

Summary Minutes
City of Sedona
Historic Preservation Commission Meeting
City Council Chambers, Sedona City Hall, Sedona, AZ
Monday, April 20, 2009 – 4:00 pm

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, Marjorie Miller and Noreen Wienges

Staff: Kathy Levin, John O'Brien and Donna Puckett

Council Liaison: Vice Mayor John 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).

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

3. Consent agenda:

a. Approval of minutes of March 9, 2009 meeting.

Chairman Unger asked for approval of the minutes of the March 9, 2009 meeting.

MOTION: Vice Chairman Ruland so moved. Commissioner Mayer seconded the motion.

VOTE: Motion carried five (5) for and zero (0) opposed.

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

Kathy Levin announced that she received two registration-only scholarships through SHPO for the annual Historic Preservation Conference in June, and the National nomination for the Chapel of the Holy Cross is proceeding well; our target is to get that to the State by the end of the month, but she doesn't know when it will be heard yet.

John O'Brien and Nick Gioello told her of a property that has a number of old buildings, including a barn, well site, two homes and an old chicken coop and she photographed them. It is a large property off of Goodrow, east of the Sedona Rouge Hotel. An old red rock structure appears to be 1940-ish home, possibly part of a larger ranching operation. It would be nice to have a couple of Commissioners meet with the owner to do a survey. The family name is Brockman and they may have been here since the '50s.

The latest vacancy deadline was April 3rd and we did not receive any applications, so we need to strategize about a better way to reach people. Kathy asked for the Commissioners to think about some new strategies. The City will begin budget discussions on April 28th and they will continue through mid-May and possibly into June. From an employee meeting, recommendations for Council consideration include having no COLA or merit increases for personnel; freezing all vacancies and perhaps combining positions; making

possible changes in the Flex benefit and an increase in healthcare insurance premiums, and limiting overtime. Grant programs to community organizations and those administered through Commissions could be cut as much as 50%; the Redevelopment Project is not currently in the budget. All training and travel departmental dollars are being pooled and \$60,000 is proposed for all employees, and all requests would be reviewed by Finance and the City Manager's Office. The interim City Manager indicated there are no sacred cows or Council pet projects that may be left untouched. She has proposed reducing the prior \$2.8 million projected deficit to about \$500,000 and the contingency remains undefined. This is based on reduced sales tax revenues and a projected \$450,000 reduction in State revenue sharing. Permits in construction are down, and while some large commercial construction is underway, some is also nearing completion. The goals are to project conservatively across the board and prepare a predictable environment and budget, so the Council doesn't have to adjust throughout the year.

5. PUBLIC HEARING: Discussion/possible action regarding a request for a Certificate of Appropriateness for the Pushmataha building (1960) to add an outdoor patio and native plants. The subject property is further identified as Assessor's Parcel 401-20-028A (Coconino County). Case No.: CA 09-01 (Register Number 015) Applicant: Keep Sedona Beautiful, Inc. Address: 360 Brewer Road, Sedona, Arizona 86336

Kathy Levin explained that this is the first Certificate of Appropriateness that any of you have participated in and it is the first that she has, and they arise out of any proposed modification, improvement or addition on an existing landmarked property. It is within your purview to review any suggested modifications on a locally designated property, as to the structure as well as the site. In this case, we are talking about the site, and the references and criteria are in Article 15 of the Land Development Code.

Kathy provided an overview of the request as presented in the Staff Report prepared for April 20, 2009 and explained that the proposed ramada was withdrawn from this application, because of the deed restrictions, so what remains is the flagstone patio for educational purposes and new native plants. The exterior improvements proposed are to the site and not to the building, and KSB plans to phase these as resources are available. The revised Letter of Intent in your packet reflects the withdrawal of the ramada.

Kathy explained that the Commission needs to determine if what is proposed is consistent with the Land Development Code. In staff's opinion, the proposed improvements are in harmony with the site and the proposed work does not detrimentally alter, destroy or adversely affect any architectural or landscape feature. It will be compatible with the landmarked building, without appearing to imitate it in style and materials, so staff is supportive of the Certificate of Appropriateness request.

COMMISSION'S QUESTIONS OF STAFF:

Commissioner Miller indicated that her understanding is that the proposed water feature doesn't figure in this request. Kathy Levin explained that the Commission learned today that there is interest in having a water feature, but it was not included in this submission; she had emphasized that it would be important for KSB's sake that if they were phasing work, to let us should know it all at once, for one approval process. We don't have that detail today, so they will return, if it is a substantial enough structure to require Commission review. Kathy added that she heard from one neighbor who asked about the size of the patio; she knew Susan Coleman, so she wanted to know the scope of the project and she had no disparaging or approving remarks to make.

Vice Chairman Ruland asked if they could install this water feature without further Commission review and Kathy stated that it is possible. Chairman Unger asked if the Commission needs to have further discussion about that, and Kathy explained there is a lot of room for interpretation, and if it is a catchment basin for water off of a drip emitter, then she would think it might be asking too much for the applicant to return. If it is more elaborate, then you may want to reserve . . . ; furthermore, it is not in this application, so you can't decide up or down today.

Vice Chairman Ruland asked if the Commission could condition approval on a further review of the water feature and Kathy Levin indicated she would recommend against that. Chairman Unger asked if what we are going to consider is what was given to us, and in the future, if KSB wants to do a water feature, she thinks they will have to return with a plan of what will be constructed. Kathy read from the Land Development Code, "The Certificate of Appropriateness is required before commencing any exterior improvements or development, including alteration, restoration, renovation, reconstruction, new construction, demolition or removal, in whole or in part, of any landmark or any property located within an historic district, whether or not the work will require a building permit." Chairman Unger summarized all we are looking at today is what we have been given and shown today, without the water feature.

APPLICANT'S PRESENTATION:

Stephen DeVol, President of Keep Sedona Beautiful, Sedona, AZ: Indicated the issue of a water feature may be a little more substantial than they are thinking. They are thinking of a drip into a pan to allow a little water for the birds; they aren't talking about creating a feature that would have landscaping around it and flowing water. Being a conservation organization, they are keenly aware of water and the idea of the Native Plant Workshop is low water use plants, so they don't want to put anything in that would negate the purpose of the garden, but they may put a drip into a catch basin; nothing major.

They appreciate the Commission's consideration and hope that they have met the requirements and criteria to put the garden in; the garden is an enhancement to the existing garden there now, and it meets the criteria of the deed restrictions. They are keeping it very low-key and consistent with what is there now, and they want to make it available to the public to appreciate what a native plant garden can look like, in addition to inviting groups to learn more about the native plants.

The Chairman opened the public comment period at this time.

Jolene Pierson, Sedona, AZ: Indicated that their goal in doing the garden was to create something more varied than what exists and add some color, as well as plants that have been historically used by Native peoples, because there are some important lessons that children and adults could learn.

William Pumphrey, Former President of Keep Sedona Beautiful and head of the Litter Lifters, Village of Oak Creek, AZ: Urged the Commission to approve the garden. This is their first experience with a site-type Certificate of Appropriateness, so if there are any shortcomings with the application, it is due to their inexperience with the procedure, so he appreciates the Commission's tolerance with their responses. They have engaged a retired teacher to develop a one-hour curriculum with stations, so students can be taken through in small groups of 3 or 4 for a formal learning opportunity.

The Chairman closed the public comment period at this time.

MOTION: *Commissioner Mayer moved to approve the Certificate of Appropriateness for the Pushmataha, Historic Register No. 015, based on consistency with the review procedures in the Land Development Code, Article 15, §1509.03 B.1 and B.2. Chairman Unger seconded the motion. VOTE: Motion carried five (5) for and zero (0) opposed.*

The chairman thanked the applicant for bringing this to the Commission's attention and wished them luck with their educational programs.

6. PUBLIC HEARING: Discussion/possible action regarding a request for a Certificate of Appropriateness for the Jordan Packing Shed (1946) to add a 330 sq. ft. extension to an existing framed-in shed along the west wall of the Packing Shed and to change the exterior siding of the existing shed to board and batten. The subject property is further identified as Assessor's Parcel 401-03-001F (Coconino County). Case No.: CA 09-02 (Register Number 02) Applicant: Sedona Historical Society Address: 735 Jordan Road, Sedona, Arizona 86336

Kathy Levin provided an overview of the request as presented in the Staff Report prepared for April 20, 2009, and noted that they indicated they do not plan to put in windows, but they do plan to put in one roof skylight. The Commission evaluates this request by determining if it is consistent with the criteria in Article 15 of the Land Development Code, and she reviewed the relevant excerpts of the Secretary of the Interior Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings, as presented in the Staff Report.

Kathy indicated she heard from two neighbors; one lives immediately behind the barn and asked that the shed be described, and he wanted to know if any trees would be cut down. She told him about the time of the site visit and Mr. Eaton indicated 6 neighbors were there before our arrival. The second person asked what was being proposed and if the historical society would be removing the tree stump and that they had made a mess on his property.

APPLICANT'S PRESENTATION:

Applicant, Jim Eaton, President of Sedona Historical Society, Sedona, AZ: Indicated that Kathy had stated the case very well, and they understand the concern about adding to an historical structure, but they also know that it meets the approval of SHPO, the Secretary of Interior's Guidelines, and this small extension to an existing addition is not going to be seen by anybody except their own members. A wooden fence conceals it from the neighbors, in addition to the large and growing trees. It is not in the normal flow of visitors to the museum; it is behind the area the visitors go to, and they have been careful to ensure the construction will be done in a way that it can be removed altogether, if ever necessary, or as soon as they get an alternative for this use and restore the building to its original 1947 appearance. This addition and the 1999 addition are very dissimilar to the original structure, which is all red rock exterior, and they doing this, because when they need to restore artifacts or build exhibits, etc., they have to do it in the barn, which is in the way of museum visitors or they have to do it in the house. As a side benefit of this, when they have small meetings, they won't have to use the library, which is always accessible to the public and always being used by their own people. Every room in the house has a double purpose; they have been having meetings in the kitchen, which is part of the tour, so they have to explain to the visitors that there is a meeting, so it can't be shown to them. When the weather is right, they have board meetings in the barn before the museum is opened.

Mr. Eaton pointed out that the Commission is not obligated to take either of the suggested motions, and the second motion that would be to deny the addition, but approve the change of the siding won't happen. They have to raise funds to pay for this addition, and they can't show any benefit that would justify a donation of funds to change that siding. Their principal reason for planning to change that siding is because it hasn't proved successful on the 1999 addition, and it would be more expensive to put it on the new addition, so while they are doing that addition, they will replace the existing siding on the old addition with the same material.

COMMISSION'S QUESTIONS OF THE APPLICANT:

Vice Chairman Ruland explained that his biggest concern is the covering of the existing door and window, and he is hearing the utility of this addition and the needs of the SHS outweigh the problems someone might have about it. Jim Eaton agreed; the only person who sees that door is the security man, who uses it for an entrance at night, and they aren't going to remove the door or window, they will just enclose them.

Chairman Unger indicated it sounds like you have looked for other interior areas for the use, and Jim Eaton explained that over a period of years, they have proven to themselves that is not practical. It also wouldn't be practical to build a separate building for this purpose, both from a cost standpoint and from the standpoint that it would interfere with the other uses on the property. Chairman Unger pointed out that could also be a problem with the site and whether or not the Commission would accept that.

Commissioner Mayer indicated that the board and batten is a good choice; it is obviously similar to the tractor shed and more durable than the existing siding. Jim Eaton explained that much of the labor will be done by their volunteers, under professional supervision.

The Chairman opened the public comment period at this time.

Bob Huggins, Sedona, AZ: Indicated he is speaking strictly as a citizen, he is not representing any group or organization. Sedona's history is very short; most of the historic buildings have disappeared or been compromised by the natural evolution and growth of our city. The Jordan Historical Park was set aside to preserve and protect these buildings, the homestead and the barn, and it was dedicated to interpret the history of our City. Every time you alter the historic fabric of a building, you alter the historic scene forever. There was an addition in 1999 and there is a question of whether or not it was correctly approved. It may not be visible to the public, but that doesn't necessarily mean it was right. We need to protect the building itself. He has worked with the National Register in Washington D. C. and spent several years as the Education Specialist for the National Park Service. He was never an historian, but some of this must have worn off on him, because here he is defending a building that is 2 years younger than he is. Even the packing shed is no Monticello, etc., or an obscure fort along the Oregon Trail, but it represents the only physical evidence of history we have here in Sedona, and if we don't make every effort to protect what is left of our history, he has a feeling we will have nothing to pass on and it does a dishonor to the people who came before us.

Jim Eaton, President of Sedona Historical Society, Sedona, AZ: Indicated that in response, he doesn't think you will find a lot of people who are more concerned with historic preservation than the people in the Sedona Historical Society. He was the founding Chairman of the Historic Preservation Commission, and Cole Greenberg wrote the ordinance; they are very aware of the need to preserve historic buildings. They also did the

History Resource Survey of all of the properties of historic value. He was on the Commission when this building and others on the property were designated as Landmarks, so they do understand what the previous speaker is concerned with; however, their focus on the society has to be more broad and they have a lot of interest in the broad issue of historic preservation, which includes document archives, artifacts, photographs, etc., far beyond the preservation of buildings, but they are just as concerned with that as well.

The Chairman closed the public comment period at this time.

SUMMARY DISCUSSION:

Commissioner Miller indicated that it seemed that the addition is being planned to take into account the 1999 addition, and it will be a big improvement, since space is needed for the business activities. She also believes that if in the future things would dictate a separate building, perhaps both the proposed new addition and the old addition could be removed from the building, to restore the complete integrity of the red rock barn, and in the way the roof of the new addition seems to have been planned, even the roofline could be restored to the original roofline. Chairman Unger indicated that considering the concerns of Bob Huggins, that is part of what will be done in this circumstance. We will be able to return it, from what she can see, to its original state, when they may find another place to do these functions.

Commissioner Wienges indicated that her concern was if they have investigated interior usage rather than adding an extension, but it seems that you have done that research, and listening to the arguments that any extension could be removed in the future, she thinks they would be sincere in doing that and she would agree this is probably a good move.

Commissioner Mayer asked Jim Eaton for clarification as to whether or not they have thought of doing a temporary structure inside of the barn. Jim Eaton explained that every inch of that space is used now. They are planning more wall exhibits and there is a little enclosure for tables, which they have to remove when there is a performance. One corner was recently devoted to a Kids' Corral, because they have about 500 school students yearly from around the Verde Valley for Pioneer Days. The facility is really used fully; there is no area that could be enclosed inside the barn. It is also their hope to propose an additional building down toward the street, to house a lot of the museum facilities, so the house can be returned to being a house sometime in the future. Currently, it is used as a house, cowboy room, movie room, pioneer room, etc. Every square inch of that property is multi-tasking.

MOTION: Vice Chairman Ruland moved to approve the Certificate of Appropriateness for the Packing Shed (Barn) CA 09-02 (Historic Register No. 02) including both the construction of the new addition and siding replacement on the existing 1999 addition, based on consistency with the review procedures in the Land Development Code, Article 15, §1509.03 B.1, B.2, B.4 and C.1.b. Commissioner Miller seconded the motion. VOTE: Motion carried five (5) for and zero (0) opposed.

- 7. Discussion/possible action on committee/commission structure, including but not limited to:**
- Opportunities to merge, consolidate or discontinue**
 - Evaluation of meeting frequency and length of meetings**
 - Evaluation of how the Commission/Committee might operate differently to support Council goals**
 - Opportunities to bring focus to the group**

- **Opportunities to reduce duplication of efforts**
- **Evaluation of how you can operate as efficiently and effectively as possible**

Kathy Levin indicated that the agenda item asks you to consider your work, as it relates to Council's priorities and other Commission work. She reviewed the Memo dated April 8, 2009 to the Commissions, Committees and Task Forces from Alison Zelms, Interim City Manager, and explained the Commission is being asked to work as efficiently as possible and to focus your work on Council's priorities. The three bulleted items in the memo should guide your discussion. The key idea discussed by the Working Team is the last bullet, which is to consider the combination of the Arts & Culture Commission and the Historic Preservation Commission. As staff liaisons, we are being asked to take a more active role in directing your work, so it is in line with Council's priorities, and those are listed in the memo. Commissioners should evaluate if you can do your work any differently to support the Council's goals and how you might bring greater focus to your work, if that needs to be done, and if there is a way to reduce duplication of efforts, etc.

In July, the Working Team will take the findings from all of the respective groups to the City Council, so you are being asked to respond to this and possibly use this as a guide to answer some of these questions, and then she will summarize your discussion and give those ideas to the City Manager's Office.

John O'Brien suggested that regarding the idea of combining the two Commissions, you may think about whether or not the missions of both Commissions are similar enough to warrant that combination or if the missions are too dissimilar, and you may want to think about the pros and cons of combining and staying separate, and what parts of the respective missions are similar and what parts aren't similar.

Chairman Unger referenced a handout she distributed that gives her thoughts titled, "Historic Preservation Commission, Response to City Memo on Priorities and Work Loads, April 20, 2009", and today is really only the beginning of the thinking process, because we have to readdress this next month.

Vice Chairman Ruland asked about the mission of the Arts & Culture Commission, and Kathy indicated she didn't have that handy. They probably have a Mission Statement and they would have an annual Work Plan, but she doesn't know what they look like. Chairman Unger suggested having those available at the next meeting on May 11th. Vice Chairman Ruland asked if that would allow the Commission to have a cut at this while it is still meaningful, and Kathy indicated yes, if it is brought back for discussion in May; they are talking about moving this to Council in July.

Chairman Unger read her memo referencing the three issues pinpointed by the Working Team as follows:

- Opportunities to merge consolidate or discontinue Commissions, Committees, Boards or Task Forces
- Ask the question, "If we didn't have it would we create it?"
- Evaluate meeting frequency and length of meetings

In the Working Team's discussion of these issues, the only point pertaining to HPC was questioning whether HPC should merge with the Arts & Culture Commission, which she would like to address as follows:

- Should HPC be merged with Arts and Culture? The result could only be negative in terms of staff time and meeting time. HPC has specific duties that require specific knowledge, and HPC spends a good deal of time with each new member to familiarize them with every detail of historic preservation and to educate another group would waste not only the group's time, but staff time. Adding another group would increase time and debate and would not improve the outcome. There has been mention of turning the HPC's duties over to the historical society, but that would probably have to be discussed with the City Attorney.
- If we didn't have it would we create it? The vision statement of the City of Sedona addresses that in the first sentence, "To be a City that is constantly vigilant over the preservation of its natural beauty, scenic vistas, pristine environment and cultural heritage." Cultural heritage has to include its architectural heritage, and this statement also addressed the fact that it "retains its small town character".
- Evaluate meeting frequency and length of meetings. We have already done this. Being cognizant of the amount of time that is required, HPC has reduced its meeting schedule from two meetings to one meeting a month and the length of meetings by designating a time for each item, which has significantly reduced the staff time required. Formerly, we met twice a month for two or three hours, and currently, we meet once a month for 1½ to 2 hours.

Another issue was to look into how we are acting to ensure that we are focused on Council's priorities, and as to HPC's involvement:

- Traffic & Parking - HPC is involved in the impact on historic districts and thereby the character of the City of Sedona.
- Highway 179 - it is again the historic districts and character
- Parks & Recreation - HPC is involved with the Jordan Historical Park
- Affordable Housing - Some of the older homes maintained could be used for affordable housing
- Continuous Organization Improvement - she didn't have anything to list there, but there is certainly something we could come up with.
- Support of the Redevelopment Plan - HPC has been a part of this, but could take a role in developing Form-Based Codes, in terms of cultural heritage.
- Financial and Economic Stability - We have discussed historic tourism and it is something we could look at to bring in money to the City.

We are willing to work with the City Council to meet budget constraints, and look at our programs that impact our budget, both from a monetary and use of staff resources perspective. This is not the statement that she expects to come from this Commission next month, but she would like to open it up for discussion.

Commissioner Wienges explained that as a new member, the amount of time the current Commissioners and staff spend to train her is amazing. It is a long process and she couldn't imagine trying to teach a whole new Commission. What this Commission does is very specialized, so you have to consider the time.

Commissioner Miller indicated this is the only City venue that preserves the past and our heritage, and perhaps the Arts & Culture Commission deals more with the present and future look of our culture in the community. The historical society does a magnificent work with the museum and our history display boards have been placed around town; they are a sure hit at the Chamber of Commerce, and a suggested walking tour between the Chamber and the museum is starting to happen. She doesn't see any other City Committee

that would fulfill the task we have. Chairman Unger noted that we have done a lot of the work that needed to be done in the past years, and going forward, we don't have as much on our plates as in the past, but there is still a lot to do.

Kathy indicated the moniker at the top of the Arts & Culture Commission's brochure reads, "The catalyst for creating excellence in Arts & Culture. The Sedona Arts & Culture Commission was established to protect and enhance, serve and advocate excellence in the arts for the people of Sedona and the greater Verde Valley area. Our objective is to raise the level of awareness and involvement of the community, and the preservation, growth and enhancement of Sedona's artistic and cultural heritage, quality of life and natural beauty." They list several projects, including Art in Public Places, artists and art organizations grants, Artist in the Classroom, art community communications and cultural community communications.

Vice Chairman Ruland asked if all of the Commissions on the "To" list are created by ordinance, and Kathy said yes. John O'Brien indicated that the Creekwalk Task Force is a staff-designated task force, the Water Conservation Advisory Committee was created by the Council, but it wasn't created by ordinance, and the same with the Youth Task Force, but the rest of them are ordinance-driven. He is not sure about the Art in Public Places Committee, that is a sub-set of the Arts & Culture Commission. The Vice Chairman indicated that the Commissions that are in the ordinance should be preserved over Commissions that do not have recognition in the ordinance. The ordinances were created by various Councils. We don't have to debate the purpose of these, because they are in the code, which explains the duties. His opinion is that if you are going to combine arts commissions, you ought to put Arts & Culture with Art in Public Places; you just read that Art in Public Places is one of the Commission's priorities, but it also seems to be the Art in Public Places priority, so that seems to be some duplication.

The Recording Secretary clarified that the Art in Public Places Committee and the Art Grants Review Committee are Committees of the Arts & Culture Commission, and the Art in Public Places Committee deals specifically with sculpture and art that is placed in public places and evaluate those situations. The Art Grants Review Committee deals with the granting of the grants to artists and arts organizations, so they are official Committees of that Commission, and they make recommendations to the Commission and the Commission then forwards its recommendation to the City Council for final approval, so the Committees are subordinate to the Commission and report to the Commission. She believes the projects Kathy read are some of the ongoing items in their Work Plan, and then they have special items, such as the recent creation of the Mayor's Arts Awards, and there is currently Committee work with Sedona Women on art in the roundabouts. The Commission basically focuses on the advancement of the arts in the "City Animated by the Arts", which includes sculpture, painting, dance, live performance, etc., and helping support the arts organizations, within the community. She believes that the perspective is that the connection is the word "culture" more than the word "arts", and Janeen Trevillyan did participate in a forum conducted by the Arts & Culture Commission to represent the historic element of culture in Sedona, recognizing Arts & Culture also looks at the current culture and the evolution of culture and how we have changed, so it is far broader, and they have been developing a Culture Belief Statement that has gone out to various organizations throughout the community, including the Chamber to build that all-encompassing view of culture; however, she is not the expert and can't speak for the group.

Commissioner Mayer indicated that combining these Commissions would dilute each of their directives, if we became involved in Arts & Culture and they became involved in HPC. It seems like we both now have a clearly defined mission, and although both of us want to promote the culture of Sedona, ours is the historic culture and theirs is the art culture, and he doesn't really see them crossing. They do in a sense, but if you really define them, they are two separate things

Chairman Unger indicated that when you grow a body, oftentimes, it makes it more complicated to come to an answer in any situation, and if we were 14 instead of 7, staff would not enjoy that. We are focused on an individual thing, and it may seem a no-brainer; however, she sees it as being more of a problem than a solution. At this point, we don't need to have this be the end-all discussion. She suggested that the Commissioners think about it and Kathy or the Commission come up with a collection of the ideas. Donna Puckett suggested they could invite Chairman Linda Pallas or Ginger Wolstencroft to their next meeting, to get a better insight regarding their duties; however, Kathy Levin indicated she spoke with Ginger about the Commissions conferring, and they felt it was more appropriate for the Commissions to forward their own issues and concerns as separate bodies at this point in time. Vice Chairman Ruland asked if the Commission needs to create a consensus statement and Kathy indicated we can work through that, if you want to reagendaize it in May or forward your ideas to her. Chairman Unger suggested doing both. Kathy Levin pointed out that we have to be careful not to just focus on the one idea, but look at the broader objectives that the Council placed before you.

Chairman Unger agreed that the Commission needs to look at all aspects of it and whether or not we are fulfilling a need. The Chairman asked the Commissioners to think about this and get back to Kathy with their ideas. Kathy indicated that she can get Arts & Culture's Work Plan and send it to the Commissioners. Chairman Unger asked if it would be possible for each group to meet with the City Council, and Kathy explained that she didn't know what the strategy is for collecting the ideas and issues. John O'Brien explained the idea was to discuss this memo with each Commission and Committee, and then get your statement or issues, which would be presented at the work session, and perhaps have a spokesperson from each Commission. Chairman Unger indicated that was basically what she was thinking. John O'Brien indicated that would be in July, and each Commissioner is invited to attend, but it would be good for each Commission to have a spokesperson.

Vice Chairman Ruland indicated that since the code creates these Commissions, we have our own agenda; Council priorities don't have to be his priorities, his priorities are set in the ordinance, or is that off base? What does "getting in line with Council's priorities" mean to this Commission? Kathy explained those are two separate thoughts; the Commission is created through an ordinance and you are provided direction through the ordinance, and also each Council establishes priorities from one year to the next, and we were given this list, and as the Chairman suggested, there are several ways in which you match those. John O'Brien agreed and pointed out that there may be other things that you do as a Commission, such as the Certificate of Appropriateness and Landmarking, that aren't specifically geared toward Council's priorities. Not everything you do may be directly related to the priorities, and each Commission will have that mix. Kathy Levin indicated that if the overarching priority was to support heritage tourism, etc., then you would find that would undergird many of their other priorities.

Vice Chairman Ruland indicated that to combine these Commissions you would have to rewrite the ordinance; Kathy agreed and indicated it probably would not be a 14-member

Commission. Vice Chairman Ruland asked if there is a total cost figure for all Commissions, and John O'Brien indicated staff could pull that number out. The Vice Chairman asked if this is viewed as an area for significant savings and John indicated he didn't know, but the proposed budget definitely has recommended reductions in probably all Commission budgets. Kathy indicated that she can get that.

Vice Mayor Bradshaw indicated that he wanted to provide a rough idea of why he thinks the Council is looking at all of the Commissions; it is not just one Commission, it is all of the Commissions that have been formed over the last 17 years. Every Council creates a lot of Commissions or Committees and no one ever looks at if they are really needed any more, and they take up staff time. Currently, it takes 80% of staff's time to just do their general jobs and 20% is devoted to what the Council is trying to do, which involves Committees, etc., so we are looking at each Committee and Commission to see if it is something we need or if some can be merged, and that is not saying we can or can't, but a little subcommittee of the Mayor and Councilor Scagnelli looked at all of the Committees and Commissions for that purpose. It is not pinpointing your Commission; you do a great job, and we have started looking at a lot of things that are a worry, such as the budget and downsizing the time we spend on issues. What you are proposing is what the Council is looking for, such as coming back with ideas on how to reduce staff time. We are fighting to even get people on Committees and Commissions, and there are about 33 Committees and Commissions total, which is a lot, and we could do a lot to condense; the three Mayor's Committees were 3 of those 33, but we can go a long way by looking at merging, restructuring, etc., to save staff and Commissioner time. It wasn't meant to be scary; it was meant to do some housekeeping and see what we really need.

The Chairman repeated her request for the Commissioners to get their ideas to Kathy and indicated it will be reagendaized for next month.

No formal action was taken.

8. Discussion/possible action on events for Historic Preservation Month celebration in May 2009.

Chairman Unger indicated that the Commission will have a presence with the historical society on Friday; they will be teaming with Chamber Music Sedona to put on a Bluegrass Festival, which she appreciates. We will have a table and Commissioner Miller will man that table. She has also heard from the Eilenbergs and we will be doing our event on May 23rd; they have opened their house to us and they are very excited about this, but she needs to get some details back to them. She assumes it will start at 1:00 p.m. and she would like for a couple of people to work on this. Kathy explained that would be staff-appointed advisory groups, so they can get your best ideas and put them into action.

9. Discussion/possible action on 2008-09 Commission Work Plan and commissioner involvement in Work Plan tasks:

a. Education and Public Outreach

There was no discussion on this item.

b. Survey Field Work

Commissioner Mayer explained that some of the previous work has been misplaced and some of the photo documentation has disappeared on the disks, so we will have to

take a look at the whole survey process and see where things fell apart, and try to use what we have so far; we may have to do more documentation in some areas. We need to make a clear outline of what we need to do to finish this. We are missing some complete neighborhoods that were photographed, but the process wasn't vetted the way it should have been, so there are a lot of things we can't use. He will try to go back to square one and see what we have, make it clear as to what we need, and finish it. He thinks it will take one or two people maximum and we will use one camera and one format to finish it. The Chairman thanked him for all of his work and asked when this should be brought back to the Commission. Commissioner Mayer explained that Janeen Trevillyan is redoing her disk, and then we will know what we have. He would suggest putting it on the agenda, when he finishes the whole thing.

No formal action was taken.

c. Madole Home landmark prospects

There was no discussion on this item.

10. Discussion/possible action on:

a. Prospects for designation of landmarks or historic districts

The Chairman indicated that Commissioner Miller has met with Joe DiSalvo about Rainbow's End and she will be working to have us look at that in the near future. Commissioner Miller indicated she and Kathy met with him, but we need a site survey with the Commission. She asked when Kathy would suggest we do that and how; Kathy explained that she and Commissioner Miller met with Joe DiSalvo on April 8th at his request, and he is interested in a Landmark designation for all or part of the three structures on the site. One other Commissioner should join her and Commissioner Miller to do a preliminary site visit to document all of the exterior changes and the condition, but it is open-ended. The Chairman indicated if anyone is interested, let Kathy know.

Kathy noted that she and Commissioner Miller are starting a Statement of Significance for the Rigby-Madole home on Tranquil, and it is important to get in front of this, because development is being proposed on the adjacent property. We reviewed a prior Statement of Significance done by Commissioner Yee on the Doodlebug Ranch and reviewed the various stages to determine its integrity, condition, etc., and to develop the history. In this case, the history is about the Rigby family. We know the history of Howard Madole, who built it. Elizabeth Rigby was a reporter for the Red Rock News for a long time, and she knew her, so Commissioner Miller has started going through archives and there is a Rigby notebook.

Commissioner Mayer reported that Don Woods came in with his plans for some of his early homes, and a couple are on Johnny Guitar that he was asked about landmarking; one of them was his 4th home. It is only 40 years old, but Mr. Woods is still here, and he has been a fixture in the community, so it is something we should look at.

b. Certificates of Appropriateness

There was no discussion on this item.

c. Updates to Historic Resource Survey

There was no discussion on this item.

d. Condition of Landmarks or other historic properties

Kathy Levin reported that the Chairman, Commissioner Wienges and staff met with the President and a board member of KSB to discuss the Notice of Violation on Pushmataha, and it was agreed to withdraw the violation after discussion of the cost of starting over, the potential harm to the building and the difficulty of obtaining materials to match. The parties agreed that if there were better communications between both of them, as well as an emphasis on the responsibility of the owners regarding historic property integrity, then we could sustain a new relationship around those issues. Payment for the work done on the roof overhang and the walkway, under the Small Grant Assistance Program, had been pending that discussion and because of inadequate documentation submitted by KSB. They have since submitted very thorough documentation with their estimates, bids and payments, and she has submitted that for payment.

Commissioner Mayer asked if that is just for the façade and Kathy indicated for the two items covered by the grant. The Commissioner asked what happened with the façade, and Kathy explained that came about during the course of their work under the Small Grant Assistance Program. Chairman Unger indicated she is unhappy with how this came about, as is the Commission; it may be that with the cuts coming from the City, we may not have much money to give to grants, but it was interesting to find out today that this was the first day we had ever had a request for Certificates of Appropriateness. Kathy clarified that perhaps she misstated that; the Hart Store and Gassaway House each had Certificates of Appropriateness. Chairman Unger indicated that we should have had a Certificate of Appropriateness from them for how they were dealing with this, and we didn't. When any grant is approved, we will have to have one Commissioner on top of that project, because this was a misunderstanding on the part of Kathy as to how they were going to address this. They said they were going to address it one way and they addressed it another way, and by the time we got there, it was too late. Given the circumstances, we are sort of in a bad position in so far as to take the material off of the building or add more material would be an incredibly destructive thing to the building itself. She is still unhappy with this result and she told them she was not happily conceding at this point, and she said that it should be read into the City record that we are not happy with this result. She knows that Commissioner Mayer and Vice Chairman Ruland had great misgivings about this situation, and she would like for them to make a statement for the record if they wish.

Commissioner Mayer indicated that we rewarded them for doing something inappropriate to that building, by giving them the money; he doesn't know why we gave it. Vice Chairman Ruland indicated he had the same question; it is expensive, but if we are going to leave it as it is, why did we have to pay money to them? Kathy repeated that the grant covers two work items, the replacement of the walkway and the roof overhang. The problematical area was the vertical face above the roof overhang, which was not included in the grant, but arose during the construction process. Vice Chairman Ruland asked if our money paid for it, and Kathy said no. They spent over \$11,000 more, because of the other problem that arose. They requested \$5,000 and our grant was for \$3577.

Vice Chairman Ruland indicated that as a matter of process, when we have this kind of issue with someone, who is a Landmark property owner, and we have made a recommendation as a Commission that there be some formal action to object to that, that is something we have done as a group. Kathy indicated that we issued a Notice of Violation based on the Commission's concern. Vice Chairman Ruland indicated that was withdrawn on the authority of you, the Chairman and Commissioner Wienges; why wasn't this something that the Commission had the chance to discuss? Chairman Unger indicated this is something we have to review, because at the last Commission meeting, we discussed the fact that this was going to take far too long, with the City's obligation to pay on the grant; we were well beyond the time limit we were going to be given, so it was suggested and the Commission approved delegating to the group, and she would say never again; she is not real happy with how that came about, but it needed to be done, and that is what came of it. In the future, with any of these circumstances, the Commission should have the final say.

Kathy Levin indicated that we got their response to our Notice of Violation the Friday before that meeting, so it was felt that it was prudent not to have you respond to that, because you wouldn't have had time to deliberate on it, and the Commission had delegated to the Chairman, a Commissioner and staff to follow-through on that process. Commissioner Mayer pointed out that it wasn't made clear that you had the power to make a decision; he thought you were going to investigate it. Chairman Unger indicated that one of the issues is the time constraint that we have. We made the determination that we were only going to meet once a month, and to then take these items up, we will need more time to approve or disapprove the final payments or approvals. Under the constraints of the grant program, we had to pay within a certain amount of time of receiving their final statement, and that put us in a time constraint that wasn't appropriate, and we need to change that.

Kathy clarified that we should have all documentation submitted to us no later than June 1 for payout in the current fiscal year. This grant was made last fall, and the work has been completed for some time. The payment was held pending the satisfactory disposition of the Notice of Violation, so the only deadline was the same as we would have for any applicant. If they want to be reimbursed, they need to have the property inspected and submit sufficient documentation by June 1 to be paid in the current fiscal year. Otherwise, they wouldn't be paid at all, and that is a common deadline for all applicants. Vice Chairman Ruland indicated he would have been fine not paying them. It seems that they violated the code and did so sort of like hoping we didn't catch them, but now it is too expensive to fix, so he would have said sorry, you don't get the grant money. Then to say something about communication was inadequate and if we can improve our communications, we can have a relationship with them going forward is absurd. They were communicated with three ways from Sunday, so he feels having voiced an objection to paying them, and then not have a chance to look at this documentation that you consider to be satisfactory and discuss it further with other Commissioners wasn't the proper way to handle it; it was not appropriate. Commissioner Mayer agreed. Chairman Unger indicated she assumed that would be your feeling about it, but on the other hand, when somebody runs into a problem, we need to be more aware of the fact that they have that problem. In all probability, when they indicated there was something wrong, the Commission should have been out there and forced them to do a Certificate of Appropriateness, and going forward, any time there are additional changes, because something is being repaired, we need to have a Certificate of Appropriateness.

Commissioner Wienges indicated it was difficult for her coming in without knowing the history, so she tried to listen and do what she thought was correct, and she did observe a communication problem, and the Commission needs to look at the system, and maybe have a Commissioner assigned to a project like this. Chairman Unger indicated this is the same issue as with the survey; you almost have to have a person on top of it. Commissioner Wienges referenced the issue of materials and KSB claimed they didn't know where to get the correct materials, and you mentioned something about having a list of where those can be obtained, so that is something we should give out. Chairman Unger indicated that is something the Commission can discuss in the future.

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

Chairman Unger indicated the next meeting will be May 11th at 4:00 p.m. in Council Chambers, and Kathy explained that we will have the Doodlebug Ranch public hearing. The Chairman added that there will be a proclamation by the City Council for Historic Preservation Month on April 28th. On May 11th, Don Woods will bring in this work, and we will also discuss the Redevelopment Project and Form-Based Codes. Kathy indicated that Mr. Woods has brought some things in and has been invited to come to the meeting

12. Adjournment.

The Chairman called for adjournment at 6:00 p.m., without objection.

Respectfully Submitted,

Donna A. S. Puckett, *Recording Secretary*