

AGENDA

City of Sedona Historic Preservation Commission Meeting

4:00 PM

Monday, November 10, 2025

NOTICE

Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Historic Preservation Commission (HPC) and to the general public that the HPC will hold a public hearing open to the public on Monday, November 10, 2025, at 4:00 pm in the City Hall Council Chambers.

NOTES

- Meeting room is wheelchair accessible. American Disabilities Act (ADA) accommodations are available upon request. Please phone 928-282-3113 at least 24 hours in advance.
- HPC Meeting agenda packets are available on the City's website at: www.sedonaaz.gov

GUIDELINES FOR PUBLIC COMMENT

PURPOSE:

- To allow the public to provide input to the Historic Preservation Commission on a particular subject scheduled on the agenda.
- Please note that this is not a question/answer session.

PROCEDURES:

- Public input on agenda items may be submitted in advance of the meeting by sending an email to planning@sedonaaz.gov
- Fill out a "Comment Card" and deliver it to the Recording Secretary.
- State your name and city of residence
- Limit comments to 3 MINUTES.
- Submit written comments to the Recording Secretary.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, & ROLL CALL

2. ANNOUNCEMENTS & SUMMARY OF CURRENT EVENTS BY COMMISSIONERS & STAFF

3. APPROVAL OF THE FOLLOWING MINUTES:

- a. October 13, 2025

4. PUBLIC FORUM: *(This is the time for the public to comment on matters not listed on the agenda. The Commission may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.)*

5. REGULAR BUSINESS

- a. Discussion/possible direction regarding assignment of tasks related to a report to City Council regarding the Historic Preservation Commission's accomplishments in the past year.
- b. Discussion/possible direction regarding ongoing updates to historic surveys and potential landmarks.

6. FUTURE MEETING DATES AND AGENDA ITEMS

- a. Monday, December 8, 2025; 4:00 pm

7. EXECUTIVE SESSION

- a. If an Executive Session is necessary, it will be held in the Vultee Conference Room at 106 Roadrunner Drive. Upon a public majority vote of the members constituting a quorum, the Commission may hold an Executive Session that is not open to the public for the following purposes:
 - i. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).
 - ii. Return to open session. Discussion/possible action on executive session items.

8. ADJOURNMENT

Physical Posting: November 6, 2025

By: DJ

Note that members of the City Council and other City Commissions and Committees may attend the Commission meeting. While this is not an official City Council meeting, because of the potential that a quorum of Council members or Commissioners may be present at one time, public notice is therefore given for this meeting and/or event.

Action Minutes
City of Sedona
Historic Preservation Commission Meeting
City Council Chambers, 102 Roadrunner Drive, Sedona, Arizona
Monday, October 13, 2025 – 4:00 p.m.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, & ROLL CALL

Acting Chair Fiene called the meeting to order at 4:09 p.m., led the Pledge of Allegiance and requested roll call.

Roll Call:

Commission Members present: Acting Chair Jack Fiene and Commissioners Karen Stupak and Bobby Woods. Chair Nate Meyers was excused, and Vice Chair Steve Segner was unexcused.

2. ANNOUNCEMENTS & SUMMARY OF CURRENT EVENTS BY COMMISSIONERS & STAFF

Cari referenced a letter that the Commission approved a couple of meetings ago regarding the proposed Zone Change for the Rigby property and indicated that project went to the Planning & Zoning Commission and staff and the Commission recommended for denial. It is scheduled to move to the City Council on December 9th.

Cari then stated that she believes that Acting Chair Fiene's term is up this year, and Acting Chair Fiene confirmed his term expires and he did reapply.

3. APPROVAL OF THE FOLLOWING MINUTES:

a. August 11, 2025

Acting Chair Fiene referenced the minutes of the August 11th meeting and asked for any corrections and, hearing none, he then called the question for approval.

MOTION: Commissioner Woods moved for approval of the minutes. Commissioner Stupak seconded the motion.

Acting Chair Fiene stated that hearing no objection, the minutes are approved for the August 11th meeting.

4. PUBLIC FORUM: (This is the time for the public to comment on matters not listed on the agenda. The Commission may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.)

Opened the public forum at 4:12 p.m. and, having no requests to speak, closed the public forum at 4:13 p.m.

5. REGULAR BUSINESS

a. Update/discussion/possible direction on Historic Preservation Month activities being planned by the Sedona Heritage Museum.

Acting Chair Fiene introduced the agenda item.

Commissioner Stupak reported that at this time she doesn't believe there is anything major being discussed at the museum.

Cari stated that Chair Meyers asked her to put all of these items on the agenda, and Historic Preservation Month is in May, so we have a few months. Obviously, the Commission will be invited, and we will issue a Public Notice, but he did say that if there is one Commissioner that wants to help with planning the events, he would start involving that person in their meetings. He is very cognizant of creating quorums.

Acting Chair Fiene indicated that as part of the packet there is a notation that states that if a Commissioner is interested in helping plan activities, the Commissioner can volunteer to help, but to ensure that a quorum is not created, this will be limited to one Commissioner.

Commissioner Stupak noted that she normally volunteers to help but she is also active in the historical museum, so she doesn't know if that might become a Conflict of Interest. Cari stated no, and the Commissioner then stated that she would help as long as she can continue to be active with the museum.

b. Discussion/possible direction regarding historic preservation grant applications.

Acting Chair Fiene introduced the agenda item and referenced the comment in the packet that states Chair Meyers is in the process of applying for a grant from the State Historic Preservation Office that would help fund the update of the City's Historic Resource Survey. This is primarily an informational item, but if the grant is awarded, the Commission will be involved further once the update starts.

Cari added that Chair Meyers sent her the grant application over the weekend, which she is looking through to ensure it is up to date, and it is due the end of the week, so it has been added to her list of things to do this week. It is a matching grant, and the city already has money in the budget to do an update, so the grant might allow us to go a little deeper than originally planned. If we don't get the grant, we still have money in the budget to do an update.

Acting Chair Fiene asked if it is correct that State grants are limited to \$10,000.00 (Ten Thousand Dollars), and Cari stated that she thinks this one is a little higher. The City has \$20,000.00 (Twenty Thousand Dollars) budgeted and the application is for a match.

c. Discussion/possible direction regarding ongoing updates to historic surveys and potential landmarks.

Acting Chair Fiene introduced the agenda item.

Commissioner Stupak stated that regarding the possibility of landmarking, one is the United Church of Christ, Church of the Red Rocks, and she and Chair Meyers will be meeting with the Church Council on October 29th. They will have already received the survey that she and Commissioner Woods did, and we will discuss what it entails. We will hear the outcome later after they discuss it, but several people are in favor of landmarking and it is the Church of the

Red Rock's 65th anniversary this month. Another one is the Star Motel in Uptown, and she talked with Blair Morton who is one of the owners with her husband and some silent partners, and she has to get with the other owners, but she is quite interested. The Commissioner gave her a copy of the survey and explained what it entails and how long it would take, so Commissioner Stupak has hopes that it is a good possibility.

Commissioner Stupak then added that Nick's Restaurant is a no, absolutely not, so it is off the table, but we do have good photographs and the survey is done.

Commissioner Woods indicated that Tawn Albright is back in town, and he still has a lot of questions about restrictions on making improvements to his property. He did clarify that we could do a survey with no commitment on his part and get that done, so we can set that up at some point. He is planning to do a remodel to replace the trellis work as is, and he might consider capping the beams that extend beyond the fascia where there is dry rot. It might be good for him to do those things before we register his building so he wouldn't have to go through the extra process, but the Commissioner told him that the current Commission would be receptive to replace like with like on the trellis, but we haven't discussed the beam cap before, although it is pretty common to try to save old beam structures by putting caps on them.

Acting Chair Fiene asked about the length of the rafter tail and Commissioner Woods indicated it is about one foot. The Acting Chair then asked if there are drip ends on the ends of the shed roof and Commissioner Woods stated yes, but those fairly flat roofs usually have some issues with standing water on the beams. It is not a for sure no go, but he is being very cautious.

Commissioner Stupak suggested trying to set up the survey soon.

6. FUTURE MEETING DATES AND AGENDA ITEMS

a. Monday, November 10, 2025; 4:00 pm

Commissioner Stupak stated that she wants to report on her follow-ups on the Star Motel and Church of the Red Rocks, and hopefully, she and Commissioner Woods will have done the survey of Tawn Albright's home.

Cari Meyer explained that agenda item c., "Discussion/possible direction regarding ongoing updates to historic surveys and potential landmarks" will always be on the agenda. Commissioner Woods then asked if agenda item b. is something that you just report at that time, and Cari indicated that we probably won't hear about the grant in the next month, but if we hear about getting or not getting it, we will agendize that for discussion in the future. She can also check with Chair Meyers and see if he has anything else to add to the agenda, and you mentioned that you have a couple of meetings coming up, so she will contact Commissioner Stupak or Chair Meyers to see if there is an update on those.

Acting Chair Fiene is concerned about getting on the city's website and he wondered about getting some advice at our next meeting. It is mostly just getting on and accessing email and other messages. Every now and then, we don't get everything, and it would be great to access that site. Commissioner Stupak added that she got nothing. Cari stated that if everyone has the problem, she will see if we can reach out to IT for you. Acting Chair Fiene said it is kind of painful when it asks for an authentication of the authentication.

Cari pointed out that November 11th is Veteran's Day so let her know if you are going to be out of town or unavailable and let her know if you think of any other things you want to add to the next agenda. She will talk with Chair Meyers as well.

7. EXECUTIVE SESSION

- a. If an Executive Session is necessary, it will be held in the Vultee Conference Room at 106 Roadrunner Drive. Upon a public majority vote of the members constituting a quorum, the Commission may hold an Executive Session that is not open to the public for the following purposes:**
 - i. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).**
 - ii. Return to open session. Discussion/possible action on executive session items.**

No Executive Session was held.

8. ADJOURNMENT

Acting Chair Fiene adjourned the meeting at 4:30 p.m. without objection.

I certify that the above is a true and correct summary of the actions of the Historic Preservation Commission in the meeting held on October 13, 2025.

Donna A. S. Puckett, Administrative Assistant

Date



Agenda Items

- a. Discussion/possible direction regarding assignment of tasks related to a report to City Council regarding the Historic Preservation Commission's accomplishments in the past year.
- b. Discussion/possible direction regarding ongoing updates to historic surveys and potential landmarks.

A brief summary of the items on HPC's agenda for November 10, 2025 are included below. No additional supplemental information is being provided to the Commission in advance of the meeting

ITEM 5A

Discussion/possible direction regarding assignment of tasks related to a report to City Council regarding the Historic Preservation Commission's accomplishments in the past year.

On October 8, 2024, the City Council held a discussion "Regarding the future of the Historical Preservation Commission." The materials for that meeting (agenda, packet, minutes) can be reviewed at the following link:

[Agendas and Documents | City of Sedona](#)

At the conclusion of that meeting, by majority consensus, City Council agreed to continue the Historic Preservation Commission through 2025 and re-evaluate roles/duties prior to Historic Museum contract renewal in 2026. City Staff is targeting a date in early 2026 to bring this item back to Council for further discussion/direction.

In preparation for that meeting, Staff is beginning to gather information on HPC's accomplishments in the past year to include in the update to Council. This agenda item provides an opportunity for Commissioners to provide input on what should be included in the update and to volunteer to help in compiling the information.

Assignments would be given at the November meeting, with the information compiled at the December meeting for presentation to City Council in January 2026 (tentative).

ITEM 5B

Discussion/possible direction regarding ongoing updates to historic surveys and potential landmarks.

This agenda items provides for an opportunity for Commissioners to provide updates on historic surveys they have recently completed or are currently working on, as well as any property owners who have been approached regarding pursuing landmark status for their property. No additional materials are provided for this item.