



# City of Flagstaff

# Community Development Division

211 W. Aspen Ave  
Flagstaff, AZ 86001

P: (928) 213-2618  
F: (928) 779-7684

www.flagstaff.az.gov

**HPC-G**

<b>Date Received</b> 7/31/24		<b>Application to Heritage Preservation for a Historic Signs and Facades Grant</b>		<b>File Number</b> PZ-24-00148
<b>Property Owner(s)</b> Caitlin Kelly, Chris Stratman		<b>Title</b> Owners	<b>Phone</b> 928-863-6553	<b>Email</b> caitikelly@gmail.com
<b>Mailing Address</b> 823 W Aspen Ave, Flagstaff, AZ. 86001				<b>City, State, Zip</b>
<b>Applicant</b> Caitlin Kelly, Chris Stratman		<b>Title</b> Owners	<b>Phone</b> 928-863-6553	<b>Email</b> caitikelly@gmail.com
<b>Mailing Address</b> 823 W Aspen Ave, Flagstaff, AZ. 86001				<b>City, State, Zip</b>
<b>Property Interest of Applicant(s)</b> (Owner, contractual interest, or agent) Owner				
<b>Site Address</b> 823 W Aspen Ave, Flagstaff, AZ. 86001				<b>City, State, Zip</b>
<b>Project Name</b> Stucco Improvement				
<b>Parcel Number(s)</b> 100-24-015B			<b>Zoning District(s), including Overlays</b> Townsite	
<b>Property Information:</b>				
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Listed individually on the National or Arizona Register of Historic Places? (Name: _____)		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Located in a National Register Historic District? (Name: <u>Townsite Residential</u> )		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Is a structure on the property considered contributing to the District?		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Located in a City of Flagstaff Landmark Overlay? (Name: _____)		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Has the structure ever been inventoried or evaluated for the National Register?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Is the structure over 50 years old at the time of application?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Was all or a portion of the structure built before World War II as housing?		
<b>Note: Applications which are incomplete or not accompanied by the required information will not be accepted.</b>				
<b>Property Owner Signature:</b> <i>Chris Stratman</i>		<b>Date:</b> 7/31/24	<b>Applicant Signature:</b> <i>Caitlin Kelly</i>	
			<b>Date:</b> 7/31/24	
<b>For City Use</b>				
<b>Date Filed:</b> _____		<b>HPC Hearing Date:</b> _____		
<b>Fee Receipt #:</b> _____		<b>Amount:</b> _____		<b>Date:</b> _____
<b>Action by HPC:</b>				
<input type="checkbox"/> Consent Approval by HPO		<input type="checkbox"/> Denied		
<input type="checkbox"/> Approved		<input type="checkbox"/> Continued		
<input type="checkbox"/> Approved with Conditions		<b>Staff Initial:</b> _____		
		<b>Date:</b> _____		

## Submittal Requirements

An application to the Heritage Preservation Commission and Historic Preservation Officer shall contain at least the following information:

1. Completed Application including all signatures and payment of fees. If applying for multiple types of HPC reviews only one fee is collected at the time of the first application for the same work.
2. An electronic copy and one copy of drawings or documents as needed to describe the proposal, which may include Cultural Resource Studies, a Site Plan, Floor Plans, Exterior Elevations, Building Sections, Exterior Details, Lighting Plan, and a Landscape Plan. All drawings shall be drawn to scale and dimensioned, and shall clearly and accurately represent the natural and built conditions of the context area and the project, including both existing conditions and proposed work.
3. Photographs of the context, including the property, surrounding properties, and the neighborhood.
4. A Color Board depicting all exterior materials and finishes associated with the work (if requested).
5. Proof of ownership, or letter of authorization from the current property owner, if the applicant and owner are not the same.
6. Statement of approval from a subdivision or property owners association, if applicable.
7. Any other information which the applicant feels would be helpful and/or pertinent to the request.
8. Any other information as may be required by the Historic Preservation Officer or Heritage Preservation Commission to assist in the review of the requested application.

## Timing of Submission and Completeness Review

The Heritage Preservation Commission meets to review applications monthly on the third Wednesday of the month. If you are submitting an application for a Historic Signs and Facades Grant, the Community Development counter must receive your application by the submittal deadline posted to the Heritage Preservation program website.

In order for your item to be added to an agenda, the Heritage Preservation Officer (HPO) must deem the application complete and the information in it correct within 5 working days. The HPO will contact applicants for additional information as necessary.

Historic Signs and Facades Grant are provided at the discretion of the Commission based on the criteria in the [grant guidelines](#) posted to the City's website. Grants are administered by the HPO and they are available for consultation through the process. Documentation of completed work and receipts must be provided within one year of approval by the Commission or an extension must be applied for in order to receive reimbursement.

Before submitting for a grant related to a sign, a permanent sign application must be submitted, and comments returned to the owner. If the application pertains to a historic sign that does not conform to current regulations of Permanent Signs (10-50.100) or meet the criteria for a non-conforming sign (10-20.60.110) then the Heritage Preservation Commission must first determine that the sign meets the criteria of an Individual Signs of Historic or Cultural Significance (10-30.30.040.E) and may require the sign be placed in a Landmark Overlay.

We encourage you to reach out early in designing your projects so that the HPO may assist you and your clients. HPO contact information: Phone: (928) 213-2633; Email: [Mark.Reavis@flagstaffaz.gov](mailto:Mark.Reavis@flagstaffaz.gov)

**Project Description**

Property consists of 3 buildings with stucco exteriors: an L-shaped building with 3 apartment units, a stand alone 2 bedroom unit that abutts the alley, and a storage building. All buildings are in relatively the same condition and usage as when they were built prior to the 1940s as per the description provided by the Michelbach family (see included description).

The exteriors of each building are in need of many repairs. There are active leaks from snow melt/rain, wood rot on windowsills, and lots of cracks/crumbles in the stucco. There are obvious signs of previous patching which is why we feel it's time to re-stucco each building and and repair wood-work to preserve and protect each building from the elements.

The stucco quote alone is estimated at \$25,000, therefore we submit our request of \$10,000. It's important to us to preserve and improve the buildings because of the property's history and prominent location viewable from Thorpe park. The other work will be completed at the same time, including fascia, soffits, drip edge, window trim, paint, gutters, awning beam replacement were bid separately and amount to an estimated \$15,000.

**Explanation of how the project meets the applicable sections of the Zoning Code, Grant Guidelines and Secretary of the Interior Standards for the Treatment of Historic Properties.**

The project repairs will maintain the original pre-WWII architectural style of the structures. The project will restore the exteriors to conform with the historic character of the Townsite neighborhood. The project repairs do not require any variation from the current residential Zoning Code.

Insert additional pages if necessary



# City of Flagstaff

# Community Development Division

211 W. Aspen Ave  
Flagstaff, AZ 86001  
www.flagstaff.az.gov

P: (928) 213-2618  
F: (928) 779-7684



## Summary Statement of Significance:

National Register of Historic Places documentation or a Cultural Resource Study can be submitted in lieu of completing this page to demonstrate significance (Attach additional pages as necessary).

The significance of a resource is generally based on its potential to contribute to our understanding of the past. An object, structure, site, place, or area is significant if:

- a. It is associated with events or persons in the architectural, engineering, archeological, scientific, technological, economic, agricultural, educational, social, political, military, or cultural annals of the City of Flagstaff, the State of Arizona, or the United States of America.
- b. It embodies distinctive characteristics of type, period, region, artistic values, or methods of construction, including being the oldest of its type or the best example of its type, or, if it represents the work of, or for, an important individual.
- c. A resource is generally not significant if it is less than fifty (50) years old, or, if the features, materials, patterns, and relationships that establish its significance are no longer present or no longer have integrity. The integrity of a resource is judged by how evident the general character of the significant period is, the degree to which the characteristics that define its significance are present, and the degree to which incompatible elements are reversible.

Original Construction Date:

1930's

Describe Previous Major Alterations (Include dates and changes of use):

---

---

---

Describe the Significance of the Resource (In terms of a. or b., and c., above):

- a. Built by one of the founding families of late 1800's Flagstaff settlement.
- b. Illustrates the residential characteristics of the district pre-WWII.
- c. Almost 100 years old.

---

---

Source(s) of Information Used:

Arizona Historical Society  
Flagstaff Townsite District Historic Overlay

Describe the Level of Integrity of the Resource (Existing and proposed):

Prominent location near major intersection and western edge of district.  
Integral representation of pre-WWII era residential characteristics.

## Preservation Budget Summary:

Complete this section only for consideration of Historic Sign and Facades Grants (Attach additional pages as necessary). Ensure all work proposed for the grant meets the Grant Guidelines

Total Construction Budget (including matching fund provided by the applicant):

\$25,000 \_\_\_\_\_

### Preservation Work Budget Detail:

Item of Preservation Work:	Total Cost:	Grant Request:	Matching Funds:
Stucco Repair			
<i>EXAMPLE: New siding and paint</i>	<i>\$6,000</i>	<i>\$3,000</i>	<i>\$3,000</i>
stucco repair, parapet flashing & underlayment	\$25,000	\$10,000	\$15,000
<b>Totals:</b>	<b>\$25,000</b>	<b>\$10,000</b>	<b>\$15,000</b>

Notes:

1. Grant request cannot exceed 50% of Project Costs.
2. Grant request cannot exceed \$10,000 for Level 1 projects and \$20,00 for Level 2 projects.
3. Grant recipient or property owner labor cannot be used as matching funds.
4. Attach estimates, quotes and prices to verify the budget.

## Reimbursement Requirements

Once the grant is approved, the property owner will need to submit a W-9 to the city before requesting reimbursement.

To request reimbursement, the property owner must provide documentation of completed work including photos and paid invoices and have had at least one on site inspection by the Heritage Preservation Officer. The Heritage Preservation Officer may be consulted throughout the project to confirm that ongoing work is in compliance with the Grant approval.