

Summary Minutes
City of Sedona
Historic Preservation Commission Meeting
Vultee Conference Room, Sedona City Hall, Sedona, AZ
Monday, February 9, 2009 – 4:00 p.m.

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: Chairman Brynn Unger, Vice Chairman Greg Ruland and Commissioners Richard Mayer and Marjorie Miller

Staff: Kathy Levin, Donna Puckett and Jessica Williamson

Council Member: Vice Mayor Bradshaw

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).**

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

3. **Consent agenda:**

a. **Approval of minutes of January 12, 2009 meeting.**

Chairman Unger indicated that we need to have the approval of the minutes of the January 12th meeting.

MOTION: *Commissioner Miller so moved. Commissioner Mayer seconded the motion.*

VOTE: *Motion carried four (4) for and zero (0) opposed.*

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

Kathy Levin reported that the Selection Committee interviewed Noreen Wienges and will be recommending that she be appointed to the vacancy, with an appointment that would begin at the next meeting and continue until 2011. She also met with Doris Banks, who submitted a landmark designation application and gave Kathy wonderful books on her father about the Science of Meteorites, as well as the original plans for her home, and that is scheduled for public hearing in Council Chambers on March 9th. The new owners of Saddlerock Ranch are interested in seeing if the property would qualify for a listing on the National Register, and we were wanting to talk to the owner, do a site visit, and then get a preliminary reading from SHPO about its potential eligibility, and if they gave us the go-ahead, we will get a consultant on board to write that; it is in our proposed budget for next year, so she will keep the Commission posted. Additionally, we didn't have a quorum for our site visit to the Doodlebug Ranch, so each Commissioner can make separate arrangements with the owner, and that will be scheduled for consideration in April for designation as a local historic landmark.

Kathy distributed another draft budget with the proposed budget cuts; we have been directed by the City Council to make reductions in the 10% to 15% range, and not to submit any concept Decision Packages for new expenditures. Notably, the Small Grant Program is going to be submitted at \$12,000 and she has written a Decision Package for

that; the budget is not up for discussion today, but she wanted you to see that it reflects substantial cuts from \$30,000 to \$22,000, but it also leaves in place those things that you did take out, and she included an analysis that shows over the last three years that the Small Grant Program leveraged \$120,000 in private property owner funds against \$38,000 provided by the City, and four additional properties were landmarked plus one is pending.

Kathy requested that Commissioners interested in attending the HP Conference see her after the meeting; it will be held June 18 – 20 in Phoenix, and she will make your reservation. Chairman Unger indicated she will send the Commissioners the website to see what they will be talking about, and she will register herself, because she is going on her own, so other Commissioners can attend. Kathy indicated that four Commissioners can attend this year; next year we have only budgeted for two Commissioners.

5. Discussion/possible action on 2008-09 Historic Preservation Small Grants Program (30 min.)

Kathy Levin indicated that we have two applications, one for Doris Banks to re-roof for \$5,000 and one for the Art Barn, which was submitted for \$3,000, and then was revised for \$5,900 for the preferred bidder, requesting \$2,950. She, Vice Chairman Ruland, Commissioner Mayer and Jessica Williamson reviewed the applications, and then went to the applicants, told them what their omissions were and gave them 5 days to return them, and they did. The significant difference is that when the Art Barn came back they weren't able to satisfy our questions on the lower bidder, so they chose to resubmit with a larger bid from Sitts for \$5,900, so we have \$6,423 left of the \$15,000, and we feel that both have satisfied the requirements of the program and the evaluation criteria.

Jessica explained that the way the application and the requirements read, applicants get a certain number of points for satisfying certain sections of the application. When the points were added up, Doris Banks got 95 points and the Art Barn scored 75 points, so they were ranked 1 and 2. The reason Doris Bank's application received more points was she included the application for the landmark designation for 10 points, and she is giving more than a 60% match, which gave her another 10 points. The way the application process reads, "Grants will be awarded in the order in which the applications are ranked", so Doris gets the amount she requested, which is \$5,000, and the remaining money is available for the second-ranked applicant.

Commissioner Mayer indicated that his only problem is that Dick Sitts's estimate is high; it is too much money for what he is doing; he is hiring subs to do the work. Jessica explained that after we had informed them that the two bids, particularly the second bid was not an original, had not been dated and had not been signed. He attempted to get them to come back and do it, and they never returned his calls; he indicated he had trouble getting anybody to bid such a small job anyway, so this was the bid he got, and half of this estimate would be about \$3,000, but there isn't that much money available, so he would get \$1,400. Commissioner Mayer estimated that job is probably a \$3,000 job.

Vice Chairman Ruland indicated they had reviewed the paperwork, but if someone presents an application with a bid and it falls through after we have allotted the money, does that impact our decision, if they decide to go with a different contractor for the job. Kathy explained that yes, in fact this applicant put in for this same job 2 years ago, and then didn't follow-through and the funds were unused and not reallocated, because of the timing. Vice Chairman Ruland asked if we have deemed the bid to be acceptable for the purposes of granting money, and then after that is done, can the decision be made to substitute

contractors. Kathy explained that they can't substitute contractors without coming to us and starting over; this is based on this bid and the amount we are offering, but he doesn't have to accept it, which could be an outcome. Commissioner Mayer indicated he supposed it is not within the Commission's purview to assess if a contractor's bid is priced legitimately, but we should get value for the money we are granting people. They provided two estimates, but we should get three; Kathy pointed out that we ask for two in the application. Commissioner Mayer indicated we should get three, but it is up to you.

Chairman Unger indicated that we said they had to come back with two bids that were solid and they didn't, so is that something that should be taken into consideration, and she is not so sure that we shouldn't have three bids, because generally that gives you a more balanced look, and that might be something we need to think about in the future, although we can't look at that right now, but since we require two solid bids, are we allowing something without getting a full application? Kathy explained that what was omitted from the other bid was the signing, dating and address. The applicant tried to get them to make good on that, but failed to get Artisans to respond. Jessica pointed out that is not the bid they decided to go forward with; since they only had one bid that complied, they presented a letter saying that they couldn't get another bid. Commissioner Mayer indicated he has never heard of them and that is why he questioned it in the first place. Kathy read the letter, which also indicated that the ". . . Facilities Manager also called other companies trying to get bids, both recently and in the past, and based on those he has talked to, the job was too small to bother with for many licensed contractors".

Vice Chairman Ruland asked if we can look beyond the record before us to make the decision; can we take into account the history of this request and that you are saying they couldn't find another bid. The Chairman noted that she is uncomfortable that Mr. Sitts's wife is a big part of what SAC does, so it appears that somebody is asking for something and that doesn't look good. We are being asked to pay for something and there is a little thing that she is not comfortable with. Kathy indicated that he says, "Thus, he is changing his preferred bidder to Sitts and Company; we have worked very successfully with Sitts and Company in the past, so this is not an unhappy circumstance. Commissioner Mayer asked if she is on the board, and the Chairman indicated that her husband is asking for this money, so it could appear that we are granting something to someone, and if we had a solid second bid with a signature, she would feel more comfortable, because we could say the second one is close enough to it, but we don't have a signature on that bid, so she is uncomfortable, but she doesn't know how the other Commissioners feel. Vice Chairman Ruland and Commissioners Mayer and Miller agreed. Kathy indicated we would then reject the application with the single bid and because of concerns about the bidder's relationship to SAC. The Chairman explained that realistically we only got one bid, because the other bid was not signed, and we are rejecting it on that basis, rather than who submitted the second bid, and that is the more appropriate way to approach this. Vice Chairman Ruland indicated that if people are going to come before this Commission and ask for money, it would have made a big difference in his decision-making process, if he had known that the sole contractor is married to someone on the board, and he thinks it is appropriate grounds for rejection. The Chairman and Kathy clarified that we may need to confirm that she is on the board; she shows and works with them on a consistent basis, and Chairman Unger thinks she has been on the board in the past, but she doesn't know if she currently is, and before making that statement, we should know that is actually the case, but there is that concern on her part and on the Commission's part, but beyond that, we need to say that we need a solid second bid with all requirements, and we don't have that.

The Chairman asked if there are any questions about Doris Banks's request and there were none. The chairman then indicated we need to vote on whether or not we accept the application from Doris Banks, property address 39 Meteor Drive for \$5,000 for a roof.

MOTION: Vice Chairman Ruland moved that we grant the amount of \$5,000 to send this program to Doris Banks, and that we reject the application of Sedona Arts Center on the grounds that the application wasn't complete. Commissioner Miller seconded the motion. VOTE: Motion carried four (4) for and zero (0) opposed.

6. Discussion/possible action on events for Historic Preservation Month celebration in May 2009 (15 min)

Chairman Unger indicated that she spent some time with Janeen Trevillyan on Friday, and Janeen is willing to help with the event the Chairman proposed, which is doing an event at the Forest Service buildings on ILX's property. We had discussed HPC joining with ILX and Chamber Music Sedona, and they are willing to have the Burnett Family Bluegrass Band available on Friday afternoon. Janeen and Commissioner Miller will probably man this with her, and we will have probably a 2-hour program possibly starting at 3:00 p.m.; the historical society will bring a table with some of their materials, and we will do a dedication of a plaque for the National Register designation for the Forest Service buildings, and then there will be some refreshments. The bluegrass band will probably be there for an hour from 4:00 p.m. to 5:00 p.m., and she will talk to ILX to see what we can do with them; they may have chairs that we can use.

Her issue is where they are going to perform; we may have something on the raised portion of the property by the housing, but if Commissioner Mayer has any thoughts, she would like to know how best to make it comfortable for them to perform. Commissioner Mayer indicated the first question is if you want to amplify the event. The Chairman indicated that we may have to ask them; we have electricity in both buildings and the houses. Commissioner Mayer pointed out that if they want it more intimate, they may get by without using microphones. Chairman Unger indicated it will probably be on May 1st, and they will come Friday afternoon; afterwards, the band will move into a couple of the galleries in Uptown. She feels this will be more of a family event after school hours, but she has to ask ILX next; it would actually be a 4-group event. The historical society indicated that if we can't get this together at the barn, we could probably do it at the apple barn, but we would like to make it something that recognizes the historical properties. We will also talk to Vice Chairman Ruland about some of the publicity.

Commissioner Miller indicated that we probably envision sending a lot of invitations to SHPO, etc, and we can use the same list that we used for the Hummingbird House, but we will need a little lead time to have those printed. Chairman Unger added that we may also want to do some postcards to get the message out, and we will want to invite the Mayor and City Council, etc. Commissioner Mayer suggested that we also include the owners of the landmarked structures in town. They should be invited to everything; Kathy suggested getting them special name tags.

Commissioner Miller indicated that it would be really important to have it on-site. Kathy indicated that the plaque is not ready, and Chairman Unger indicated that we need to get that together pretty soon. This may be our big event for May, but we may want to consider having a group of people over to the Madole house, although she wouldn't want to do a mid-century tour then. The Chairman indicated she will contact ILX to get their approval and Vice Chairman Ruland indicated that Nate Hansen is their P.R. person.

Kathy asked if they have tents that can be rolled out for shade and Commissioner Mayer indicated that the band will need shade. Chairman Unger indicated that she has looked inside the barn, and we may see about opening that up with the performers inside, which would be nice, because it gives you a view of the inside. The HPC has some funds for this, but we want to work with our partners to see what we can do. Commissioner Miller indicated it is a good combination, and the Chairman indicated that when we did this a couple of years ago, it really brought a lot of people into their concert over the weekend.

7. Discussion/possible action on proposed 2009 Sedona's Most Endangered Places brochure.

Chairman Unger distributed copies of the proposed brochure and recapped that we had discussed keeping the same properties on the list, with a change in the coloring for the next brochure. There were some other things she had a concern with in the original brochure, for example, the back ended up being a continuation of the previous page, and she thought there was space to do a little more about the Commission, so she changed the color, changed the front picture to one of the other homes, took the information that Janeen Trevillyan had done on the purpose and criteria for the list and truncated it, and then made it a bit smaller, so it fits on one inner page, and she thought maybe we should have the same message on the backs of our brochures, but the other brochure needed a little updating too, so she wrote something, but would like feedback on it and the layout. She revamped it, added a few things and put the Mission Statement on the back, and then the next paragraph is about our mission, including Sedona's Most Endangered Places, and this is a paragraph on all of our different brochures that we could change. Then, she said, "The Historic Preservation Commission welcomes the input from the public. Without your help, we may miss important pieces of our past." She is more than willing to accept any changes. Vice Chairman Ruland offered to edit it and get it back to her; he likes the colors and the way it is laid out. He has some stylistic things he might criticize, but it is a really good product.

Chairman Unger indicated that the National Trust for Historic Preservation's Most Endangered Properties comes out in May, but she doesn't know that we need to do that. She likes having this, because it gives us another chance to project this to the public, so she is not really in favor of changing our timing on this, but 2008 Historic Most Endangered Places is still on the National Trust's list and won't be changed until May. Kathy suggested that the house shown on the front be the first one you read about on the inner page. The Chairman indicated that is not a problem; the only one that is difficult is the one with the irrigation ditch. She encouraged the Commissioners to email any suggested alterations.

8. Discussion/possible action on 2008-09 Commission Work Plan and commissioner involvement in Work Plan tasks (30 min.):

a. Education and Public Outreach

The Chairman indicated that she and the Vice Chairman met to discuss what he feels he wants to do, and Vice Chairman Ruland indicated that he left it that he will do what she tells him to do. He understood that the new Commissioner wanted to be involved with that aspect, so it made sense to hold off, and the Chairman had some specific ideas about what that might look like, and he was agreeable to all of those. The Chairman indicated that we spoke about doing the scavenger hunt, which is a brilliant idea, and we may be able to run it with the historical society. There is a concern that we aren't the historical society and vice versa, but in this case, we can make it a way of delineating between the two, but it is a good idea. She also thought for the prize, we could contact businesses and have a child tour the State Capitol or something, so we could bring the City Government and historic preservation together, and she would

basically be looking for Vice Chairman Ruland and hopefully Noreen Wienges to be involved. Kathy confirmed that if Noreen is approved tomorrow, she can start work right away. The Chairman indicated that she will start looking at the webpage and would like any input possible by the next meeting. It currently is hard to find out who we are and what we are doing.

Commissioner Mayer indicated that the final two photomurals were manufactured; they are the [Bennett]-Purtymun Cabin and the Williamson house in Uptown. Chairman Unger indicated it would be nice if those are a part of the ones hanging in the Council Chambers. Commissioner Mayer indicated the only problem is the doors are locked a lot of the time; we have no public viewing space for our history, but it would be nice to have them as a group. Vice Chairman Ruland pointed out that on a regular basis, the Court is in there; that is prime real estate to display those and it is an honor to put them in the Chambers, and he thinks that is where they should go. Chairman Unger indicated that we will really depend on Commissioner Mayer to make a determination as to where they should go, because you understand what they can project so well. Kathy indicated that we may be able to reference the other two by saying they are hanging at the City Manager's Office or wherever, if we can't place them all in the Council Chambers. Vice Chairman Ruland indicated that the Commission would support whatever Commissioner Mayer decided.

b. Survey Field Work

Commissioner Mayer indicated he went through everything we assembled and it is a mess; people took photographs of dark buildings and some wrote so small on the identification placards that you can't read them. Neighborhoods are missing, so he went through everything with Jessica, and either people went to the same neighborhoods or we duplicated some things, but we are missing at least four neighborhoods. Kathy indicated she has everything on her computer. The Commissioner indicated that if they aren't done, he is just going to go out and re-shoot them. Chairman Unger asked if it would be ready by the next meeting, because she doesn't want to push too hard. Commissioner Mayer indicated yes, he wants to get it done, and he wants to get an outline of how to do this in the future, with examples. Maybe have it assigned to two people and not everybody. Chairman Unger indicated it is hard, when we are all running around. Commissioner Mayer indicated there should be one camera and one format. The Chairman asked if the survey that has been done is responsible enough for our goals, to let it stand or do we need to take a better look at it. Commissioner Mayer indicated it is the best we can do at this point. He will complete what we have and re-shoot whatever we need. It will come down to the homes we should look at further, and then we can take it from there; he doesn't think we should back up and start all over again. There is nothing on the disk for Sedona West, Juniper Knolls and Arroyo Piñon. Jessica will do what we have in PowerPoint for next month.

c. Madole Home landmark prospects

Chairman Unger noted that we will be looking at the Nininger home, and Kathy suggested doing the site visit right before the public hearing. Commissioner Miller noticed that the street sign for Madole have been painted out white. Vice Mayor Bradshaw explained that we are redoing a lot of the street signs throughout the City.

The Chairman referenced the old Madole home that is the first one on the left, and she was told that the house has been broken into and they have had to call the Police, because it looks like it is abandoned, so there is concern someone may set a fire in it,

but she doesn't know what we can do. She is going to get in touch with the landlord. She also will send Commissioner Mayer the contact information for the Eilenbergs, and the people on Apache will be back in May, but they know that Commissioner Mayer will be in touch with them, and she also wants to meet Jill Sands.

9. Discussion/possible action on (20 min.):

a. Prospects for designation of landmarks or historic districts

There was no discussion on this item.

b. Certificates of Appropriateness

The Chairman indicated that a letter is being sent to the current landmark owners, to let them know what is expected of them, and she modified Janeen Trevillyan's previous letter, and talked about the small grant program, etc., and then indicated that they need to get in touch with us, if anything is going to be changing.

Kathy Levin indicated she met with a representative of KSB regarding Pushmataha; they have submitted an application for consideration on some exterior improvements, including a ramada, patio and plantings, so you there will be a public hearing in about two months. Commissioner Mayer expressed concern about giving them more money; Kathy Levin explained that was a grant, so that would be under agenda item #5.

c. Updates to Historic Resource Survey

The Chairman indicated she and Commissioner Miller will be surveying the Cooper-Williams home in Uptown and she will probably invite Noreen to attend.

d. Condition of Landmarks or other historic properties

The Chairman explained that Kathy wrote a letter to KSB to let them know that it was inappropriate for them to remove the siding from the building and replace it with plywood. Kathy indicated that she received a very cordial call from Bill Pumphrey letting her know that they were aware of the inappropriate treatment, and they anticipated that the condition would be remedied and all of our concerns would be satisfied. The letter was a violation notice citing the section in the Land Development Code and giving them 30 days to comply. Mr. Pumphrey indicated that he knew he could get the materials in Prescott, and he had spoken to Mr. Greenberg who did that work, so he anticipates that it will be done right.

5. Discussion/possible action on 2008-09 Historic Preservation Small Grants Program (30 min.) (Continued)

Kathy explained that KSB has not submitted a payment request for that small grant; Commissioner Mayer indicated it should not be paid until it is done correctly; this will be the second grant given to them. Kathy referenced the criteria and how it is weighted, if you have applied and been funded before.

10. Discussion/possible action regarding future meeting dates and future agenda items.

The Chairman indicated that next month the Commission will view the survey, and there will be a little more on HP Month. In April, she will not be here April 13, so she would like to have the meeting on April 20th at 4:00 p.m. and have a discussion about Form-Based Codes, because the City will be looking into that, and there will be some planning on the HP Month. She will hand out some information on Form-Based Codes in the next meeting, so the Commissioners can review it in advance.

5. Discussion/possible action on 2008-09 Historic Preservation Small Grants Program (30 min.) (Continued)

Commissioner Mayer indicated that there should be a point when we stop awarding money and keep it for people who haven't received a grant. The Chairman pointed out that most granting systems have that if you get a grant, you go to the bottom of the list, but if nobody else applies, you can still be considered, so we may add that as part of our grant structure, because we don't have a lot of funds, and with the point system, they could apply each year and end up on top. Kathy indicated that the application provides 10 additional points, if you have not received funding within the last fiscal year, and at least three other properties have been funded more than once; the Unity Church, the Bela Horvath Studio, the Madole home and Pushmataha, so before initiating next year's program, we might consider revising that criteria; of course, we reward those already landmarked with additional points. Vice Chairman Ruland suggested considering that as a factor, because there may be some buildings that are in need and we'll want to fund them.

11. Adjournment.

The Chairman called for adjournment at 5:15 p.m., without objection.

Respectfully Submitted,

Donna A. S. Puckett, *Recording Secretary*