



# 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		<b>Application to Heritage Preservation for a Certificate within an Overlay</b>		File Number
Property Owner(s) CHRISTOPHER WELLER		Title	Phone 904-955-4856	Email chris24weller@yahoo.com
Mailing Address 2652 N DOVES NEST LANE. FLAGSTAFF, AZ 86001		City, State, Zip		
Applicant AUSTIN POSNER, DESIGNER		Title	Phone 928-864-9818	Email A.POSNER@POSNER-ARC.COM
Mailing Address 1155 LARKSPUR LANE, FLAGSTAFF, AZ 86001		City, State, Zip		
Property Interest of Applicant(s) (Owner, contractual interest, or agent) AGENT				
Site Address 603 WEST BIRCH AVE, FLAGSTAFF, AZ 86001		City, State, Zip		
Project Name BIRCH-BONITO ADU				
Parcel Number(s) 100-16-009B		Zoning District(s), including Overlays FLAGSTAFF 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>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 type="checkbox"/> Certificate of No Effect (May be reviewed by the Heritage Preservation Officer or the Commission) <input checked="" 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: 		Date: 7-20-25	Applicant Signature: AUSTIN POSNER	
			Date: 7-20-25	
<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: _____		

## 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: Lauren Clementino, Phone: (928) 213-2633; Email: [lclementino@flagstaffaz.gov](mailto:lclementino@flagstaffaz.gov)



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**HPC-C**

## Project Description

[Empty box for Project Description]

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

[Empty box for Explanation of how the project meets the applicable overlay and relevant sections of the Zoning Code]

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: \_\_\_\_\_

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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# DRAWING INDEX

- A0.0 COVER SHEET
- A0.2 SCHEDULES
- A1.0 FLOOR PLAN
- A1.1 ROOF PLAN
- A2.0 ELEVATIONS
- A2.1 ELEVATIONS
- A3.0 SECTIONS
- A4.0 MATERIAL BOARD
- E1.0 REFLECTED CEILING/ ELECTRICAL PLAN

# PROJECT DESCRIPTION

THIS PROJECT PROPOSES THE CONSTRUCTION OF A NEW ADU ON A LOT WITH AN EXISTING SINGLE FAMILY DWELLING. ADDITIONAL WORK INCLUDES DEMOLITION OF A GARAGE IN THE FLOOR PLANE

# PROJECT TEAM

**DESIGNER**  
 POSNER ARCHITECTURAL DESIGN, LLC  
 AUSTIN POSNER  
 a.posner@posner-arc.com  
 (928)864-9818

**STRUCTURAL ENGINEER**  
 T.B.D.

**PARCEL/BUILDING OWNER**  
 CHRISTOPHER & SHERRILL WELLER  
 1410 N AZTEC DR FLAGSTAFF, AZ 86001  
 (904) 955-4856

**CONTRACTOR**  
 T.B.D.

# APPLICABLE CODES

- 2018 INTERNATIONAL RESIDENTIAL CODE (IRC)
- 2018 INTERNATIONAL MECHANICAL CODE (IMC)
- 2018 INTERNATIONAL PLUMBING CODE (IPC)
- 2018 INTERNATIONAL FUEL GAS CODE (IFGC)
- 2018 INTERNATIONAL ENERGY CONSERVATION CODE (IECC)
- 2017 NATIONAL ELECTRICAL CODE (NEC)
- CITY OF FLAGSTAFF CODES & ORDINANCES
- FLAGSTAFF TOWNSITE OVERLAY

# EXISTING SITE INFO

**ADDRESS:** 603 W. BIRCH AVE  
 FLAGSTAFF, AZ 86001

**OWNER:** CHRISTOPHER & SHERRILL WELLER  
 1410 N AZTEC DR FLAGSTAFF, AZ 86001  
 100-16-009B

**APN:** 100-16-009B

**ZONING:** R1N

**OVERLAY ZONE:** FLAGSTAFF TOWNSITE OVERLAY (TOZ)

**HISTORIC ZONE:** FLAGSTAFF TOWNSITE HISTORUC RESIDENTIAL DISTRICT

**SETBACKS:** FRONT- 15'  
 SIDE- 5'  
 REAR- 5'

**MAX HEIGHT:** 25'-0" (TOWNSITE) 16'-0" (SECONDARY STRUCTURES)

**E.T.R. DUPLEX HEIGHT:** 19'-0"

**LOT AREA:** 6,970 S.F. (.16 ACRE)

**FLOOD ZONE:** ZONE X (UNSHADED)

**LIGHTING ZONE:** ZONE II

**E.T.R. RESIDENCE:** CONSTRUCTED IN 1912

# PROJECT DATA

**EXISTING USE:** SFD

**PROPOSED USE:** SFD

**CONSTRUCTION TYPE:** 5-B

**STORIES:** 1

**GAS SERVICE:** N/A

**ELECTRIC SERVICE:** UTILITY

**WATER SUPPLY:** CITY

**FIRE PROTECTION:** NO SPRINKLERS

**EXTERIOR LIGHTING:** TO BE APPROVED AT BUILDING PERMIT

**PARKING REQUIRED:** 2 PER SFD : 2 SPACES  
 PARKING PROVIDED: 4 SPACES

# AREA CALCULATIONS

**PARCEL AREA:** 6,970 SF

**LIVABLE AREAS**

E.T.R. SFD: 650 SF

E.T.R. ATTACHED ADU: 650 SF

**PROPOSED ADU:** 784 (INTERNAL) SF

**TOTAL:** 2,085 SF

**ADDITIONAL HARDSCAPE AREAS**

E.T.R. PATIOS/SIDEWALKS 240 SF

PROPOSED PATIO/SIDEWALKS 44 SF

PROPOSED DRIVEWAY 330 SF

**TOTAL:** 614 SF

# CONTINUOUS YARD AREA

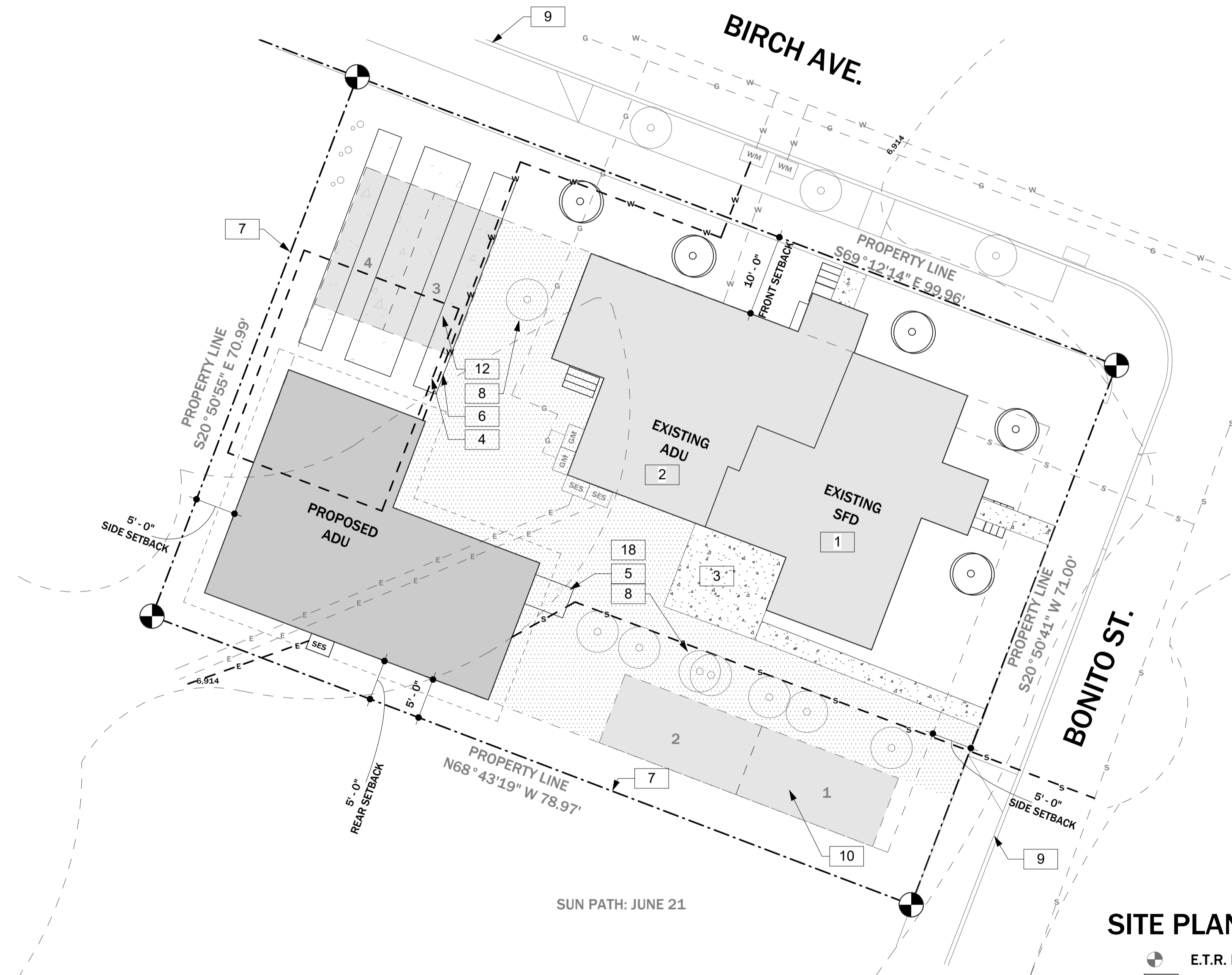
**REQUIRED:** 1,000 SF

**PROVIDED:** 1,482

# COMMON SPACE AREA

**REQUIRED:** 15% OF PARCEL (1,045 SF)

**PROVIDED:** 1,482 SF



**1 SITE PLAN**  
 SCALE: 1" = 10'-0"  
 N

KEYNOTES	
NOTE	VALUE
1	E.T.R. SINGLE FAMILY DWELLING
2	E.T.R. ATTACHED ADU
3	E.T.R. CONCRETE PATIO
4	EXISTING GARAGE TO BE DEMOLISHED
5	PROPOSED CONCRETE PATIO
6	3 FOOT WIDE CONCRETE STRIPS OVER ABC FOR PROPOSED DRIVEWAY AND 9'X18'PARKING SPACES
7	E.T.R. FENCE
8	E.T.R. TREE, TYP.
9	E.T.R. CURB CUT FOR PARKING SPACES
10	E.T.R. GRAVEL DRIVEWAY
12	PROPOSED GRAVEL 9'X18' DOUBLE LOADED PARKING SPACE
18	CONTINUOUS YARD/ COMMON SPACE

# SITE PLAN LEGEND

- E.T.R. PROPERTY CORNER
- NEW ELECTRIC SERVICE ENTRANCE
- E.T.R. ELECTRIC SERVICE ENTRANCE
- E.T.R. GAS METER
- E.T.R. WATER METER
- NEW OVERHEAD ELECTRIC LINE
- E.T.R. OVERHEAD ELECTRIC LINE
- NEW GAS LINE
- E.T.R. GAS LINE
- NEW WATER LINE
- E.T.R. WATER LINE
- NEW SEWER LINE
- E.T.R. SEWER LINE

**POSNER**  
 ARCHITECTURAL DESIGN

**BIRCH-BONITO ADU**

603 W. BIRCH AVE  
 FLAGSTAFF, AZ 86001

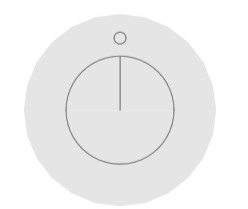
Project No. 2024-03  
 APN 100-16-009B

07/30/2025

HPC-C 07-30-25

Notes

Project North

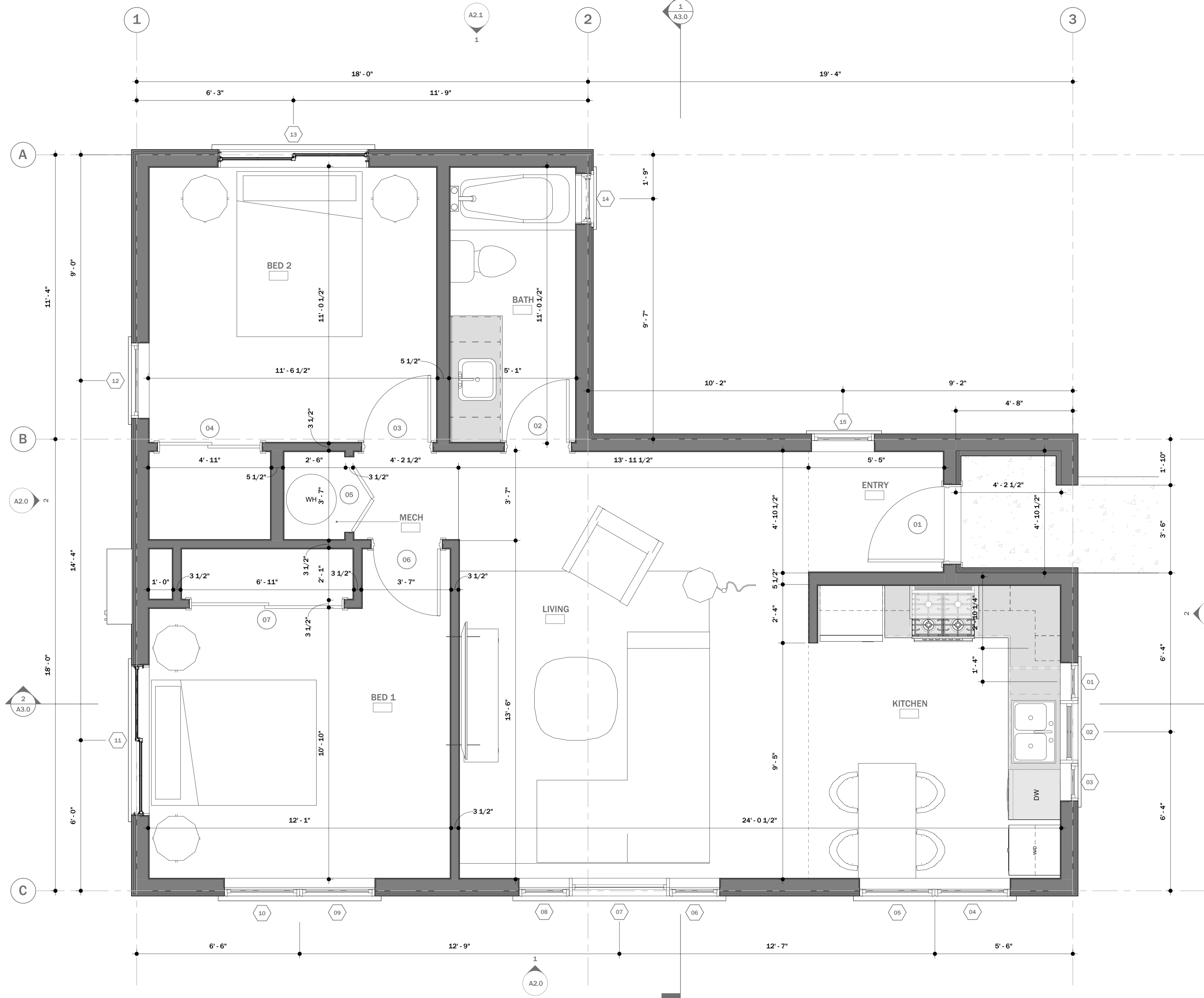


Scale As indicated

COVER SHEET

**A0.0**

Sheet No. ©2021



**1 FLOOR PLAN**  
SCALE: 1/2" = 1'-0"

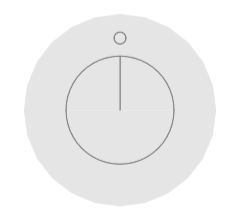


07/30/2025

HPC-C 07-30-25

Notes

Project North

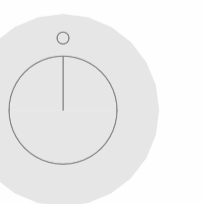


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FLOOR PLAN

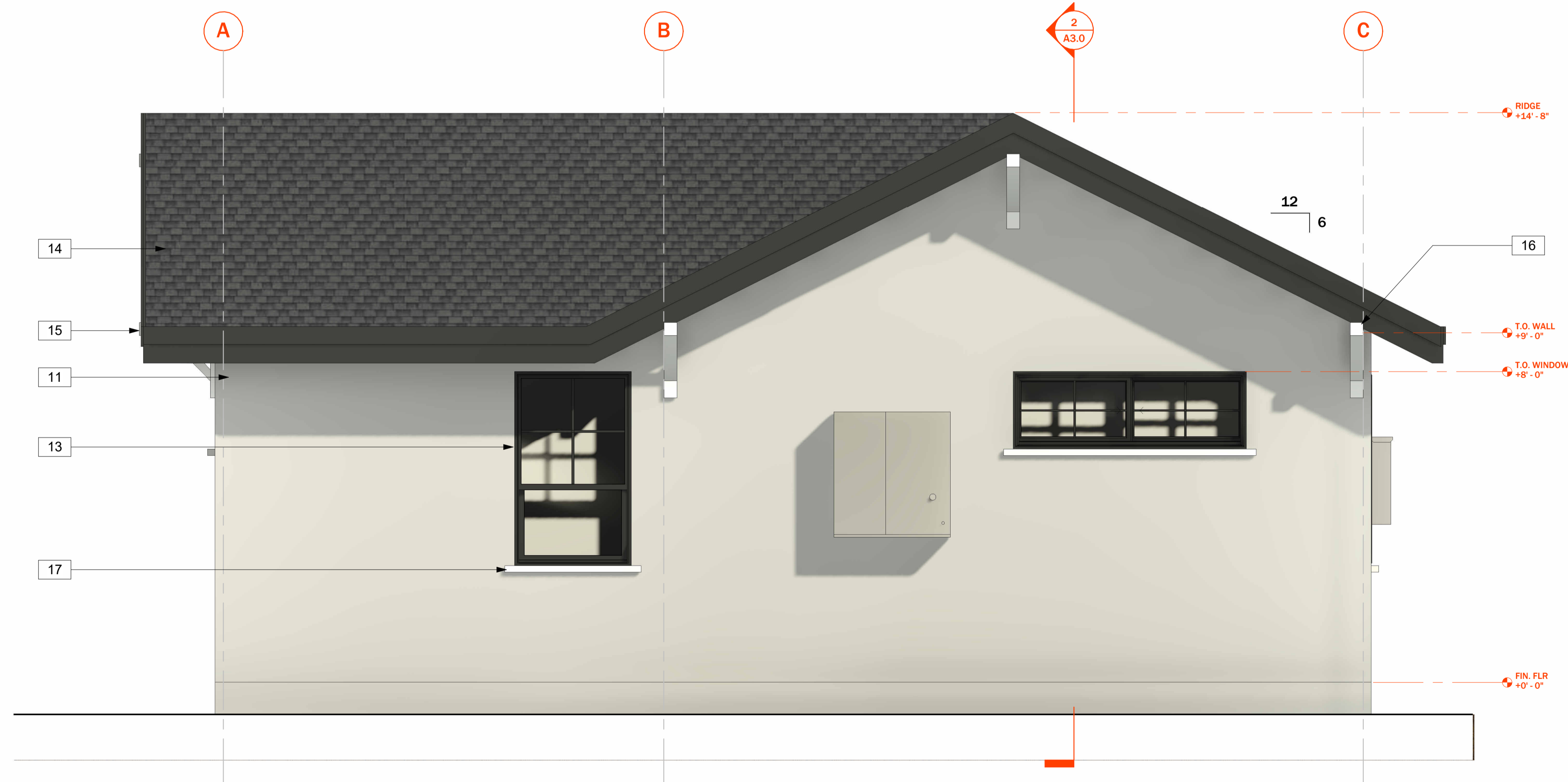
**A1.0**



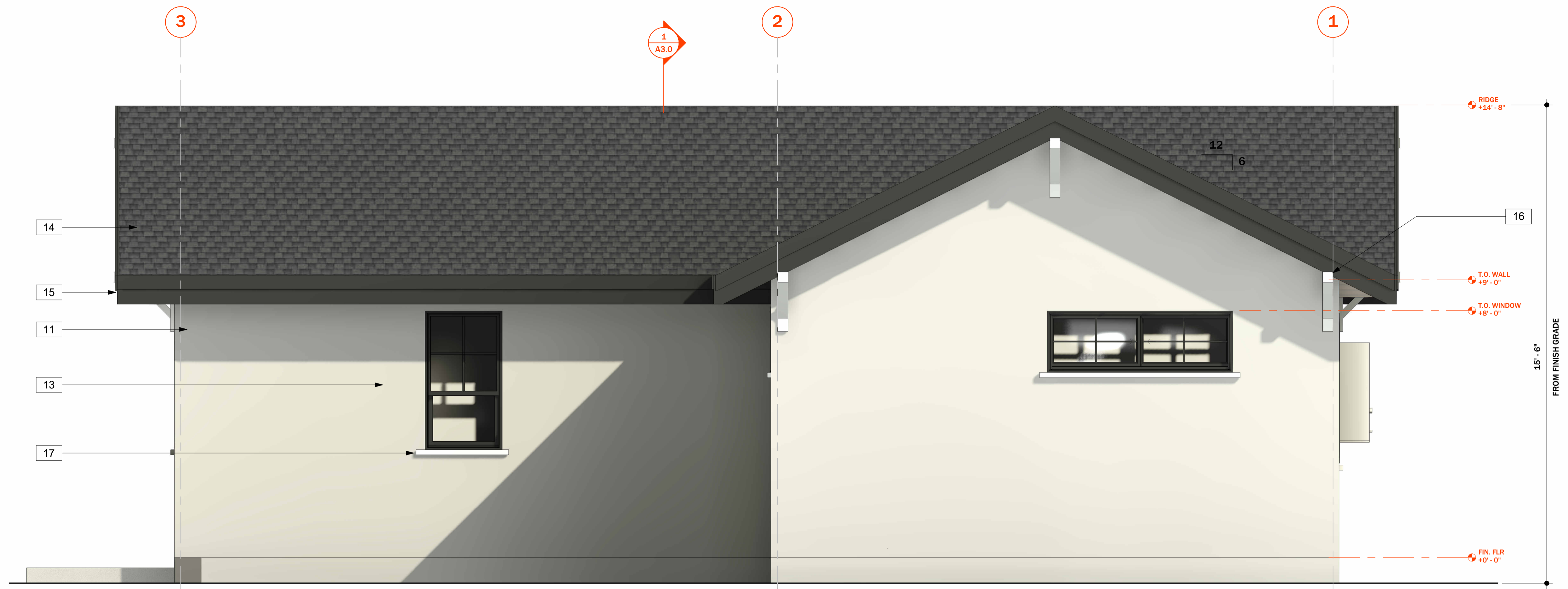
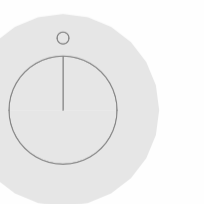


**1 SIDE (SOUTH) ELEVATION**  
SCALE: 1/2" = 1'-0"

KEYNOTES	
NOTE	VALUE
11	PROPOSED SYNTHETIC STUCCO SIDING, PROVIDE INTEGRAL COLOR IN TAUPE
13	"WINDOWS WITH MULLIONS TO MATCH EXISTING RESIDENCE, PELLA IMPERVIA, COLOR: BLACK"
14	PROPOSED SHINGLE ROOF BY LANDMARK IN CHARCOAL BLACK
15	1X6 OVER 1X12 COMPOSITE FASCIA, PAINT IN BENJAMIN MOORE BLACK, LRV 4.56
16	DECORATIVE CORBELS TO MATCH EXISTING RESIDENCE, PAINT TO MATCH STUCCO
17	2X WINDOW, DOOR TRIM, PAINT TO MATCH HOUSE

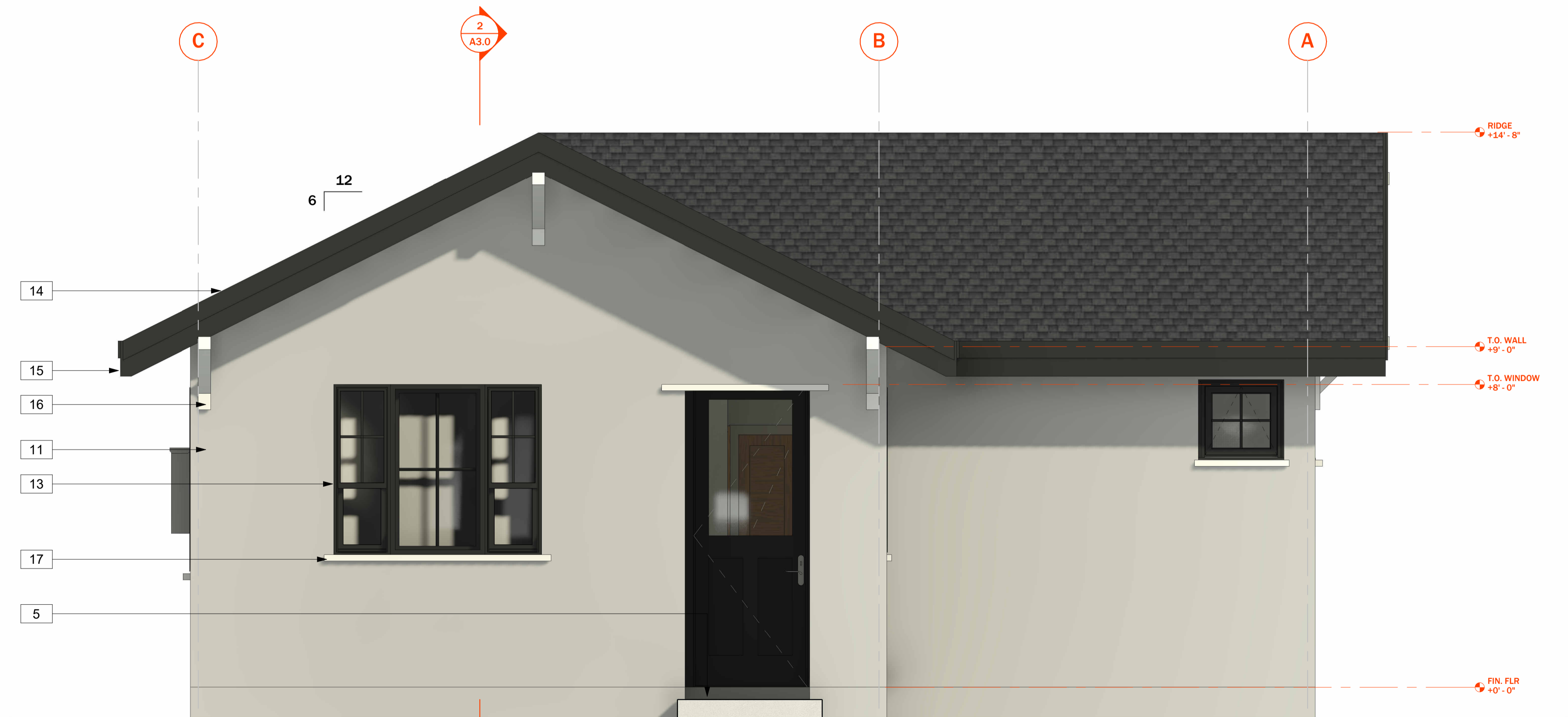


**2 REAR (WEST) ELEVATION**  
SCALE: 1/2" = 1'-0"



**1 SIDE (NORTH) ELEVATION**  
SCALE: 1/2" = 1'-0"

KEYNOTES	
NOTE	VALUE
5	PROPOSED CONCRETE PATIO
11	PROPOSED SYNTHETIC STUCCO SIDING, PROVIDE INTEGRAL COLOR IN TAUPE
13	"WINDOWS WITH MULLIONS TO MATCH EXISTING RESIDENCE, PELLA IMPERVIA, COLOR: BLACK"
14	PROPOSED SHINGLE ROOF BY LANDMARK IN CHARCOAL BLACK
15	1X6 OVER 1X12 COMPOSITE FASCIA, PAINT IN BENJAMIN MOORE BLACK, LRV 4.56
16	DECORATIVE CORBELS TO MATCH EXISTING RESIDENCE, PAINT TO MATCH STUCCO
17	2X WINDOW, DOOR TRIM, PAINT TO MATCH HOUSE



**2 FRONT (EAST) ELEVATION**  
SCALE: 1/2" = 1'-0"



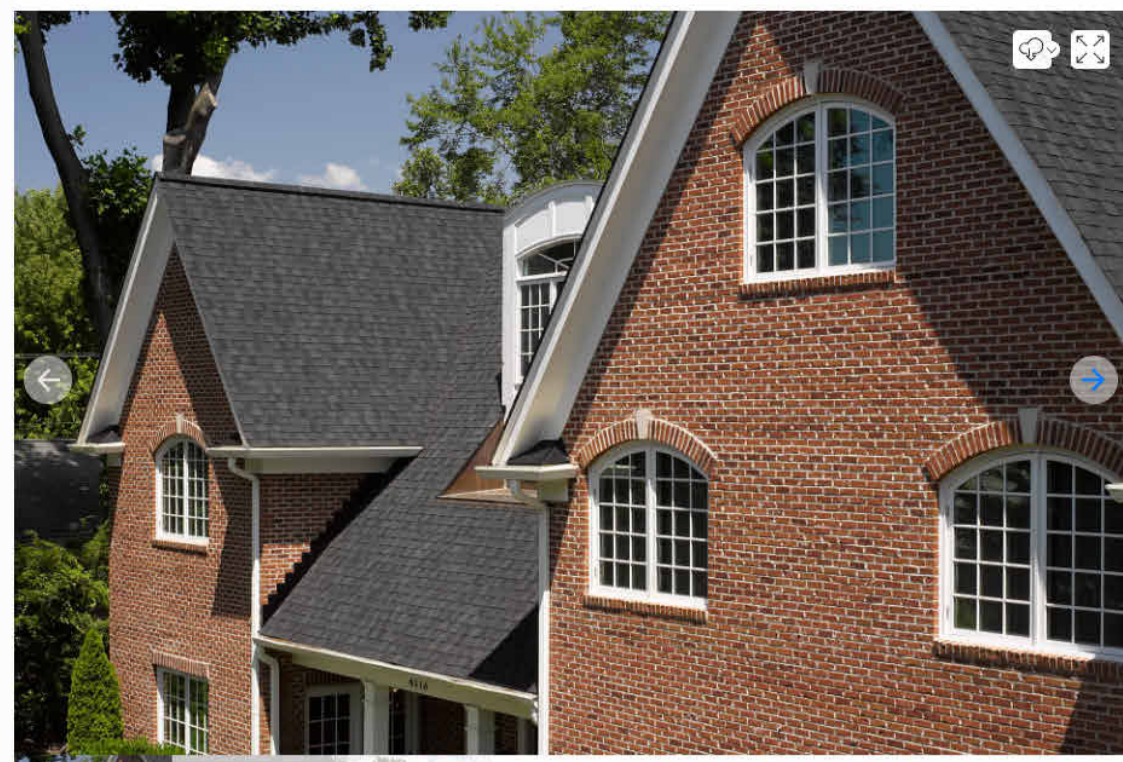
**BODY PAINT**

MFR: SHERWIN WILLIAMS  
COLOR: TONY TAUPE  
LRV: 37



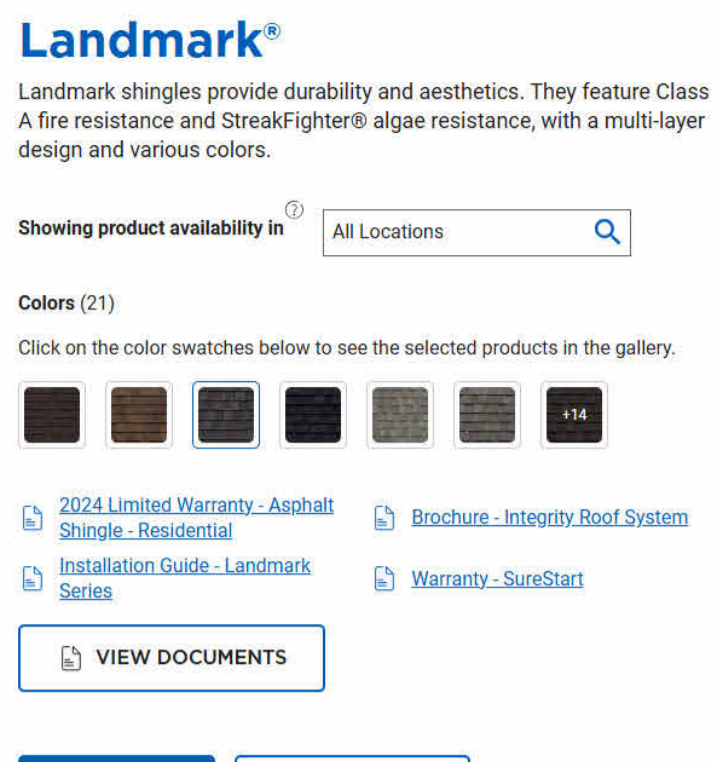
**ACCENT AND FASCIA**

MFR: SHERWIN WILLIAMS  
COLOR: IRON ORE  
LRV: 6



**ROOF**

MFR: CERTAINTEED  
MTL: ASPHALT SHINGLE  
STYLE: LANDMARK  
COLOR: CHARCOAL BLACK



**DOORS**

MFR: PELLA  
MTL: WOOD  
COLOR: MATCH WINDOWS



**WINDOWS**

MFR: PELLA IMPERVIA  
MTL: COMPOSITE  
COLOR: BLACK



**SYNTHETIC STUCCO SIDING**

MTL: STUCCO  
STYLE: SMOOTH FINISH  
COLOR: INTEGRAL, TAUPE

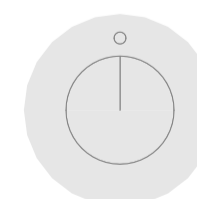
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HPC-C 07-30-25

Notes

Project North



Scale

**MATERIAL BOARD**

**A4.0**

Sheet No.

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