6:05 p.m.)**

The next meeting will be July 15<sup>th</sup> and Commissioners may report on sessions they attended at the Historic Preservation Conference.

**10. Adjournment.**

The Chairman called for adjournment at 6:45 p.m., without objection.

Respectfully Submitted,

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Donna A. S. Puckett, *Recording Secretary*

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Date