



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-C

Date Received		Application to Heritage Preservation for a Certificate within an Overlay		File Number
Property Owner(s) David Stephens - Aspen Grove LLC.	Title Owner Member/Manager	Phone 928-714-0740	Email DAVID@FLAGSTAFFAZGOV.COM	
Mailing Address 21 E. Aspen Ave		Flagstaff AZ. 86001		
Applicant Christie Kinkade	Title Tenant	Phone 928-714-0740	Email crkink@gmail.com	
Mailing Address 21 E. Aspen Ave		Flagstaff AZ. 86001		
Property Interest of Applicant(s) (Owner, contractual interest, or agent) Christie Kinkade				
Site Address 21 E. Aspen Ave		Flagstaff AZ. 86001		
Project Name Flagstaff General Store				
Parcel Number(s) 10020015		Zoning District(s), including Overlays Downtown Flagstaff		
Property Information:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Listed individually on the National or Arizona Register of Historic Places? (Name: <u>RAILROAD ADDITION</u>)		
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Located in a National Register Historic District? (Name: <u>RAILROAD ADDITION</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>DOWNTOWN HISTORIC</u>)		
	<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	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)			
Note: Applications which are incomplete or not accompanied by the required information will not be accepted.				
Property Owner Signature: <i>David Stephens</i> Member/Manager		Date: 4/30/25	Applicant Signature: <i>[Signature]</i>	
			Date: 4/28/25	
For City Use				
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: _____		

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



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Project Description

Provide one (1) 38"w x 38"h Double Sided 1.5" thick HDU sandblasted sign with four painted colors. To be installed into existing frame and hung on existing bracket.

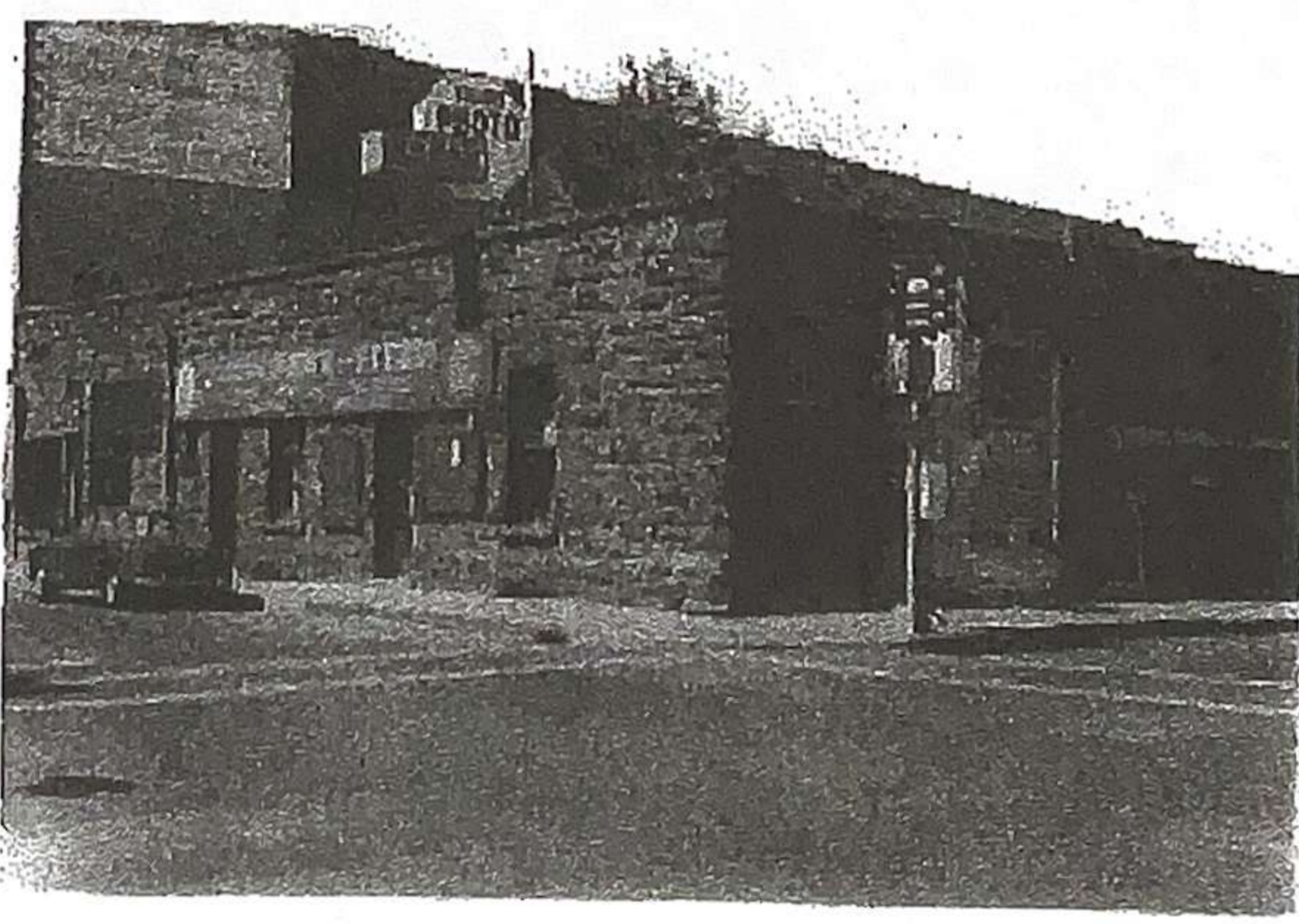
Explanation of how the project meets the applicable overlay and relevant sections of the Zoning Code

* Suspended sign is made of high quality material with 3-dimension texture with proper scaling (using HDU sandblasted signage).

Insert additional pages if necessary

ARIZONA STATE HISTORIC PROPERTY INVENTORY

PROPERTY NAME Second Post Office (Babbitt Block)	Significant
LOCATION 19-25 E. Aspen	PHR 120
CITY/TOWN/VICINITY Flagstaff	COUNTY Coconino
OWNER David Babbitt Industries	
OWNER'S ADDRESS Flagstaff AZ 86001	
FORM COMPLETED BY Janus Design for the	
ADDRESS Flagstaff Historic Sites Commission City of Flagstaff	
PHOTO BY Pat Stein	DATE 8-78
VIEW Looking Southwest	
PRESENT USE Commercial	ACREAGE Less/acre
STYLE OR CULTURAL PERIOD Local variation—cast iron commercial	
SIGNIFICANT DATES 1907	



PHYSICAL DESCRIPTION
The Second Post Office Block is a one story stone structure measuring 50' by 80'. Four bays face north onto Aspen Avenue and 2 pairs of doors and double hung windows face east onto San Francisco Street. A 20' by 35' addition in stone has been put up on the rear facing San Francisco. Walls are of tufa laid in an ashlar pattern; pilasters divide the bays on the north facade; openings are supported by cast iron lintels. The corner bay, which was used as the post office, retains many original elements. The other three bays have been modified but could be restored. The building has a flat roof.

STATEMENT OF SIGNIFICANCE
This building is the only remaining major structure from the 1900 to 1910 building period. It was constructed by David Babbitt, one of the leaders in the community. It is a good example of the use of a local volcanic rock known as tufa. From 1907 to 1917 the first bay of the building served as the local Post Office.

VEHICLE BOUNDARY DESCRIPTION
Block 5; eastern portions of Lots 19, 20 & 21