

## NOTICE AND AGENDA

HERITAGE PRESERVATION COMMISSION  
WEDNESDAY  
DECEMBER 18, 2024

COUNCIL CHAMBERS  
211 WEST ASPEN AVENUE  
4:00 P.M.

### PUBLIC COMMENT PROTOCOL

To participate in the meeting virtually use the following link:  
[Join the Meeting Online](#)

The public can submit comments that may be read at the dais by a staff member to the Commission liaison, [michelle.mculty@flagstaffaz.gov](mailto:michelle.mculty@flagstaffaz.gov).

#### 1. Call to Order

### NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Heritage Preservation Commission and to the general public that, at this regular meeting, the Heritage Preservation Commission may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).*

#### 2. Roll Call

*NOTE: One or more Commission Members may be in attendance telephonically or by other technological means.*

EMILY DALE, CHAIR  
ABBY BUCKHAM  
ALYCIA HAYES

AMY HORN  
BERNADETTE BURCHAM  
DUFFIE WESTHEIMER

#### 3. LAND ACKNOWLEDGEMENT

*The Heritage Preservation Commission humbly acknowledges the ancestral homelands of this area's Indigenous nations and original stewards. These lands, still inhabited by Native descendants, border mountains sacred to Indigenous peoples. We honor them, their legacies, their traditions, and their continued contributions. We celebrate their past, present, and future generations who will forever know this place as home.*

#### 4. Public Comment

*At this time, any member of the public may address the Commission on any subject within their jurisdiction that is not scheduled before the Commission on that day. Due to Open Meeting Laws, the Commission cannot discuss or act on items presented during this portion of the agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.*

#### 5. APPROVAL OF MINUTES

Approval of minutes from the regular meeting on [Wednesday November 20, 2024](#)

6. **PUBLIC HEARING**

- A. Listing of 101 N Leroux and 103 N Leroux to the Flagstaff Register of Historic Places  
Recommend approval of listing 101 N Leroux and 103 N Leroux to the Flagstaff Register of Historic Places to the City Council.
- B. Modification from Level 1 to Level 2 funding for the Historic Signs and Facades Grant for 823 W Aspen Ave

**PROPERTY INFORMATION:**

**Address:** 823 W Aspen Ave  
**Assessor's Parcel Number:** 100-24-015B  
**Property Owner:** Caitlin Kelly  
**Applicant:** Caitlin Kelly  
**City Staff:** Sara Dechter

**REQUESTED ACTION:**

The property owner would like Level 2 grant funding can be awarded based on the pre-approved scope and previous Commission discussion.

7. **GENERAL BUSINESS**

- A. Historic Design and Facade Grant Tracking - December 2024 Update  
Discussion only.
- B. Regional Plan 2045 Update  
Provide comments to staff during the meeting
- C. Election of a Vice-Chair  
Nominate and elect a Vice Chair from committee members.

8. **REPORTS**

A. **APPROVALS**

- 1. Letter Report for 810 1/2 W Grand Canyon  
**Permit Number(s):** PZ-24-00214  
**Address:** 810 1/2 W GRAND CANYON AVE  
**Type of Approval:** Letter Report  
**Approval Date:** 11/14/2024
- 2. Certificate of No Effect for 603 W Birch Ave.  
**Permit Number(s):** PZ-23-00209-02  
**Address:** 603 W Birch, Units 1 & 2  
**Type of Approval:** Certificate of No Effect  
**Approval Date:** 11/22/2024
- 3. Certificate of No Effect for Sign at 222 E Birch Ave.  
**Permit Number(s):** PZ-24-00218, CC-24-02749  
**Address:** 222 E Birch Ave  
**Type of Approval:** Certificate of No Effect  
**Approval Date:** 11/20/2024
- 4. Certificate of No Effect for 309 N Aztec St.

Permit Number(s): PZ-24-00222  
Address: 309 N Aztec St  
Type of Approval: Certificate of No Effect  
Approval Date: 11/22/2024

B. **CONSULTATIONS**

9. **MISCELLANEOUS ITEMS TO/FROM COMMISSION MEMBERS**

10. **ADJOURNMENT**

**CERTIFICATE OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m. This notice has been posted on the City's website and can be downloaded at [www.flagstaff.az.gov](http://www.flagstaff.az.gov).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Sara Dechter, Comprehensive Planning Manager

*In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact staff at 928-213-2611 (or 774-5281 TDD).  
Notification at least 48 hours in advance will enable the City to make reasonable arrangements.*

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Sara Dechter, AICP, Comprehensive Planning Manager  
**Date:** 12/09/2024  
**Meeting Date:** 12/18/2024



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**TITLE:**

Listing of 101 N Leroux and 103 N Leroux to the Flagstaff Register of Historic Places

**STAFF RECOMMENDED ACTION:**

Recommend approval of listing 101 N Leroux and 103 N Leroux to the Flagstaff Register of Historic Places to the City Council.

**Executive Summary:**

In 2017, the Heritage Preservation Officer, Karl Eberhard, determined that the rehabilitation of 101 N Leroux and 103 N Leroux had made the buildings eligible for the National Register of Historic Places. The property owner has given permission for the City of Flagstaff to list the property on the Local Register of Historic Places.

**Financial Impact:**

This will make the property eligible for federal exemptions from some flood regulations and may make the property eligible for the State Historic Property Tax Program.

**Policy Impact:**

The City of Flagstaff has had the authority to list properties on the Local Register of Historic Places through [City Code 1-21](#). This part of the Code has not been used since at least 2006. Staff developed an abbreviated form for nomination based on the NPS Form 10-900. Additional research would be needed before a state or federal listing could be requested.

**Connection to PBB Priorities/Objectives, Carbon Neutrality Plan & Regional Plan:**

Policy CC.2.2. Formally recognize heritage resources through designation as local landmarks and historic districts.

**Has There Been Previous Council Decision on This:**

The Subcommittee met and edited the application with the property owner on [Monday, December 2, 2024](#). The video is available on [YouTube](#).

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**Attachments:** [Property Owner Permission](#)  
[Listing Form](#)  
[Photo Log Additions](#)

**From:** [Barry Levitan](#)  
**To:** [Sara Dechter](#)  
**Subject:** Re: 101 and 103 N Leroux  
**Date:** Friday, November 8, 2024 5:43:50 PM

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I would like my building located at 101/103 N Leroux and 8/12 W Aspen to be listed on the Local Register. Ty.

Barry Levitan

On Friday, November 8, 2024 at 01:37:48 PM MST, Sara Dechter <[sdechter@flagstaffaz.gov](mailto:sdechter@flagstaffaz.gov)> wrote:

Hi Barry,

One more thing: I was looking at the attached Code and I actually need an email from you stating that you would like the building to be listed on the Local Register. Give me a call if you have any questions about the attached part of the City Code.

Sara

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**From:** Sara Dechter <[SDechter@flagstaffaz.gov](mailto:SDechter@flagstaffaz.gov)>  
**Sent:** Friday, November 8, 2024 10:00 AM  
**To:** Barry Levitan <[bllips@aol.com](mailto:bllips@aol.com)>  
**Subject:** Re: 101 and 103 N Leroux

Hi Barry,

Do you have any documentation of who the architect of the building was?

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**From:** Barry Levitan <[bllips@aol.com](mailto:bllips@aol.com)>  
**Sent:** Friday, November 8, 2024 8:25:01 AM  
**To:** Sara Dechter <[SDechter@flagstaffaz.gov](mailto:SDechter@flagstaffaz.gov)>  
**Subject:** Re: 101 and 103 N Leroux

Thank you. Attached with additional info.

Barry

On Wednesday, November 6, 2024 at 12:54:03 PM MST, Sara Dechter <[sdechter@flagstaffaz.gov](mailto:sdechter@flagstaffaz.gov)> wrote:

Please review and send me any other information that you.

Sara Dechter, AICP, CP3

Comprehensive and Neighborhood Planning Manager

1-928-213-2631



# FLAGSTAFF REGIONAL PLAN 2045

[www.flagstaff.az.gov/regionalplan2045](http://www.flagstaff.az.gov/regionalplan2045)

Other program Websites:

[www.flagstaff.az.gov/comprehensiveplanning](http://www.flagstaff.az.gov/comprehensiveplanning)

[www.flagstaff.az.gov/901/Heritage-Preservation](http://www.flagstaff.az.gov/901/Heritage-Preservation)

**City of Flagstaff, AZ**

Based on National Park Service Form 10-900

# Local Register of Historic Places Nomination Form

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in National Register Bulletin, *How to Complete the National Register of Historic Places Registration Form*. If any item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions.

**1. Name of Property**

Historic name: JCPenneys on Leroux

Other names/site number: Pay'n'Takit Market, Kinlani Apartments

Name of related multiple property listing:

\_\_\_\_\_  
(Enter "N/A" if property is not part of a multiple property listing)

**2. Location**

Street & number: 101 and 103 N Leroux 8 and 12 W Aspen Ave

City or town: Flagstaff State: AZ County: Coconino

Not For Publication:  Vicinity:

**3. Local Agency Certification**

As the designated authority under the National Historic Preservation Act, as amended,

I hereby certify that this x nomination \_\_\_ request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60.

In my opinion, the property x meets \_\_\_ does not meet the National Register Criteria. I recommend that this property be considered significant at the following level(s) of significance:

\_\_\_ national \_\_\_ statewide x local

Applicable National Register Criteria:

x A \_\_\_ B x C \_\_\_ D

<p>_____ <b>Signature of certifying official/Title:</b></p>	<p>_____ <b>Date</b></p>
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In the opinion of the Heritage Preservation Commission, the property \_\_\_ meets  
does not meet the National Register criteria.

\_\_\_\_\_  
**Signature of commenting official:**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title :**

\_\_\_\_\_  
**State or Federal agency/bureau  
or Tribal Government**

#### 4. Classification

##### Ownership of Property

(Check as many boxes as apply.)

Private:

Public – Local

Public – State

Public – Federal

**Category of Property**

(Check only **one** box.)

Building(s)

District

Site

Structure

Object

**Number of Resources within Property**

(Do not include previously listed resources in the count)

Contributing	Noncontributing	
<u>2</u>	<u>0</u>	buildings
<u>0</u>	<u>0</u>	sites
<u>0</u>	<u>0</u>	structures
<u>0</u>	<u>0</u>	objects
<u>2</u>	<u>0</u>	Total

Number of contributing resources previously listed in the Local Register 0

**5. Function or Use**

**Historic Functions**

(Enter categories from instructions.)

Specialty Store – Furniture – McMann’s

Department Store – JC Penneys

Residences - Apartments

Grocery Store - Pay N Takit Market

Beauty Shop (1948 Sanborns)

**Current Functions**

(Enter categories from instructions.)

Restaurant (103)

Apartments (101 – 2<sup>nd</sup> Floor)

**6. Description**

**Architectural Classification**

**Spanish Colonial Revival**

**Materials:** (enter categories from instructions.)

Principal exterior materials of the property: \_\_\_Brick, Stucco, metal, glass\_\_\_\_\_

**Narrative Description**

(Describe the historic and current physical appearance and condition of the property. Describe contributing and noncontributing resources if applicable. Begin with a **summary paragraph** that briefly describes the general characteristics of the property, such as its location, type, style, method of construction, setting, size, and significant features. Indicate whether the property has historic integrity.)

Building started in 1924 by Madame Lulu who had worked across the street at the Weatherford Hotel. Three stories with brick, cement, stucco, arched windows ground level along Aspen Ave. and rectangular windows on upper floors in apartments. Third story balcony with double doors from hallway with intricate ornamental masonry lintels, matching entrance door detail along Aspen to apartments. 3/4 full basement tied into original steam pipe system downtown for heating. All features along Aspen Ave were stuccoed over by alterations in the 60s and restored with new and larger windows bringing back the arches along the wall.

**Summary Paragraph**

The property at 101 and 103 N Leroux was originally the Pay n Takit Market and then JC Penneys in Downtown Flagstaff. The buildings were constructed in 1924 and anchored a mixed use commercial space and residential apartments for Northern Arizona University faculty, in the center of Downtown.

**Narrative Description**

The two addressed buildings were originally a combined department store and were separated when a new department store opened across Leroux in 1963. Over time the building has been occupied by furniture stores and bars and the upstairs has been the Kinlani apartments. The building was not included in the original inventory for Downtown Flagstaff because it was heavily altered between 1963 and 1984. Since adoption of the Downtown Overlay standards and guidelines in the 1993, the building has been through several rehabilitations and is now

eligible for the Local Register of Historic Places. It was first deemed eligible in 2017 but no motion was made to add it to the Local Register at that time.

7. Statement of Significance

Applicable National Register Criteria

(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)

- A. Property is associated with events that have made a significant contribution to the broad patterns of our history.
B. Property is associated with the lives of persons significant in our past.
C. Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
D. Property has yielded, or is likely to yield, information important in prehistory or history.

Criteria Considerations

(Mark "x" in all the boxes that apply.)

- A. Owned by a religious institution or used for religious purposes
B. Removed from its original location
C. A birthplace or grave
D. A cemetery
E. A reconstructed building, object, or structure
F. A commemorative property
G. Less than 50 years old or achieving significance within the past 50 years

**Areas of Significance**

(Enter categories from instructions.)

Architecture

Commerce

Residential

**Period of Significance**

1900-1939 - Flagstaff Railroad Addition

1924-1963 – Significant for the building as an individual listing

**Significant Dates**

1924

1963

**Significant Person**

(Complete only if Criterion B is marked above.)

NA

\_\_\_\_\_  
\_\_\_\_\_

**Cultural Affiliation**

Euro-American

\_\_\_\_\_  
\_\_\_\_\_

**Architect/Builder**

Unknown

\_\_\_\_\_  
\_\_\_\_\_

**Statement of Significance Summary Paragraph** (Provide a summary paragraph that includes level of significance, applicable criteria, justification for the period of significance, and any applicable criteria considerations.)

The building was the first 20<sup>th</sup> century department store to locate in Downtown Flagstaff. It is one of two Spanish Colonial Revival buildings that anchor the Downtown commercial district. The other building is the Monte Vista Hotel which is a contributing structure to the Railroad Addition NRHD.

**Narrative Statement of Significance** (Provide at least **one** paragraph for each area of significance.)

**Criteria A** – The building was the first 20<sup>th</sup> century department store to locate in Downtown Flagstaff. The building was frequently photographed during parades, pow wows and community events. The period of significant for the building is based on the beginning of the 20<sup>th</sup> century to World War 2 because the travel and retail shopping trends of Flagstaff changed after World War 2.

**Criteria C** – The building was constructed in the Spanish Colonial Revival and is one of only 2 buildings with this style of architecture in Downtown Flagstaff. The location and orientation of these buildings provide architectural book ends to Aspen Ave. in the historic Downtown. The ornamental lintel around the upstairs windows and the entrance to the apartments from Aspen Avenue. There is a wrought iron balcony facing Leroux. The downstairs department store windows are in large arched recesses. Brick and stucco is consistent with the style.

**Local Significance** – The presence of JCPenney in Downtown Flagstaff was the main national department store from 1924 to 1982 and this was its first location. The frequency in which this building is features in historic photos because of its location across the street from the Weatherford also contributes to the building’s significance.

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## 8. Major Bibliographical References

**Bibliography** (Cite the books, articles, and other sources used in preparing this form.)

HPC applications for 101, 103 and 120 N Leroux.

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**Primary location of additional data:**

Name of Property

County and State

State Historic Preservation Office

Other State agency

Federal agency

Local government

University

Other

Name of repository: \_\_\_\_\_

**Historic Resources Survey Number (if assigned):** \_\_\_\_\_

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**9. Geographical Data**

**Acreeage of Property** 9692 square feet

**Legal Boundary Description** (Describe the boundaries of the property.)

Subdivision: FLAGSTAFF TOWNSITE Block: 19 Lot: 2 THRU:- Lot: 4 S 5.1 FT LOT 1 EXCEPT ELY 4' , ,  
Sixteenth: SE Quarter: SE Section: 16 Township: 21N Range: 07E

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**10. Form Prepared By**

name/title: Sara Dechter, AICP – Acting Heritage Preservation Officer

organization: City of Flagstaff, AZ

street & number: 211 W Aspen Ave

city or town: Flagstaff state: AZ zip code: 86005

e-mail sdechter@flagstaffaz.gov

telephone: 928-213-2631

date: 11/6/2024

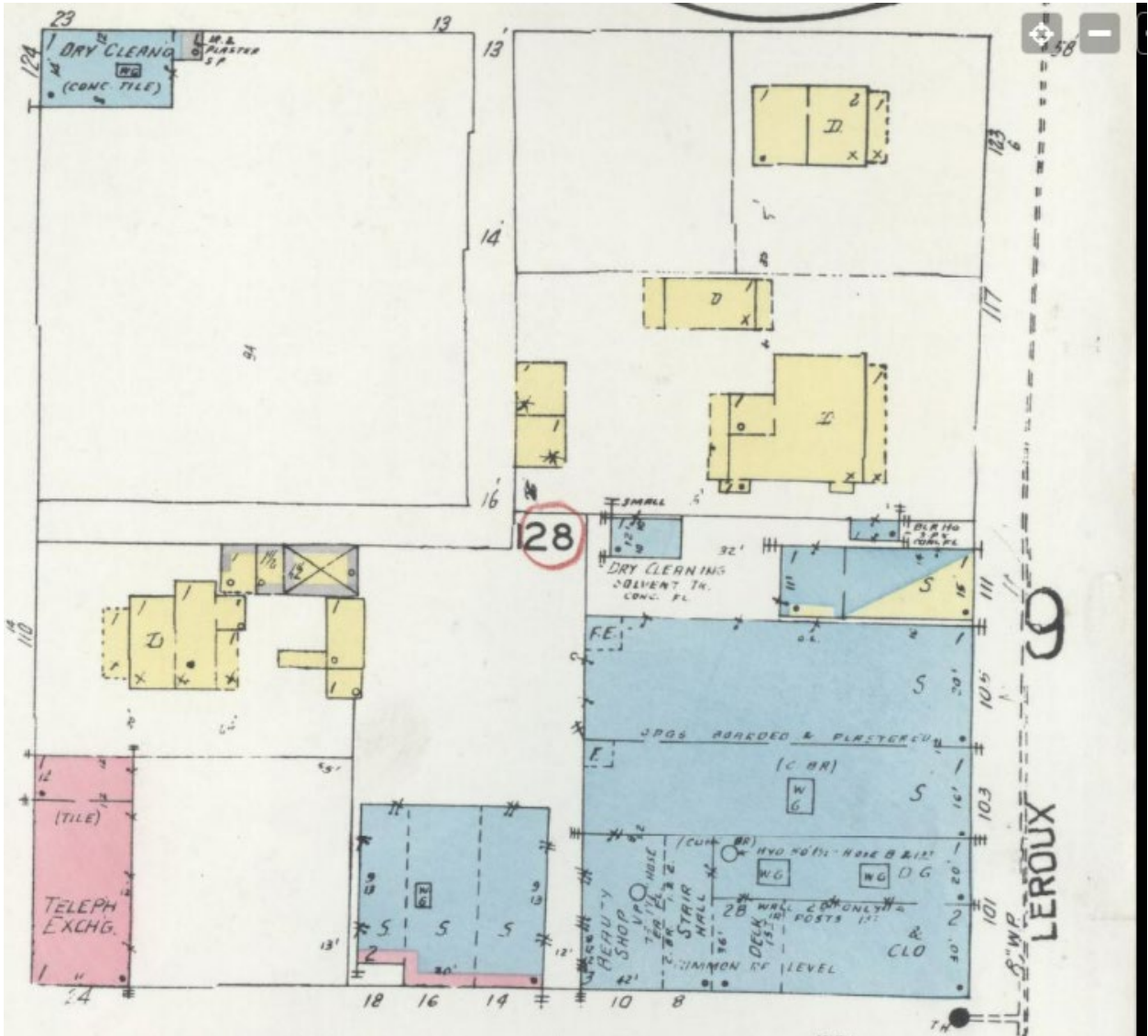
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**Additional Documentation**

Submit the following items with the completed form:

- **Maps:** A **USGS map** or equivalent (7.5 or 15 minute series) indicating the property's location.
- **Sketch map** for historic districts and properties having large acreage or numerous resources. Key all photographs to this map.

- **Additional items:** (Check with the SHPO, TPO, or FPO for any additional items.)



1948 Sanborn Map

## Photographs

### Photo Log

Name of Property: JC Penney Building

City or Vicinity: Flagstaff, AZ

County: Coconino

State: Arizona

Description of Photograph(s) and number, include description of view indicating direction of camera:



1 of 5. Google Street View of 101 N Leroux from the SE



2 of 5. Google Street View of 103 N Leroux from the E



3 of 5. Late 1920s photo of the JC Penney building from the SE



4 of 5. Early 1960s photo of the JC Penney building from the SE

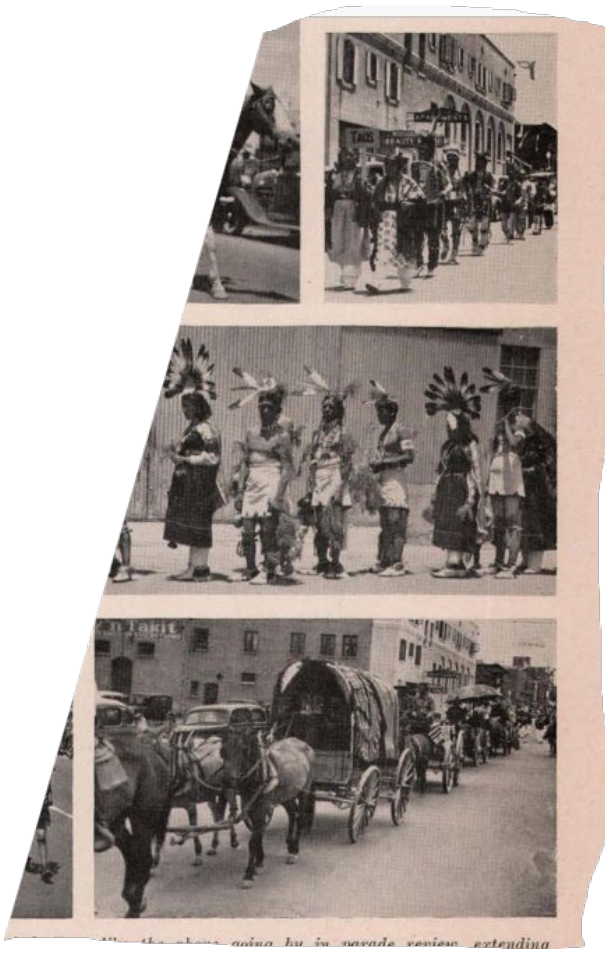


5 of 5. Photograph from Coconino Sun of Indian Pow Wow parade on Aspen Ave. Taken from SW. Photographer stood in front of the Orpheum.

Photo Log continued



1 of 7 1939 parade photo taken facing SE



2 of 7 1941 Parade photos ( top and bottom) taken from the SE



3 of 7 1942 Parade photo taken from the SE

Citation for this item



4 of? 1964 Parade Photo take facing E up Aspen Ave.



5 of ? Undated photo from SW



6 of 7 1934 Photo of building from the SE



7 of 7 1973 photo of building take from the W



**Heritage Preservation Commission**

6. B.

**Meeting Date:** 12/18/2024

**From:** Sara Dechter, AICP, Comprehensive Planning Manager

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**TITLE:**

Modification from Level 1 to Level 2 funding for the Historic Signs and Facades Grant for 823 W Aspen Ave

**PROPERTY INFORMATION:**

**Address:** 823 W Aspen Ave

**Assessor's Parcel Number:** 100-24-015B

**Property Owner:** Caitlin Kelly

**Applicant:** Caitlin Kelly

**City Staff:** Sara Dechter

**REQUESTED ACTION:**

The property owner would like Level 2 grant funding can be awarded based on the pre-approved scope and previous Commission discussion.

**RECOMMENDED ACTION:**

**ALTERNATIVE ACTIONS:**

The Commission can not approve additional funding and the grantee would be paid the \$10,000 match originally approved.

**HAS THERE BEEN PREVIOUS COMMISSION DECISION ON THIS:**

The Commission approved a Level 1 grant in [August 2024](#) with a request to come back and request additional Level 2 funding if needed.

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**Attachments**

Request for additional funding  
Original Application  
Final invoice  
Photos of previous condition  
After Photos

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**Re: Update**

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**From** Caitlin Kelly <caitikelly@gmail.com>  
**Date** Tue 12/10/2024 10:47 AM  
**To** Sara Dechter <SDechter@flagstaffaz.gov>

Of course! Well...it's not that short but I couldn't help but summarize and be thorough. See below, is it too lengthy?

The original application was submitted requesting level 1 funding of \$10K as I didn't know if our property would be eligible or not for Level II funding. Therefore, the original application included the bid from the contractor for \$25k for stucco only. The HPC meeting concluded with a motion stating "to approve a level 1 grant for up to \$10,000 for stucco repair at 823 W Aspen Avenue with the option to upgrade to a level 2 grant if the repair requires additional work related to structural issues."

The entire project was originally quoted for an estimated \$40,000. Unforeseen expenses increased the total cost to \$50,300. We want to thank the commission for the original review of the application and we are bringing our application back to the commission as suggested by the HPO to increase our funding to Level II due to the additional repairs/expenses: Replacing rotted fascia along the north edge of the building was included in the original scope. The extent of the rot was revealed to be more than anticipated. It was deemed necessary to remove and replace the existing fascia along with the shingle roofing and underlayment to complete that repair and satisfy the original scope of improvements.

On Mon, Dec 9, 2024 at 4:51 PM Sara Dechter <[SDechter@flagstaffaz.gov](mailto:SDechter@flagstaffaz.gov)> wrote:

Hi Caitlin,

Can you provide a short email that explains that the costs you are requesting the additional \$10k for falls within the original scope? I can send you the link to the original application if you need it.

Sara

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**From:** Caitlin Kelly <[caitikelly@gmail.com](mailto:caitikelly@gmail.com)>  
**Sent:** Monday, December 9, 2024 2:53 PM

**To:** Sara Dechter <[SDechter@flagstaffaz.gov](mailto:SDechter@flagstaffaz.gov)>  
**Cc:** Annalisa Hansen <[Annalisa.Hansen@flagstaffaz.gov](mailto:Annalisa.Hansen@flagstaffaz.gov)>  
**Subject:** Re: Update

Thank you so much for coming by.

See attached invoice from the contractor. This has been paid in full. Due to the amount I'm hoping to ask the commission to increase the grant funding. Please let me know what I need to do in order to do that.

Thank you!  
Caitlin

On Mon, Dec 9, 2024 at 7:36 AM Sara Dechter <[SDechter@flagstaffaz.gov](mailto:SDechter@flagstaffaz.gov)> wrote:

We can come by around 9am this morning.

I'll text you when we leave city hall.

Sara

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**From:** Caitlin Kelly <[caitkelly@gmail.com](mailto:caitkelly@gmail.com)>  
**Sent:** Friday, December 6, 2024 4:32:35 PM  
**To:** Sara Dechter <[SDechter@flagstaffaz.gov](mailto:SDechter@flagstaffaz.gov)>  
**Subject:** Re: Update

Yay! I love that you have to come over! I'm so happy that you'll see it in person. There are a few things they have to return to do. Mainly paint changes so nothing major. You're welcome Monday or Friday. Whatever's most convenient for you and Lauren. If you think it's better to wait until it's 100% done let me know and we can wait. I hope you have a lovely weekend and thank you so much!

On Fri, Dec 6, 2024 at 7:54 AM Sara Dechter <[SDechter@flagstaffaz.gov](mailto:SDechter@flagstaffaz.gov)> wrote:

Hi Caitlin,

That is such great news. I am glad the project was such a success. I need to come out and do an on site inspection for the grant. Can we schedule that for next week? Maybe Monday or Friday morning? The HPO, Lauren Clementino, is starting on Monday and I would love to show her your project and give you a chance to meet her.

Annalisa will need paid receipts and she can tell you if there are any other gaps in the financial paperwork.



# 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

**HPC-G**

Date Received		<b>Application to Heritage Preservation for a Historic Signs and Facades Grant</b>		File Number
Property Owner(s) Caitlin Kelly, Chris Stratman		Title Owners	Phone 928-863-6553	Email caitikelly@gmail.com
Mailing Address 823 W Aspen Ave, Flagstaff, AZ. 86001 City, State, Zip				
Applicant Caitlin Kelly, Chris Stratman		Title Owners	Phone 928-863-6553	Email caitikelly@gmail.com
Mailing Address 823 W Aspen Ave, Flagstaff, AZ. 86001 City, State, Zip				
Property Interest of Applicant(s) (Owner, contractual interest, or agent) Owner City, State, Zip				
Site Address 823 W Aspen Ave, Flagstaff, AZ. 86001				
Project Name Stucco Improvement				
Parcel Number(s) 100-24-015B			Zoning District(s), including Overlays Townsite	
Property Information:				
<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 every 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>				
Property Owner Signature: <i>Chris Stratman</i>		Date: 7/31/24	Applicant Signature: <i>Caitlin Kelly</i>	
			Date: 7/31/24	
<b>For City Use</b>				
Date Filed: _____		HPC Hearing Date: _____		
Fee Receipt #: _____		Amount: _____		Date: _____
Action by HPC:		<input type="checkbox"/> Denied <input type="checkbox"/> Continued		
<input type="checkbox"/> Consent Approval by HPO <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions		Staff Initial: _____		Date: _____

## 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 comform 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



**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.

OUTBACK STUCCO INC.

P.O. Box 3763  
Sedona, Arizona 86340

**INVOICE**

~~ESTIMATE~~

Date	Estimate #
12/5/2024	604

Name / Address
Caitlin Kelly 823 W Aspen caitikeooy@gmail.com 928-863-6553

Project

Description	Total
Stucco home with new stucco base coat and finish coat over old stucco:	25,000.00
Additional repairs to the building deemed necessary during stucco repairs:  * Re-Roof of building and attached water heater closet/utility shed (Roofing permitted and approved by City AHJ)	8,800.00
Tear off and replace rotted fascia, stucco & paint soffit and new fascia, stucco & paint water heater shed, rehang and paint rain gutters, paint and hang new mail boxes. (Minor Improvements permitted and approved by City AHJ)	16,500.00

*PAID IN FULL 10/31/24*

Price only valid for 30 days. Does not include taxes, bonds, permits or fees unless noted. 20% deposit required on acceptance.

<b>Total</b>	<b>\$50,300.00</b>
--------------	--------------------

Signature \_\_\_\_\_

Phone #	Fax #	E-mail	Web Site
928.300.9992	928.779.6901	outbackstucco@aol.com	www.outbackstucco.com

Photos of Current Conditions – 823 W. Aspen Ave. August 2024





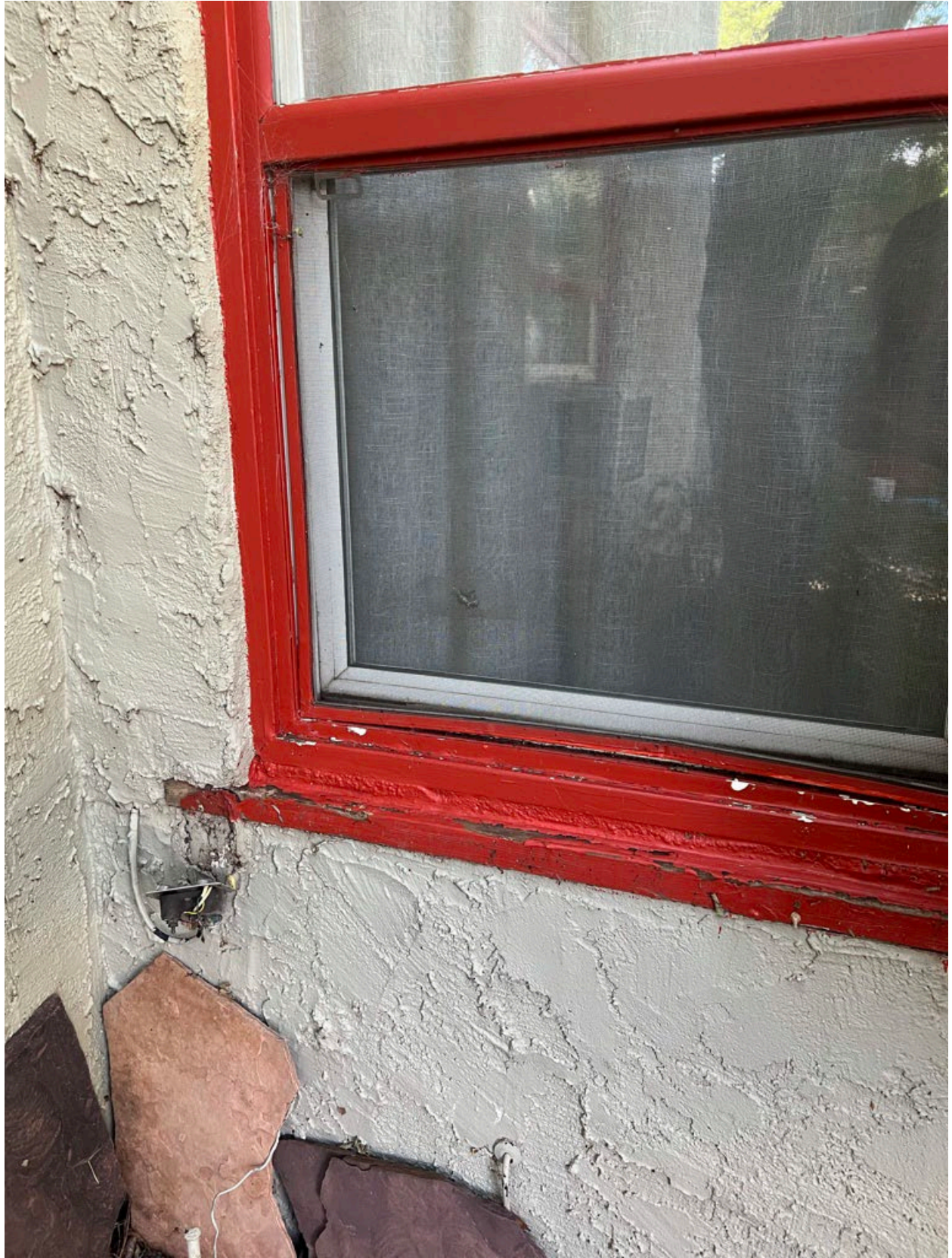
















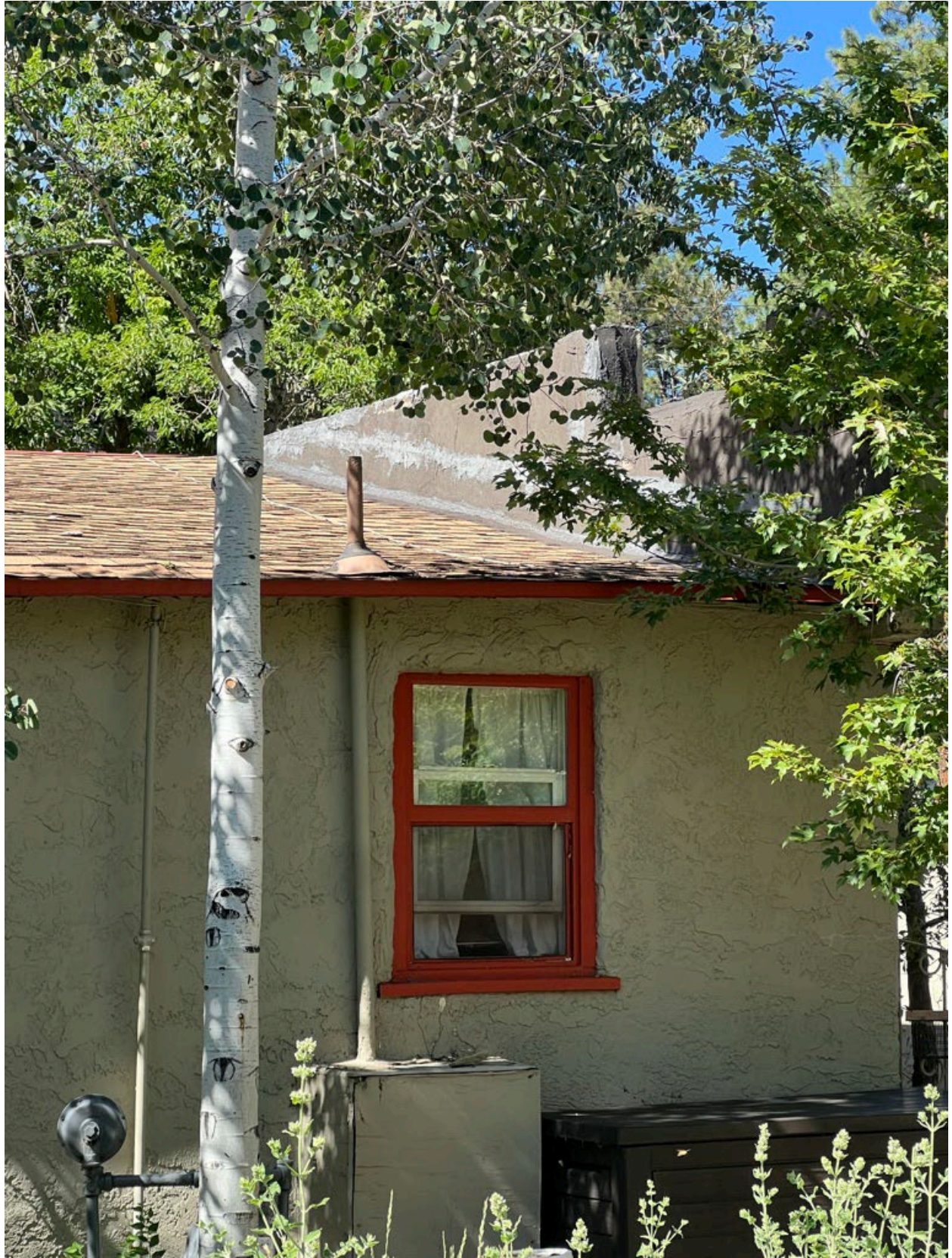


NO PARKING













Completed stucco, wood and roof work at 823 W Aspen Ave





7. A.

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Sara Dechter, AICP, Comprehensive Planning Manager  
**Date:** 12/11/2024  
**Meeting Date:** 12/18/2024



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**TITLE:**  
Historic Design and Facade Grant Tracking - December 2024 Update

**STAFF RECOMMENDED ACTION:**  
Discussion only.

**Policy Impact:**

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**Attachments:** [Grant Tracking](#)

## HSFG Grants July 2024 - June 2025

Address	Property Owner(s)	Grant Amount (\$)	Meeting Date	Status
314 W Birch Avenue	Robert and Dorothy Best	\$20,000	November-23	Paid
Yogaert / 3 E Aspen	Samantha		Mar-24	Forfeited
601 W Cherry Avenue	Erik Schiefer-Stan & Amanda Schiefer-Stan	\$10,000	April-24	Permits under review
614 W Santa Fe Avenue	Mac Axelrod, Trustee (Tesano representative)	\$20,000	April-24	Permits issued
Sego Lily House	Townsite CLT	\$ 20,000	Jul-24	Paid
1625 N Sunset Drive	Claire DeChambre and Nicholas Geib	\$10,000	Aug-24	Paid
416 S San Francisco Street	Enrique Valdivia	\$5,000	Aug-24	Inspection complete - payment pending
823 W Aspen Ave	Caitlin Kelly	\$ 10,000	Aug-24	Inspection complete- payment pending
314 N Mogollon	Jeff and Karen Kramarcyk	\$ 10,000	18-Sep	Paid
302E Route 66	Harry Curtin	\$ 10,000	Sep-24	Paid
803 1/2 W Aspen Ave	Greg Hadden	\$ 20,000	Sep-24	Permits issued
104 E Route 66	Bob Harris (contractor)	\$ 10,000	Nov-24	Permits Issued
FY25 Funding		\$160,000		
Available funds		\$15,000		

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Sara Dechter, AICP, Comprehensive Planning Manager  
**Date:** 12/11/2024  
**Meeting Date:** 12/18/2024



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**TITLE:**  
Regional Plan 2045 Update

**STAFF RECOMMENDED ACTION:**  
Provide comments to staff during the meeting

**Executive Summary:**

The Flagstaff Regional Land Use Plan 2045 has been open for a 60-day public review since October 20. This comment period will end on December 19 at 5pm. Heritage Preservation is discussed in several sections:

- 1) "Protect the Region's significant natural and cultural resources" is one of the plan's top five priorities.
- 2) In the following goals and policies: Policy RS.10, and Goal CR and related policies.
- 3) In the Growth and Land Use Chapter under Landscapes and Neighborhood Building Blocks.
- 4) In the implementation guidelines and action items in the Social and Economic Systems, Resource Stewardship and Resilience, and the Parks Recreation and Open Space chapters.

The full document is available to review at [www.flagstaff.az.gov/regionalplan2045](http://www.flagstaff.az.gov/regionalplan2045)

**Financial Impact:**  
NA

**Policy Impact:**  
The Regional Plan is an overarching policy document for land use decision-making. It relates to heritage preservation at a high level, it gives the purpose for the program and can support changes to the Zoning Code.

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**Attachments:**

7. C.

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Nancy Corbin-Fuller, Administrative Specialist  
**Date:** 12/12/2024  
**Meeting Date:** 12/18/2024



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**TITLE:**  
Election of a Vice-Chair

**STAFF RECOMMENDED ACTION:**  
Nominate and elect a Vice Chair from committee members.

**Policy Impact:**

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**Attachments:**



**Heritage Preservation Commission**

8. A. 1.

**Meeting Date:** 12/18/2024

**From:** Sara Dechter, AICP, Comprehensive Planning Manager

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**TITLE:**

Letter Report for 810 1/2 W Grand Canyon

**PROPERTY INFO:**

**Permit Number(s):** PZ-24-00214

**Address:** 810 1/2 W GRAND CANYON AVE

**Type of Approval:** Letter Report

**Approval Date:** 11/14/2024

**FINDINGS:**

Conditions of approval:

1) Cultural resource identification training should be provided to one or more members of the project crew tasked with completing excavation work associated with the project. Said training should also include a protocol for contacting an on-call archaeologist to efficiently assess and document any identified resources of historical significance before they are rendered inaccessible by completion of the project. Notify the HPO when this training has been completed.

2) The project crew should notify an on-call archaeologist of any features or artifacts identified during excavation and allow said archaeologist to assess and document any and all such features and/or artifacts.

**INFORMATION:**

The property owner is demolishing the rear unit and building a new ADU. The Letter Report was requested to document the historic ADU and to ensure that archeological monitoring is done appropriately.

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**Attachments**

Letter Report

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L O G A N S I M P S O N

November 1, 2024

Ms. Sara Dechter

Delivered electronically to [sdechter@flagstaffaz.gov](mailto:sdechter@flagstaffaz.gov)

**Cultural Resource Study Letter Report for 810 ½ West Grand Canyon Avenue, Flagstaff, Coconino County, AZ**

Dear Ms. Dechter:

Logan Simpson has been engaged to prepare the following Cultural Resource Study letter report on behalf of A.J.H. Woodworks, Inc., which has been hired by the property owner of 810 West Grand Canyon Avenue ("810") to demolish 810 1/2 West Grand Canyon Avenue ("Property"), a guesthouse located at the northeast corner of the parcel. The demolition will occur in advance of constructing a new accessory dwelling unit (Permit BP-24-01289). Per the Coconino County Assessor's Office, the guesthouse was constructed in 1956. As such, it is more than fifty years old and, in accordance with Flagstaff City Code ("FCC") § 10-30.30.050(A)(2)(a)(5) and because it is not exempted by one or more of the conditions outlined in FCC § 10-30.30.050(A)(2)(b), a cultural resource study must be prepared in advance of the proposed work. The Property has been determined eligible for documentation via letter report, which is appropriate when a property meets one or more conditions specified in FCC § 10-30.30.050(A)(3)(c)(1). Upon submittal to the City of Flagstaff ("City"), the letter report will be processed in a manner consistent with that depicted in FCC Figure 10-30.30.050(B).

**PROPERTY OVERVIEW**

The Property sits to the northeast of 810, the primary dwelling on the parcel. The parcel, Coconino County Assessor parcel number 100-28-003 (Figure 1), is 6,390 square feet in size and is legally identified as lot 4 and portions of lots 5 and 6 of block 2K of the Flagstaff Townsite subdivision, which is located within the southeast quarter of the southwest quarter of Section 16 of Township 21 North, Range 7 East of the Gila and Salt River Base and Meridian. 810 (Photo 1) is a 1,059 square foot detached single-family home constructed in 1915. It is a cross-gabled Craftsman styled residence featuring horizontal clapboard siding. The primary façade features a gable-roofed entry with wood brackets and Craftsman embellishments. Six, three-over-one lite sash windows are arranged on the primary façade. A gable-roofed addition is to the rear of the building. The Property (Photos 2-7) is a wood-framed building with an irregular footprint set on a poured concrete foundation. The building, constructed in 1956, is clad in asbestos shingles. It is topped by a cross-gabled roof with a shed-roof extension to the east clad with asphalt shingles. The eaves are overhanging on all elevations with exposed rafter tails on the north, south, and east elevations. All windows are set into wood frames and are one-over-one vinyl sash windows.

The primary entry is on the south elevation, denoted by a gable-roofed entry with exposed rafter tails and clad in asphalt shingles. Solid wood brackets uphold the entry gable with wood paneling in the gable face. The parcel, which includes both 810 and the Property, is not located within a known archaeological site, is not within the boundaries of a National Register of Historic Places (“NRHP”) district, and is not located within a City historic overlay zone, as defined in FCC § 10-30.30.040(B)(2). Likewise, it is not individually listed in the NRHP nor is it a City landmark property, as defined in FCC § 10-30.30.040(B)(1). The parcel is located approximately one block south-southwest of the NRHP-listed Flagstaff Townsite Historic Residential District (National Register Information System ID 86000897) and the Townsite Historic Overlay Zone and approximately one block north of La Plaza Vieja.

### HISTORY AND EVALUATION OF SIGNIFICANCE

The Flagstaff Townsite subdivision was platted in 1890 (Figure 2) and is located in an area associated with some of the earliest Euro-American settlement in Flagstaff. An 1878 General Land Office map depicts the overland road, a key early transportation corridor, and a freshwater spring in the area of the subdivision (Figure 3). Per Coconino County Assessor records, 810 was constructed in 1915 and, prior to 1959, was addressed as 66 West Grand Canyon Avenue. The Property was erected by Lee and Alberta Hulsey, owners of the parcel, in 1956. The Hulseys lived at 810 from 1953 through 1982; Lee Hulsey worked at the Navajo Ordnance Depot (now Camp Navajo). Available city directory listings record the following historic period residents for the Property:

YEAR	NAME(S)	LISTED OCCUPATION(S)
1959	Charles B. and Myrtle Payne	Employee at Chesire Motors (Charles)
1961	Paul M. and Hallie M. Ocheltree	Employee at Paul’s Garage (Paul)
1966	James Coon	None
1970	Wayne H. and Wayne Pierce	Trucker (Wayne H.) and student (Wayne)
1971	Mark S. and Scott C. Edminster	None
1972	David Belk	None
1973	David and John L. Belk	None
1975	Dan Deirker	Student at Northern Arizona University

Post-1975 directory listings indicate the residence was rented primarily by college students and experienced high tenant turnover rates.

Logan Simpson reviewed city directories, newspaper databases, digital archival holdings, historic maps, and numerous secondary sources focused on Flagstaff history to determine if the Property held significance in relation to notable events or broad patterns of history, prominent individuals, or architecture. The Property does not appear to have association with any notable events or broad patterns of history. Likewise, it does not appear to possess association with any

individuals of historic significance at the local, state, or national levels. The Property lacks distinction of design and/or materials and does not appear to have been designed by an architect of note. The parcel, while not within a known archaeological site, is located in close proximity to the Flagstaff Old Town Village Site/Old Town Springs site and is approximately 200 meters from an area that yielded historic artifacts believed to be associated with the historic overland road.

## RECOMMENDATIONS

Logan Simpson recommends the property not be identified as a cultural resource and, as such, also recommends the demolition proposed in association with permit BP-24-01289 be classified as not impacting an historic built environment resource. Although not within the boundaries of a known archaeological site, the Property is located in close proximity to the Flagstaff Old Town Village Site/Old Town Springs site and is approximately 200 meters from an area that yielded historic artifacts believed to be associated with the historic overland road. Per a September 17th, 2024 conversation with Sara Dechter (City of Flagstaff), Logan Simpson understands the City desires cultural resource identification training be provided to one or more members of the project crew tasked with completing excavation work associated with the project. The purpose of the suggested training is equipping the project crew in identifying potential resources of historical significance similar to ones previously identified in the direct vicinity of the current project. Accordingly, Logan Simpson recommends the following:

1. Cultural resource identification training should be provided to one or more members of the project crew tasked with completing excavation work associated with the project. Said training should also training will also include a protocol for contacting an on-call archaeologist to efficiently assess and document any identified resources of historical significance before they are rendered inaccessible by completion of the project.
2. The project crew should notify an on-call archaeologist of any features or artifacts identified during excavation and allow said archaeologist to assess and documents any and all such features and/or artifacts.

Respectfully,



John Southard, M.A.  
Lead Historian/Historic Preservation Program Lead  
Attachment (Figures and Photos)

WORKS CITED

*Bureau of Land Management (BLM) 1879 General Land Office survey map for Township 21 North, Range 7 East.*

*City of Flagstaff Code.*

<https://www.codepublishing.com/AZ/Flagstaff/html/Flagstaff10/Flagstaff1030030.html#>

*Coconino County Parcel Report.*

<https://coconinocounty.maps.arcgis.com/apps/webappviewer/index.html?id=a5c325eab5d541bbbc7637d13147dd6a&find=10028003>

*Flagstaff, Williams, Grand Canyon, Oak Creek, Sedona, Arizona ConSurvey City Directory 1961. Mullin-Kille of Arizona, 1961.*

*Flagstaff, Arizona 1970 City Directory. Johnson Publishing Company, 1970.*

*Flagstaff, Arizona 1971 City Directory. Johnson Publishing Company, 1971.*

*Flagstaff Telephone Directory. Mountain States Telephone, 1966.*

*Johnson's 1972 Flagstaff, Arizona City Directory. Johnson Publishing Company, 1972.*

*Johnson's 1973 Flagstaff, Arizona City Directory. Johnson Publishing Company, 1973.*

*Johnson's 1975 Flagstaff, Arizona City Directory. Johnson Publishing Company, 1975.*

*Telephone Directory for Flagstaff, Ash Fork, Grand Canyon, Page, Sedona, Seligman, Williams, July 1959. Mountain States Telephone and Telegraph Company, 1959.*



# FIGURES AND PHOTOS

Cultural Resource Study Letter Report for 810 ½ West Grand Canyon Avenue, Flagstaff, Coconino County, AZ

## FIGURES

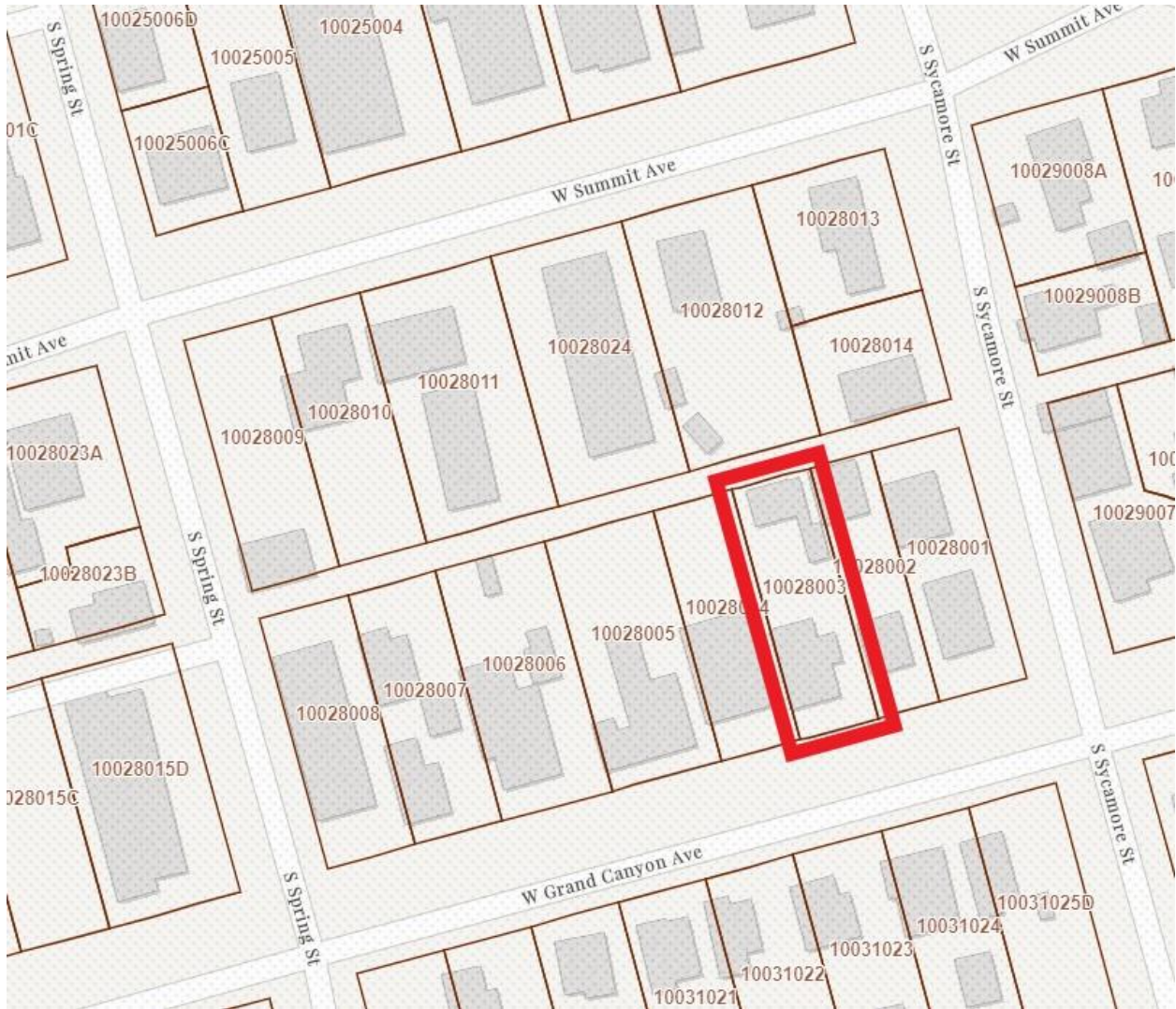


Figure 1. Snip from Coconino County Assessor map showing location of 810 and 810 1/2 West Grand Canyon Avenue.

FIGURES AND PHOTOS

Cultural Resource Study Letter Report for 810 ½ West Grand Canyon Avenue, Flagstaff, Coconino County, AZ

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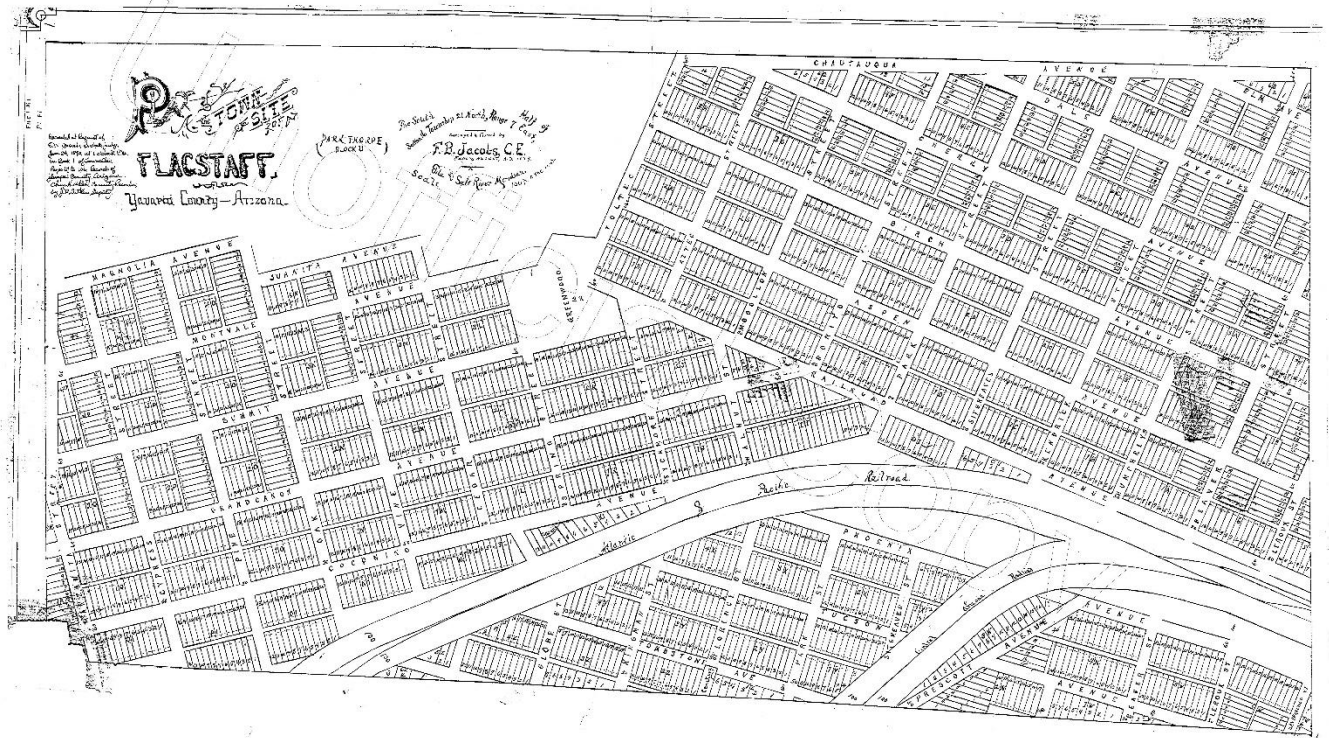


Figure 2. 1890 Flagstaff Townsite plat

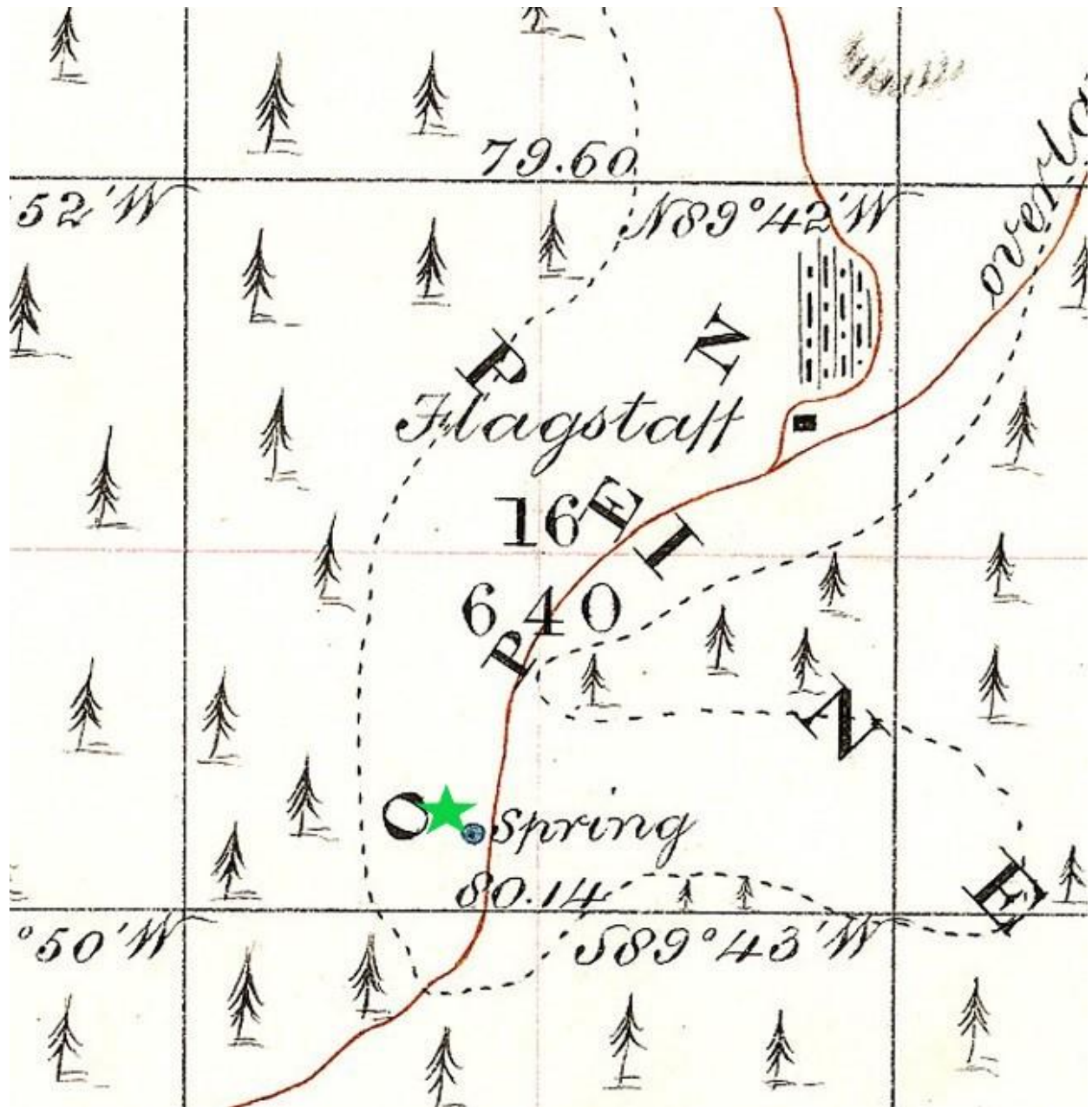


Figure 3. Snip from 1878 General Land Office survey map of Township 21 North, Range 7 East. Green star depicts approximate location of 810 and 810 1/2 West Grand Canyon Avenue.

## PHOTOS



Photo 1. 810 West Grand Canyon Avenue. Photo facing north-northwest.



Photo 2. Primary facade of 810 1/2 West Grand Canyon Avenue. Photo facing north-northwest.

FIGURES AND PHOTOS

Cultural Resource Study Letter Report for 810 ½ West Grand Canyon Avenue, Flagstaff, Coconino County, AZ

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Photo 3. Rear (north) facade of 810 1/2 West Grand Canyon Avenue. Photo facing south-southeast.

FIGURES AND PHOTOS

Cultural Resource Study Letter Report for 810 ½ West Grand Canyon Avenue, Flagstaff, Coconino County, AZ

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Photo 4. West (side) facade of 810 1/2 West Grand Canyon Avenue. Photo facing east.

FIGURES AND PHOTOS

Cultural Resource Study Letter Report for 810 ½ West Grand Canyon Avenue, Flagstaff, Coconino County, AZ

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Photo 5. East (side) facade of 810 1/2 West Grand Canyon Avenue. Photo facing southwest.

FIGURES AND PHOTOS

Cultural Resource Study Letter Report for 810 ½ West Grand Canyon Avenue, Flagstaff, Coconino County, AZ

November 1, 2024 | Page 9



Photo 6. Overview of 810 1/2 West Grand Canyon Avenue. Photo facing southeast.

FIGURES AND PHOTOS

Cultural Resource Study Letter Report for 810 ½ West Grand Canyon Avenue, Flagstaff, Coconino County, AZ

November 1, 2024 | Page 10



Photo 7. Overview of 810 1/2 West Grand Canyon Avenue. Photo facing southwest.



**Heritage Preservation Commission**

8. A. 2.

**Meeting Date:** 12/18/2024

**From:** Sara Dechter, AICP, Comprehensive Planning Manager

---

**TITLE:**

Certificate of No Effect for 603 W Birch Ave.

**PROPERTY INFO:**

**Permit Number(s):** PZ-23-00209-02

**Address:** 603 W Birch, Units 1 & 2

**Type of Approval:** Certificate of No Effect

**Approval Date:** 11/22/2024

**FINDINGS:**

Conditions of Approval

- 1) Approved based on alternative materials provided by email on 11/19/24.
- 2) Windows must be Pella Impervia series or equivalent in the pattern shown in the original application. The HPO must approve modifications in advance.

**INFORMATION:**

Replacing windows, roof and repairing of chimney and stucco on existing unit only. This is not a review of the unit proposed in the concept plan currently under review.

---

**Attachments**

Application

Statement of Significance

Modified window specifications

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# City of Flagstaff

# Community Development Division

211 W. Aspen Ave

P: (928) 213-2618

Flagstaff, AZ 86001

F: (928) 779-7684

www.flagstaff.az.gov

**HPC-C**

Date Received <u>11/14/24</u>		Application to Heritage Preservation for a Certificate within an Overlay		File Number <u>PZ-24-00209-02</u>
Property Owner(s) <u>CHRIS WELLER</u>	Title	Phone <u>904 955 4856</u>	Email <u>chris24weller@yahoo.com</u>	
Mailing Address <u>2652 N DOVESNEST LN FLAGSTAFF, AZ 86001</u>		City, State, Zip		
Applicant	Title	Phone	Email	
Mailing Address		City, State, Zip		
Property Interest of Applicant(s) (Owner, contractual interest, or agent) <u>OWNER</u>				
Site Address <u>603 W BIRCH UNIT 1 AND 2</u>		City, State, Zip <u>FLAGSTAFF, AZ 86001</u>		
Project Name				
Parcel Number(s) <u>APN: 10016009B</u>		Zoning District(s), including Overlays <u>FLAGSTAFF TOWNSITE</u>		
Property Information:	<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>FLAGSTAFF TOWNSITE</u> )		
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is a structure on the property considered contributing to the District?		
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Located in a Historic or Landmark Overlay? (Name: <u>FLAGSTAFF TOWNSITE</u> )		
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is the structure over 50 years old at the time of application?		
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does this application include review of a sign in an overlay or the Central Sign District?		
Type of HPC Application Requested:	<input checked="" type="checkbox"/>	Certificate of No Effect (May be reviewed by the Heritage Preservation Officer or the Commission)		
	<input type="checkbox"/>	Certificate of Appropriateness (Must be reviewed by the Heritage Preservation Commission)		
	<input type="checkbox"/>	Certificate of Economic Hardship (Must be reviewed by the Heritage Preservation Commission)		
<b>Note: Applications which are incomplete or not accompanied by the required information will not be accepted.</b>				
Property Owner Signature: <u>[Signature]</u>	Date: <u>11/14/24</u>	Applicant Signature: <u>[Signature]</u>	Date: <u>11/14/24</u>	
<b>For City Use</b>				
Date Filed: _____		HPC Hearing Date: _____		
Fee Receipt #: _____		Amount: _____	Date: _____	
Action by HPC:	<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	Staff Initial: _____	Date: _____	



HPC-C

**Project Description**

603 W BIRCH UNITS 1 AND 2 (APN: 10016009B)

WINDOWS: REMOVE ALL STORM WINDOWS. REPLACE WITH CURRENT DIMENSIONS; ANDERSEN 100 SERIES

FIBREX WITH APPROPRIATE COLOR (WHITE, BLACK OR TERRAZONE) WITH 1900S STYLE GRILLE

STUCCO: PATCH AND FINISH COAT APPROPRIATE TO CURRENT DESIGN AND COLOR COMBINATION WITH TRIM AND WINDOW FRAMES

ROOF: NEW SHINGLE ROOF APPROPRIATE TO CURRENT DESIGN.

CHIMNEY: REPOINT AND REFLASH. BRICKS ARE ORIGINAL AND WILL NOT BE REPLACED. APPROPRIATE WITH CURRENT DESIGN AND 1900S PERIOD

OVAL CONCRETE STOOPS: REMOVE CURRENT CINDER BLOCK STOOPS, REPLACE WITH POURED CONCRETE IN SEMI CIRCULAR PERIOD APPROPRIATE DESIGN.

**Explanation of how the project meets the applicable overlay and relevant sections of the Zoning Code**

603 W BIRCH IS A DUPLEX BUILT IN 1912. THE PROJECT UPGRADES WINDOWS WHILE KEEPING THE STYLE OF EARLY 1900S. ALL UPGRADES: WINDOWS, STUCCO, ROOF, CHIMNEY REPAIR, STOOP REPLACEMENT <sup>WILL</sup> MEET CURRENT CODE WHILE MAINTAINING PERIOD SPECIFIC DESIGN REQUIREMENTS. OTHER THAN NEW WINDOWS, THESE UPGRADES WILL MAINTAIN THE SAME CURB APPEAL.



# City of Flagstaff

# Community Development Division

211 W. Aspen Ave

P: (928) 213-2618

Flagstaff, AZ 86001

F: (928) 779-7684

www.flagstaff.az.gov

HPC-C

## 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:

- 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.
- 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.
- 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: BASED ON NEWSPAPER FLOOR UNDERLAYMENT: 1912

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

BASED ON "AZ STATE HISTORIC PROPERTY INVENTORY" JUNE 1985:  
STUCCO AND PORCHES ARE NOT ORIGINAL. DO NOT KNOW  
EXACT TIME THOSE ALTERATIONS WERE MADE.

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

PROPERTY WAS OWNED, POSSIBLY BUILT BY R.E. GOBLE.  
1940 CENSUS SHOWS KENNETH R. COLE LIVES IN ONE OF  
THE UNITS. HIS NAME IS ON THE WHEELER PARK WWII  
MEMORIAL. HE WAS KILLED DURING THE BATTLE OF THE BULGE.  
CONSTRUCTION: THOUGHT WAS GIVEN TO TAKING STUCCO OFF AND  
RESTORING LAP SIDING BENEATH, HOWEVER WE DETERMINED A NEW  
STUCCO FINISH COAT IS MORE AFFORDABLE AND WILL LOOK PERIOD  
APPROPRIATE.

Source(s) of Information Used:

CITY DEED RECORDS, U.S. CENSUS, INTERNET SOURCES  
ARIZONA MEMORY PROJECT

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

EXISTING DUPLEX IS IN VERY GOOD CONDITION. PROPOSED UPGRADES  
WILL ELIMINATE WATER DAMAGE, RESTORE PERIOD DESIGN (WINDOWS)  
AND ENHANCE PERIOD CURB APPEAL.

**From:** [Christopher Weller](#)  
**To:** [Sara Dechter](#)  
**Subject:** Re: Weller Duplex (603 W Birch)  
**Date:** Tuesday, November 19, 2024 4:49:47 PM

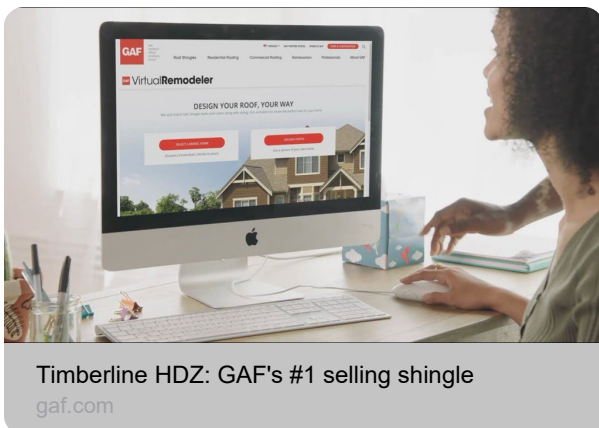
---

Sara,

The next option for windows will be the Pella Impervia series:



Roof tiles are the same as what Townsite Land Trust used two houses down:



Sent from my iPhone

On Nov 19, 2024, at 13:23, Sara Dechter <[SDechter@flagstaffaz.gov](mailto:SDechter@flagstaffaz.gov)> wrote:

Hi Chris,

I wanted to follow up from our phone call. I need a written amendment to your Certificate of No Effect application with the new windows and as description of the roofing material.

Thank you,  
Sara

---

**From:** Sara Dechter <SDechter@flagstaffaz.gov>  
**Sent:** Tuesday, November 12, 2024 7:10 PM  
**To:** Christopher Weller <chris24weller@yahoo.com>  
**Cc:** Megan Weller <welldesignedmw@gmail.com>; Austin Posner <a.posner@posner-arc.com>; Brian Neeley <bn.harmony@outlook.com>; Bethan X. Heng <bethan.heng@flagstaffaz.gov>; Victoria Martin <Victoria.Martin@flagstaffaz.gov>  
**Subject:** Re: Weller Duplex (603 W Birch)

Hi Chris and Megan,

I discussed this with Bethan who is managing the zoning map amendment case for the property. We agreed that this work can be divided into two decisions. The exterior improvements to the house can be submitted as a request for a Certificate of No Effect. We don't require historic preservation review for any interior repairs but the windows, stucco, roofing and all other exterior changes need to be included in the scope of the [HPC-C application](#). Please provide a materials board and window specs with this application. If the HPO determines there are no major impacts, then this can be approved administratively.

Once you have submitted a Site Plan and received your first round of comments, then submit a new HPC-C for the Certificate of Appropriateness for the rest of the what is shown on your concept plan. Please ensure that you site plan submittal includes all the information in the Heritage Preservation comments provided at Concept Plan. This application will have to be sent to the Heritage Preservation Commission, so be sure to submit it by the last Wednesday of the month before you want a hearing to take place. This will also need to be noticed per the Townsite Overlay requirements.

In order to split these applications, you will need to pay the \$65 fee twice.

I would be happy to set up a time to discuss this with you if you need more information.

Sincerely,  
Sara Dechter

---

**From:** Christopher Weller <[chris24weller@yahoo.com](mailto:chris24weller@yahoo.com)>  
**Sent:** Tuesday, November 12, 2024 2:00 PM  
**To:** Sara Dechter <[SDechter@flagstaffaz.gov](mailto:SDechter@flagstaffaz.gov)>  
**Cc:** Megan Weller <[welldesignedmw@gmail.com](mailto:welldesignedmw@gmail.com)>; Austin Posner <[a.posner@posner-arc.com](mailto:a.posner@posner-arc.com)>; Brian Neeley <[bn.harmony@outlook.com](mailto:bn.harmony@outlook.com)>  
**Subject:** Weller Duplex (603 W Birch)

---

You don't often get email from [chris24weller@yahoo.com](mailto:chris24weller@yahoo.com). [Learn why this is important](#)

Sara,

Hi, it's Chris Weller. I spoke with you after the September HPC meeting. We own 603 W Birch (duplex on corner of Birch and Bonito). It is currently vacant due to a major plumbing leak in August. We are working with Mountain Town Builders (Brian Neely). Permits will soon be pulled to replace the plumbing to the meter. In addition to numerous improvements, we are in the process of a rezone application.

In order to repair the property's water intrusion, I'm hopeful that I can get our window package, roof and chimney repair approved in a timely manner with your assistance. The window package will take about 6 weeks to be delivered. All of the repairs will keep the property's 1912 character in accordance to the Flagstaff Heritage Preservation. We also want to apply for a Flagstaff Historic Signs and Facades Grant. The following are on our list of improvements:

- Remove galvanized pipes / replace with PEX out to water meter
- Replace all windows at current dimensions. Current windows are fixed storm windows. The new windows will reflect original single hung / grille style from 1900's. The window spec sheet color is "Terratone", however we are undecided on color. It will conform to the character of the home, (See attached window specs). Work to be done by Brian Neely. Original windows can be seen in the AZ State Historic Property Inventory from June 1985. (See attached).
- Patch and finish coat stucco (work TBD)
- New roof shingles to reflect style of 1900s (work TBD)
- Seamless gutters to match trim color (work TBD)
- Repoint, base flashing and cap chimneys (see attached picture) (work TBD)
- HVAC to be installed in attic and back patio (Campbells Heating and Cooling)
- Concrete work to include oval concrete entry stoops x 3; coordinated side walk repair with City of Flagstaff to eliminate standing water issue on Birch side (work TBD)
- Re-grade property to eliminate water intrusion into crawl space, on Birch and Bonito sides (Raul Vargas, Kaibab Landscape)
- Tree planting (Warners)

<image001.png>

<image002.png>

<image003.jpg>

<image004.jpg>

## WINDOW SPEC SHEET

<image005.jpg>

<image006.jpg>

<image007.jpg>

<image008.jpg>

\*\*\*\* REZONE in progress. We have hired Austin Posner and our daughter Megan Weller to run this through the process. The Concept plan was approved by city planner, Bethan Heng, on July 17th. Austin Posner is currently working

on the Site Plan drawings and will submit them in December.

Thank you for your time and assistance. Please contact me if you have questions.

Chris Weller

[chris24weller@yahoo.com](mailto:chris24weller@yahoo.com)

904-955-4856



**Heritage Preservation Commission**

8. A. 3.

**Meeting Date:** 12/18/2024

**From:** Sara Dechter, AICP, Comprehensive Planning Manager

---

**TITLE:**

Certificate of No Effect for Sign at 222 E Birch Ave.

**PROPERTY INFO:**

**Permit Number(s):** PZ-24-00218, CC-24-02749

**Address:** 222 E Birch Ave

**Type of Approval:** Certificate of No Effect

**Approval Date:** 11/20/2024

**FINDINGS:**

The sign meets the requirements of the Zoning Code section 10-50.100 Sign Standards and the Downtown Overlay.

**INFORMATION:**

Wingbeat 88 is a new tenant who proposed a projecting sign to replace the wall mounted sign of the previous tenant.

---

**Attachments**

Sign design

---



Name: Wingbeat 88

Date: 10.18.2024

INV #: 00000

Rev #: 1

CUSTOMER'S APPROVAL

- Approved
- Approved with Changes
- Revise and Proof Again

Signature \_\_\_\_\_  
 Date \_\_\_\_\_

SIGN SPECS

- Radius Corners  in.
- Holes Punched
  - Center Top & Bottom
  - All Four Corners
- Hems  Grommets

PRODUCTION STAGES

- Design  Material
- Printed/ Cut
- Production  Install

**DONE**  
 Signature \_\_\_\_\_ Date \_\_\_\_\_



2333 E. Spruce Avenue,  
Flagstaff, AZ 86004

Ph: (928) 714-0740  
Email: signs@sarflagstaff.com  
Web: www.SARflagstaff.com

24 in

24 in

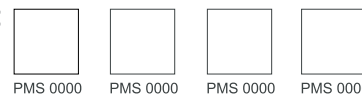


**Sandblasted HDU Sign / Qty. [x1]**

Double sided HDU sandblasted sign with four painted colors.  
Text and logo will be recessed into pebbled texture surface.

This design and drawing submitted for your review and approval is the exclusive property of SIGNARAMA. It may not be reproduced, copied, exhibited or utilized for any purpose, in part or in whole by any individual inside out outside without written consent of SIGNARAMA.

Color :



Notes:



Name: Wingbeat 88

Date: 10.18.2024

INV #: 00000

Rev #: 1

CUSTOMER'S APPROVAL

- Approved
- Approved with Changes
- Revise and Proof Again

Signature \_\_\_\_\_  
 Date \_\_\_\_\_

SIGN SPECS

- Radius Corners        in.
- Holes Punched
  - Center Top & Bottom
  - All Four Corners
- Hems  Grommets

PRODUCTION STAGES

- Design  Material
- Printed/ Cut
- Production  Install

**DONE**  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

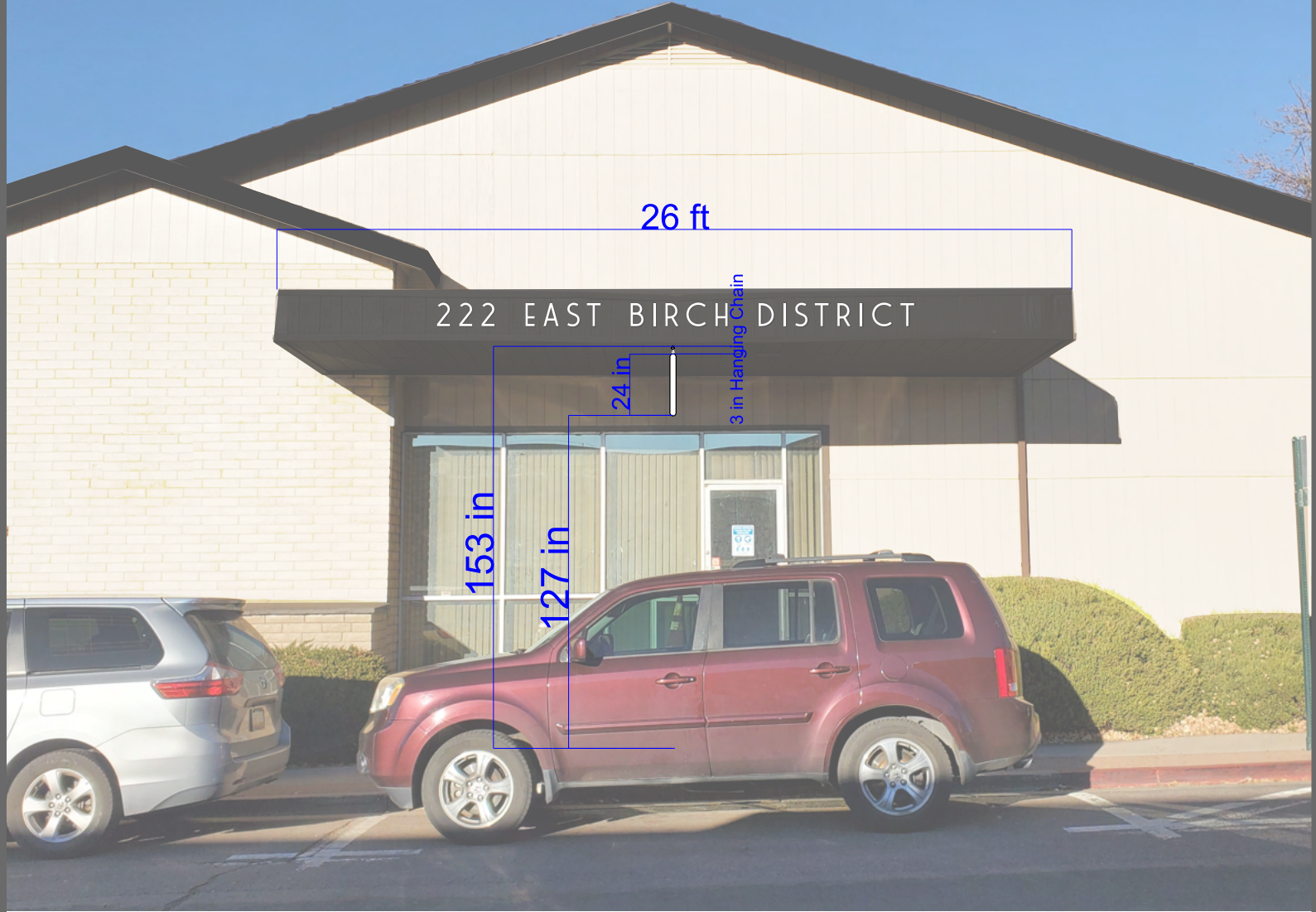
**Signarama**  
FLAGSTAFF

2333 E. Spruce Avenue,  
Flagstaff, AZ 86004

Ph: (928) 714-0740

Email: signs@sarflagstaff.com

Web: www.SARflagstaff.com



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Color :



PMS 0000



PMS 0000



PMS 0000



PMS 0000

Notes:



Name: Wingbeat 88

Date: 10.18.2024

INV #: 00000

Rev #: 1

CUSTOMER'S APPROVAL

- Approved
- Approved with Changes
- Revise and Proof Again

Signature \_\_\_\_\_

Date \_\_\_\_\_

SIGN SPECS

- Radius Corners        in.
- Holes Punched
  - Center Top & Bottom
  - All Four Corners
- Hems  Grommets

PRODUCTION STAGES

- Design  Material
- Printed/ Cut
- Production  Install

**DONE**

Signature \_\_\_\_\_ Date \_\_\_\_\_

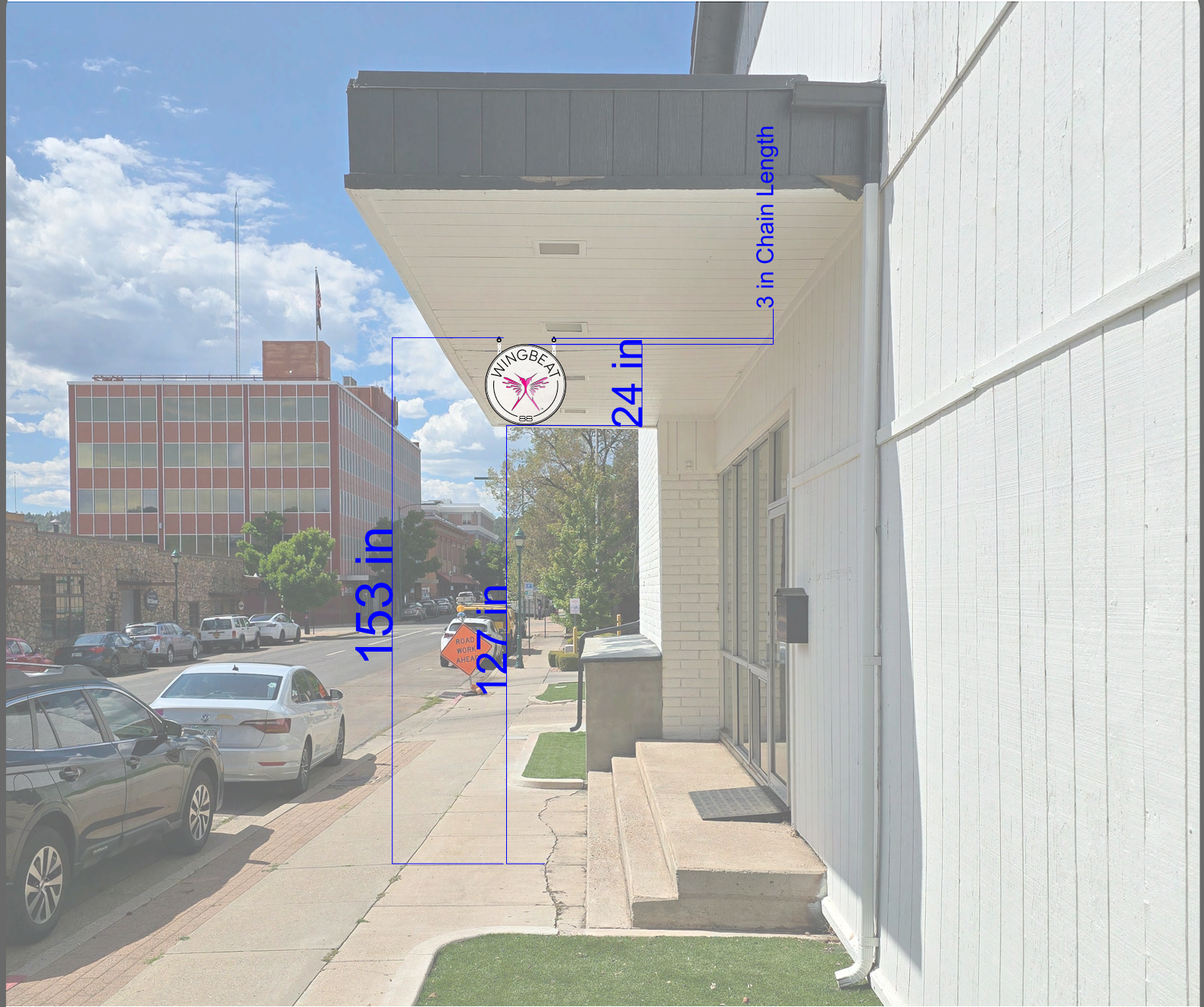
**Signarama**  
FLAGSTAFF

2333 E. Spruce Avenue,  
Flagstaff, AZ 86004

Ph: (928) 714-0740

Email: [signs@sarflagstaff.com](mailto:signs@sarflagstaff.com)

Web: [www.SARflagstaff.com](http://www.SARflagstaff.com)



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Color :



PMS 0000



PMS 0000



PMS 0000



PMS 0000

Notes:



**Heritage Preservation Commission**

**Meeting Date:** 12/18/2024

**From:** Sara Dechter, AICP, Comprehensive Planning Manager

---

8. A. 4.

**TITLE:**

Certificate of No Effect for 309 N Aztec St.

**PROPERTY INFO:**

**Permit Number(s):** PZ-24-00222

**Address:** 309 N Aztec St

**Type of Approval:** Certificate of No Effect

**Approval Date:** 11/22/2024

**FINDINGS:**

The replacement of roof shingles has no impact on the cultural resource.

**INFORMATION:**

The property owner replaced the existing shingles with a similar material.

---

**Attachments**

Application

---



# City of Flagstaff

# Community Development Division

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 Flagstaff, AZ 86001  
 www.flagstaff.az.gov

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

**HPC-C**

<b>Date Received</b>	<b>Application to Heritage Preservation for a Certificate within an Overlay</b>		<b>File Number</b>
<b>Property Owner(s)</b> Mark McCullough	<b>Title</b>	<b>Phone</b> (928) 607-3428	<b>Email</b> mark.mccullough02@gmail.com
<b>Mailing Address</b> 309 North Aztec Street		<b>City, State, Zip</b> Flagstaff, AZ 86001	
<b>Applicant</b> Andrew Bird	<b>Title</b> Operations Manager	<b>Phone</b> 480-229-5764	<b>Email</b> abird@missionrestoration.com
<b>Mailing Address</b> 1465 N Hayden Rd. Ste. 120		<b>City, State, Zip</b> Scottsdale, AZ 85257	
<b>Property Interest of Applicant(s)</b> (Owner, contractual interest, or agent) Mission Restoration LLC (General Contractor - Re-roofing)			
<b>Site Address</b> 309 North Aztec Street		<b>City, State, Zip</b> Flagstaff, AZ 86001	
<b>Project Name</b> MR24-9040			
<b>Parcel Number(s)</b> 100-01-006		<b>Zoning District(s), including Overlays</b>	
<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>Flagstaff Townsite Historic Residential District</u> ) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Is a structure on the property considered contributing to the District? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Located in a Historic or Landmark Overlay? (Name: <u>Flagstaff Townsite Historic Residential District</u> ) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Is the structure over 50 years old at the time of application? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Does this application include review of a sign in an overlay or the Central Sign District?		
<b>Type of HPC Application Requested:</b>	<input checked="" type="checkbox"/> Certificate of No Effect (May be reviewed by the Heritage Preservation Officer or the Commission) <input type="checkbox"/> Certificate of Appropriateness (Must be reviewed by the Heritage Preservation Commission) <input type="checkbox"/> Certificate of Economic Hardship (Must be reviewed by the Heritage Preservation Commission)		
<b>Note: Applications which are incomplete or not accompanied by the required information will not be accepted.</b>			
<b>Property Owner Signature:</b> e-Signed by Mark McCullough	<b>Date:</b> 11/27/2024	<b>Applicant Signature:</b> 	<b>Date:</b> 11-22-24
<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"/> Approved <input type="checkbox"/> Approved with Conditions		<input type="checkbox"/> Denied <input type="checkbox"/> Continued	
		<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 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. A list of related permits and development applications that have been or will need to be submitted.
6. Proof of ownership, or letter of authorization from the current property owner, if the applicant and owner are not the same.
7. Statement of approval from a subdivision or property owners association, if applicable.
8. Any other information which the applicant feels would be helpful and/or pertinent to the request.
9. 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 review of a Certificate of Appropriateness, a Certificate of Economic Hardship, Community Development must receive your application by the submittal deadline posted to the [Heritage Preservation program website](#).

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.

Please also note that per the Flagstaff Zoning Code, the HPO refer any application, including Certificates of No Effect to the Commission for any reason. If the HPO refers the application, you will not need to resubmit, but additional materials may be requested.

Applications pertaining to Certificates for properties with the Townsite Overlay Zone must also be properly noticed 15 days prior to the public hearing in accordance with *Section J of the Townsite Historic Design Review Overlay District Design Standards and Guidelines*.

Approval of a Certificate does not indicate a final approval of site plans, building plans, permanent sign permits and other applications that will be required prior to demolition, modification, or construction. Approval of all Certificates will be conditioned on their conformance with Zoning Code and Building Code standards. The Heritage Preservation Officer may elect to hold an application until a review by the InterDivision staff is completed and substantive comments have been provided to the applicant.

If this application includes the review of a sign within the Downtown Overlay, Central Sign District or the Townsite Overlay, a permanent sign application must be submitted prior to the submission of the HPC-C application and the comments provided in that review should be attached to this application.

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



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**HPC-C**

## Project Description

Remove and replace 19 squares roofing and associated roofing accessories (underlayment, starter course, ice & water shield, roof vents and flashings), haul off waste materials

## Explanation of how the project meets the applicable overlay and relevant sections of the Zoning Code

Standard re-roofing. No changes to structural, sheathing, framing, etc.

Insert additional pages if necessary



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## 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: 1956

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

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

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Source(s) of Information Used:

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

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# OneSpan Sign Electronic Evidence Summary

## Signing Ceremony ID:

ID: MrVwWopQyA0psxgQEgSDxQ6HWdI=  
Name: McCullough - Flagstaff Heritage Pres App - 11-22-24  
Created: 2024-Nov-22 18:42:43 (GMTZ) GMT  
Completed: 2024-Nov-27 21:22:44 (GMTZ) GMT  
Summary document generated: 2024-Nov-27 21:22:47 (GMTZ) GMT  
Status: Completed

## Sender:

Name: AccuLynx Software  
esign@acculynx.com

## Documents:

Electronic Disclosures and Signatures Consent 1 page  
mccullough\_-\_flagstaff\_heritage\_pres\_app\_-\_11-22-24 4 pages  
OneSpan Sign Electronic Evidence Summary 2 pages

## Recipients:

**Name:** AccuLynx Software  
**Email:** esign@acculynx.com  
**Role:** Owner  
**ID:** vtd9fpMcyjB89

**Name:** Mark McCullough  
**Email:** mark.mccullough02@gmail.com  
**Role:** 9c250600c427480cab80698a6a3904ce  
**ID:** 9c250600c427480cab80698a6a3904ce

Electronic Disclosures and Signatures Consent 1 accept  
mccullough\_-\_flagstaff\_heritage\_pres\_app\_-\_11-22-24 1 signature (1 required, 0 optional)  
24

## Audit Trail:

Date and Time	Recipient	Action	Document	IP	Other
2024-Nov-22 18:58:14 (GMTZ) GMT	Mark McCullough	Login	N/A	174.205.64.111	
2024-Nov-22 18:58:15 (GMTZ) GMT	Mark McCullough	OFAC check successful	N/A	174.205.64.111	Attempting to access transaction from: United States

2024-Nov-22 18:58:15 (GMTZ) GMT	Mark McCullough	Signing Session For Recipient	N/A	174.205.64.111	Signing session for recipient: mark.mccullough02@gmail.com(Mark McCullough)
2024-Nov-22 18:58:17 (GMTZ) GMT	Mark McCullough	View	Electronic Disclosures and Signatures Consent	174.205.64.111	
2024-Nov-22 18:58:29 (GMTZ) GMT	Mark McCullough	Accept	Electronic Disclosures and Signatures Consent	174.205.64.111	Approval: de735956-3a8f-494a-8259-558209ae8359
2024-Nov-22 18:58:29 (GMTZ) GMT	Mark McCullough	Confirm	Electronic Disclosures and Signatures Consent	174.205.64.111	
2024-Nov-22 18:58:30 (GMTZ) GMT	Mark McCullough	View	mccullough_-_flagstaff_heritage_pres_app_-_11-22-24	174.205.64.111	
2024-Nov-27 21:22:29 (GMTZ) GMT	Mark McCullough	Login	N/A	65.153.79.67	
2024-Nov-27 21:22:29 (GMTZ) GMT	Mark McCullough	OFAC check successful	N/A	65.153.79.67	Attempting to access transaction from: United States
2024-Nov-27 21:22:29 (GMTZ) GMT	Mark McCullough	Signing Session For Recipient	N/A	65.153.79.67	Signing session for recipient: mark.mccullough02@gmail.com(Mark McCullough)
2024-Nov-27 21:22:32 (GMTZ) GMT	Mark McCullough	View	mccullough_-_flagstaff_heritage_pres_app_-_11-22-24	65.153.79.67	
2024-Nov-27 21:22:36 (GMTZ) GMT	Mark McCullough	Click To Sign	mccullough_-_flagstaff_heritage_pres_app_-_11-22-24	65.153.79.67	Approval: ssWhLiAmmioN
2024-Nov-27 21:22:44 (GMTZ) GMT	Mark McCullough	Confirm	mccullough_-_flagstaff_heritage_pres_app_-_11-22-24	65.153.79.67	