

AGENDA

City of Sedona Historic Preservation Commission Meeting

4:00 PM

Monday, December 8, 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, December 8, 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. November 10, 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 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, January 12, 2026; 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: December 4, 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, November 10, 2025 – 4:00 p.m.**

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

Chair Meyers called the meeting to order at 4:00 p.m., led the Pledge of Allegiance and requested roll call.

Roll Call:

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

Staff Present: Cari Meyer and Donna Puckett

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

Cari announced that we have a new Community Development Director. He was double-booked for 4:00 p.m. but might try to stop by, so we might be reintroducing this item for him to introduce himself.

Chair Meyers indicated he participated in a community meeting about the Mystery Castle in Phoenix. The event was held with SHPO, and it was an interesting discussion. The foundation was put in place by the original owners to preserve its legacy, and they are trying to figure out what to do with it, so they were seeking public input. Commissioner Fiene noted that unfortunately the vandals are doing quite a bit to it and Chair Meyers indicated that is what has precipitated this and led the current owners of the Foundation to file a petition for demolition.

Chair Meyers added that tomorrow the City and the Historical Society are jointly hosting the annual Veteran's Day memorial event at the Sedona Heritage Museum at 11:00 a.m. on 11-11-25.

3. APPROVAL OF THE FOLLOWING MINUTES:

a. October 13, 2025

Chair Meyers referenced the minutes of the October 13th meeting and asked for any corrections, and hearing none, he then stated that the minutes are approved by consent.

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 4:05 p.m. and, having no requests to speak, closed the public forum at 4:06 p.m.

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.

Introduction by Chair Meyers

Presentation by Cari Meyer who referenced the City Council's agenda item last year regarding the Historic Preservation Commission and that the Council wanted the matter brought back to them prior to making further decisions. We currently have it scheduled for Tuesday, January 13th. At the Commission's December 8th meeting, we will finalize what the Commission wants to present.

Commission's Questions and Comments

Cari Meyer indicated that she would provide documents to Vice Chair Segner for him to start putting something together. Commissioner Stupak and Woods will put together a list of the surveys that they have completed in the past year. Cari will update the number of meetings, Certificates of Appropriateness and Certificates of No Effect that has happened in the past year, and the budget numbers. Then, all of the information needs to be provided the first week in December, so it can be distributed in the packet for the next Commission meeting.

No action was taken.

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

Introduction by Chair Meyers who indicated he and Commissioner Stupak were invited to speak to the Governing Council for the Church of the Red Rock. They will be celebrating their 65th anniversary this year, so there are some who are interested in landmarking, and we discussed the process and restrictions, etc. No action was taken, but they plan to take action at their next meeting.

Commissioner Stupak provided an update on the Start Motel after talking to Blair Morton, and then reported that Hermeen Peterson, who owns the Legacy Ranch with 33 acres, has John Wayne's house from his 1944 movie, "Tall in the Saddle". The original site was up Schnebly Hill, and she thinks it was moved in 1954. It is only 900 sq. ft. and possibly moved without taking it apart. Hermeen and her daughter love the idea of landmarking it and it is well protected.

Commissioner Woods provided an update regarding Tawn Albright's house and the Commissioner explained that we could do a survey. Mr. Albright mentioned that another house across the street from him was built at the same time, so he asked Mr. Albright to provide them with his number.

Commissioner Woods indicated that there is another house of age, but possibly nothing that makes it special. It is another Tawn Albright house that is a little adobe house built in the late 60's; however, when Mr. Albright wanted to do work on the house, he found that sometimes the current building codes work against historic preservation.

Commission's Questions and Comments

No action was taken.

6. FUTURE MEETING DATES AND AGENDA ITEMS

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

Cari Meyer indicated that for the December 8th meeting, the Commission will discuss what will be presented to the City Council. Commissioner Fiene requested adding an agenda item regarding an update of the Commission Handbook, and Commissioner Stupak requested continuing the agenda item regarding the updates on historic properties.

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

Chair Meyers adjourned the meeting at 4:46 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 November 10, 2025.

Donna A. S. Puckett, Administrative Assistant

Date



Agenda Items

- a. Discussion/possible direction regarding 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 December 8, 2025 are included below. Supplemental information is provided as an attachment.

ITEM 5A

Discussion/possible direction regarding 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 has placed this item on Council's agenda for January 13, 2026, for further discussion/direction.

In preparation for that meeting, Staff has updated the HPC Summary (Attachment 1). While assignments for additional information were given to Commissioners at the November HPC Meeting, no additional information has been received by City Staff for distribution prior to the meeting.

ITEM 5B

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

This agenda item 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.

Historic Preservation Commission Summary (January 2026)

Meetings and Actions

Year	HPC Meetings	City Landmark Designation	Certificate of Appropriateness	Certificate of No Effect
2025	9	*	1	1
2024	10	2		2
2023	7			
2022	5			1
2021	3		1	
2020	2			1
2019	3			2
2018	4			4
2017	6		3	6
2016	8		1	
2015	8			
2014	8		4	
2013	6	-1	1	
2012	9	+1		
2011	11	+1	2	

Landmark Actions 2011-2025

Landmarking a property requires an application from the property owner, review by Staff, completion of a Citizen Participation Plan by the applicant, and a public hearing with the Historic Preservation Commission. Once a property is landmarked, proposed changes have to be reviewed and a Certificate of Appropriateness or Certificate of No Effect issues.

- **2025:** An application was submitted for a new landmark for the “Tall in the Saddle House”. The application as submitted is incomplete and Staff will be working with the property owner to ensure all required documents are submitted prior to beginning to review the application
- **2024:** Kiva House and Tlaquepaque Chapel Landmarked
- **2013:** Ralph Block House Landmark Removed
- **2012:** Philips House Landmarked
- **2011:** Chapel of the Holy Cross Landmarked

Certificate of Appropriateness

A Certificate of Appropriateness is required prior to issuance of a building permit for certain exterior alterations to properties that have been landmarked. Certificates of Appropriateness require notification of surrounding property owners and a public hearing with the Historic Preservation Commission for review and approval.

- **2025:** Ranger Station Park (Barn) Exterior Renovations
- **2017:** Pumphouse Repairs
- **2017:** Jordan Ranch (Museum) Loading Dock
- **2017:** Jordan Ranch (Museum) Exhibit Shade Structure
- **2016:** Jordan Ranch (Museum) Bench Installation
- **2014:** Gassaway House Emergency Roof Reepair
- **2014:** George Jordan Building (Uptown) Renovation
- **2014:** Hart Store Wall (never constructed)
- **2014:** Nininger House Renovation
- **2013:** Jordan Ranch (Museum) Installation of Telegraph Office
- **2011:** Jordan Ranch (Museum) Tractor Shed Siding
- **2011:** Jordan Ranch (Museum) Sculpture

Certificate of No Effect

Created in 2017 for minor improvements to Landmarked Properties that are approved by Chair and Staff and do not require public hearing. When an owner contacts Staff regarding the proposed change, the Chair and Staff will review the proposed plans and make a determination of whether it can be done as a Certificate of No Effect or if a Certificate of Appropriateness is needed.

- **2025:** Jordan Ranch (Museum) Apple Turnover Statue
- **2024:** Kiva House Roof
- **2020:** Van Ess House Roof
- **2019:** Pushmataha Siding
- **2019:** Saddlerock Ranch Roof
- **2018:** Jordan Ranch (Museum) Gutters and Wood Siding Treatment
- **2018:** Jordan Ranch (Museum) Retaining Wall Repair
- **2018:** Jordan Ranch (Museum) Windows
- **2018:** Pushmataha Windows
- **2017:** Ranger Station Foundation
- **2017:** Ranger Station Deck
- **2017:** Nininger House Windows
- **2017:** Nininger House Siding
- **2017:** Ranger Station Roof
- **2017:** Ranger Station Window Covers

Historic Preservation Commission Summary (January 2026)

Budget

Year	Budget	Expenses	% of Budget	Notes
FY25	\$7,300	\$2,240.49	30.69%	Training for 2
FY24	\$6,850	\$2,052.74	29.97%	Training for 2
FY23	\$12,200	\$3,105.92	25.46%	Training for 3
2022	\$5,700	\$1,477.00	25.91%	Training for 3
2021	\$5,200	\$29.64	0.57%	COVID
2020	\$4,200	\$0.00	0.00%	COVID
2019	\$4,200	\$2,052.93	48.88%	Event, plaque Training for 4
2018	\$9,950	\$2,579.78	25.93%	Event, nameplate, banner Training for 3
2017	\$26,250	\$24,939.00	79.02%	Nameplates and badges Training for 7 Includes \$20,000 HP grants
2016	\$4,200	\$3,118.43	74.25%	
2015	\$5,500	1,511.69	27.49%	Includes \$450 grant reimbursement from FY14.
2014	\$8,850	\$7,606.48	85.95%	

Notes

- HPC was created in 1998 as a working commission and was allocated 20% of 1 FTE, as of 2015 it was considered twice that amount.
- FY 17 Employee Time Allocations: HPC 3%, 0.4 FTE
- FY 18 CD program expenditures: 3%, \$75,540