

Summary Minutes
City of Sedona
Historic Preservation Commission Meeting
Vultee Conference Room, 102 Roadrunner Drive, Building 106, Sedona, Arizona
Monday, September 19, 2016 – 4:00 p.m.

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

Chair Unger confirmed the meeting was properly noticed, called the meeting to order at 4:00 p.m., led the Pledge of Allegiance and requested roll call.

Roll Call:

Commissioners Present: Chair Brynn Burkee Unger and Commissioners Harry Danilevics, Kurt Gehlbach, Jane Grams and Allyson Holmes. Commissioner Segner arrived at 4:13 p.m. and Vice Chair Jarmusch was excused.

Staff Members Present: Warren Campbell, Audree Juhlin and Donna Puckett

Council Member(s) Present: Councilor Scott Jablow

2. Commission and Staff announcements

Warren Campbell announced that there are three vacancies coming up -- Chair Unger, Commissioner Danilevics and Commissioner Grams' terms are up, and we have been told that Commissioner Danilevics and Commissioner Grams are not re-upping, but Chair Unger's application is in and we do have three applications. The gentleman in the back is one of our prospective candidates, and applications are due on Thursday if you know anyone interested.

Chair Unger announced that Councilor Jablow was in attendance.

3. Approval of the July 11, 2016 minutes

MOTION: Commissioner Holmes moved to approve the minutes.

Audree Juhlin explained that this item would have to be tabled, because we don't have a quorum of those who were present. Chair Unger then added that she, Commissioner Holmes, Vice Chair Jarmusch and Commissioner Segner would have been the four present, so we will table it to the next meeting.

4. Discussion/possible action regarding an ordinance and resolutions amending the Sedona Historic Preservation Commission Operating Rules and Procedures, Sedona Land Development Code, Section 303, Historic Preservation Commission, and Article 15, Historic Preservation Ordinance, to reexamine the City's preservation philosophy, clarify existing regulations, and establish a process for a Certificate of No Effect to allow for an expedited review process for certain types of alterations, repairs, and maintenance.

Presentation, Warren Campbell: Warren indicated that we are at the conclusion of this process if everyone feels it is appropriate to forward a recommendation to the Planning & Zoning Commission today. The specific changes made since the last meeting, which included wanting to incorporate what we heard at the Historic Preservation Conference and, in revisiting this, we came across a few other areas that we should be amending in Section 303 that has some redundancy in it and the Operating Rules and Procedures for the HPC.

Warren stated that there are five bullet points that basically highlight changes to the Operating Rules, to reflect some of the changes we wanted to make to the schedule. It had been written that we would meet monthly, and we had talked about trimming that down, so he worked on some

language to trim it to fewer meetings. We also looked at amending the duties and found in Section 303 that we had been working on the duties as listed in 1505.06, but they were duplicated in Section 303.01, and the other Boards and Commissions have their duties in Section 303, so we felt that it was better to amend the duties, as we had been talking about in 1505.06, in Section 303.01, and then remove them from Section 1505.06, so they weren't redundant. What we discovered is just what we always fear; we were working on them in one area and weren't aware that they were duplicated in another area as well, and we were massaging one and not the other, so we are getting rid of some of that redundancy. We additionally moved some of the statements about the Commission's time to act out of Section 303 and into Section 1509, because it already talked about our timing and how we will address applications, so again, it eliminates some redundancy.

Warren then explained that one change that was not discussed was that the City Attorney asked us to remove some added language. We had added "misconduct" in Section 1505.02, Term of Office, as one reason to remove a member from the Board. That language is in other documents that talk about how and under what circumstances the City Council can remove somebody, and the City Attorney left it was better to leave it in that realm of regulations.

We then added some language about architectural documentation prior to demolition of historic buildings that are 50 years of age or older, and that is for buildings that are not designated landmarks. Designated landmarks have a much more extensive process, and they have to prove that there is no longer any economic viability to restore or reuse them before they can be demolished. This language just talks about giving us some photos and a little write-up for any building 50 years and older that is not a designated landmark. It is meant to be simple, so people don't balk at doing it, but at least we get some record before it is gone.

Going through the actual documents, Warren referenced Section 303 of the Land Development Code, which identifies the Historic Preservation Commission. This section describes the powers and duties of the HPC, and they are the exact same as in Article 15. We had been massaging them in Article 15, but not in Section 303, so all of those changes were moved to Section 303 and deleted from Article 15. The text is highlighted in yellow to identify the changes made since the last meeting.

Warren stated that Vice Chair Jarmusch suggested changing Section 303.01.L from, "When City Council approval is *appropriate* . . ." to "When City Council approval is *required* . . .", and we can discuss that later. He removed Section 303.02, because it occurs in Article 15 as to how fast and how we will react to applications submitted, and we then get into Article 15 with the new section added to do the Tucson process that we heard about, which they designed to be very simple and we agreed we should do the same. Anybody can go out and take photographs and type up any history they know about the property and that is pretty much the minimum requirement. If they have more, they can give us more and that would be great. It is meant to get something on file for posterity's sake.

Warren noted that there were no new changes to the definitions and Section 1505.06 was stricken, because it was moved into Section 303. The next highlighted area is the process for documentation where he added Section 1512, Architectural Documentation Prior to Demolition of Historic Buildings", which includes all of the proposed regulations. Basically, current photographs of the front, rear and sides of the building to be completely or partially demolished are required. They may be demolishing part of the building that has been added over time, but we are concerned about the parts that are 50 years and older. Any older photographs would be great as well as any written history of historic events that occurred there that are known by the applicant. We also ask for some optional information, such as any floorplans with measurements and dimensions, photographs of interior rooms and context photography, etc., and we will keep a copy in our files.

Warren then referenced the HPC Operating Rules and Procedures and read the proposed text as follows:

"The HPC shall hold a public hearing a minimum of four (4) times per calendar year. Dates for public hearings shall be noticed according to all legal noticing requirements. Meetings should typically occur on the second Monday of the selected months, commencing at 4:00 p.m. in a meeting room at Sedona City Hall. Any meeting may be rescheduled by the Chair or by a majority vote of the members providing that legal noticing requirements are met."

Warren explained that the City Attorney also requested that in all HPC meetings, Robert's Rules of Order shall be observed, to the extent practical . . ."

Note: Commissioner Segner arrived at 4:13 p.m.

Chair Unger indicated that they left the Mondays in there so they can all have that sort of tickler, in case there are meetings on those Mondays. We will probably have plenty of warning, but people should have that on their calendar, because if we just start this thing floating, the possibility of not having those dates open could be possible. We will leave this as a marker for the months we meet, but realistically, we don't need to meet more than four times as we have discussed in the past, but we will leave that marker there so we know those are possible meeting dates.

The Chair then asked if there were any questions and explained for Commissioner Segner that for the future we are talking about recognizing some buildings that are not landmarked, and we do have some on record as being worthy of recognition. It can be knocked down if it is not landmarked, so we are asking people who are thinking of destroying those buildings to give us some information, so we may lose it physically, but not historically.

Warren asked that if anyone was going to make a motion to please include or don't include Vice Chair Jarmusch's recommendation. Chair Unger indicated that it makes sense; it is a difference in the strength of the word. Warren Campbell explained that it just came in, so he didn't have time to critically think about it and he will have the attorney re-read it before going to Planning & Zoning, so he doesn't see any harm. Commissioner Segner noted that Planning & Zoning can change it if they want, so go with the stronger and if they want, they can make it less. Chair Unger noted that it is sort of odd to put "appropriate" there anyway; however, Audree asked to give a little different perspective in that there may be times where it is not required for the Commission to provide information up the chain, so she would keep it more flexible. By putting "required", you are tying your hands and saying only when it is required and many times what you do is not required.

Chair Unger noted that Audree is looking at it from the other standpoint, and Audree explained that she is looking to give the Commission as much flexibility as possible, and she doesn't want to tie the Commission's hands any more than we need to, so if something needs to go forward that is just your thoughts, then . . . The Chair then stated that gives us more opportunity to step-in, so her consideration would be to leave it. She then asked if anyone else had an opinion and Commissioner Segner stated that he guessed so. Chair Unger stated that "appropriate" would be left, because Audree had a really valid point. She then added that taking everything out of Article 15 and putting it in Section 303 and leaving it in one place, and then in Article 15 doing what it did works for her; that is an appropriate thing to do.

The Chair then called for a motion for approval or denial.

MOTION: Commissioner Holmes moved to forward a recommendation of approval regarding PZ15-00015 to the Planning & Zoning Commission to approve a resolution and an ordinance amending the Sedona Historic Preservation Commission Operating Rules and Procedures, Sedona Land Development Code Section 303, Historic Preservation Commission, and Article 15, Historical Preservation Ordinance, which reexamine the City's preservation philosophy, clarify existing regulations, and establish a process for a Certificate of No Effect to allow for an expedited review process for certain types of alterations, repairs and maintenance. Commissioner Grams seconded the motion.

VOTE: Motion carried six (6) for and zero (0) opposed. Vice Chair Jarmusch was excused.

5. Discussion regarding future meeting dates and future agenda items [Bring your Calendars]

- **October 10, 2016**
- **November 14, 2016**

Chair Unger noted that the members that will be leaving the Commission, Commissioner Grams and Commissioner Danilevics, will have their last meeting in November, so they will be included for the next couple of months. We had discussed the other non-landmarkable but recognized properties, but she didn't know if the City had something else.

Warren Campbell stated that on October 10th, we are planning to bring before the Commission the Ranger Station Park design, if we have a quorum. There are two variations that are kind of options, and the City Council will be deciding which options to include or phase in later, so we want to present what the designers have been working on, because we are getting ready to take that to the Planning & Zoning Commission and City Council.

The Chair then noted that, given the fact that we are going to have a changeover of two members in November, bringing up anything for next year would probably be best suited for December or January, but maybe at the same meeting, we can discuss what we might want to think about for recognition. She doesn't see anything else that we need to approach this year, but within the next year, we have a couple of properties that are worthy of landmarking and one is the Babbitt property. She doesn't know that she wants to invest the time right now, because that is going to take some doing and background work, so we need to talk with staff in terms of what time we have allotted, because they will have to do research on that, but she doesn't see that happening between now and the end of the year. Additionally, planning for our May events is moving probably into December; however, she would like to have more of a running start, because for members of the Commission, as appointed by the City, it would be good to get those figured out sooner.

Warren Campbell suggested keeping in mind that we had talked about partnering Historic Preservation Month with the Ranger Station property's 100th anniversary, and we were contemplating rolling all of that into a soiree, so we will figure out what monies were budgeted.

The Chair then asked Commissioners to look at their calendars for October 10th and let Donna Puckett know if they would be present. Commissioner Gehlbach asked if Columbus Day interferes with that day and Audree indicated that it is not a holiday. All Commissioners present then indicated that they were okay with the 10th.

6. Adjournment

The Chair adjourned the meeting at 4:27 p.m. without objection.

I certify that the above is a true and correct summary of the meeting of the Historic Preservation Commission held on September 19, 2016.

Donna A. S. Puckett, *Administrative Assistant*

Date