



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-C

Date Received		Application to Heritage Preservation for a Certificate within an Overlay		File Number
Property Owner(s) San Francisco de Asis Roman Catholic Parish Flagstaff	Title	Phone 928-779-1341	Email church@sfdaparish.org	
Mailing Address 1600 E. Rt. 66, Flagstaff, AZ 86001			City, State, Zip	
Applicant Fr. Daniel Connealy, Pastor	Title	Phone 928-779-1341	Email frconnealy@sfdaparish.org	
Mailing Address 1600 E. Rt. 66, Flagstaff, AZ 86001			City, State, Zip	
Property Interest of Applicant(s) (Owner, contractual interest, or agent) Our Lady of Guadalupe Convent				
Site Address 224 S. Kendrick, Flagstaff, AZ 86001			City, State, Zip	
Project Name Replace existing asphalt roof				
Parcel Number(s) 103-07-021B		Zoning District(s), including Overlays HD-High Density Residential		
Property Information:				
<input type="checkbox"/> Yes <input type="checkbox"/> No		Listed individually on the National or Arizona Register of Historic Places? (Name: _____)		
<input type="checkbox"/> Yes <input type="checkbox"/> No		Located in a National Register Historic District? (Name: _____)		
<input 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>Our Lady of Guadalupe</u>)		
<input type="checkbox"/> Yes <input type="checkbox"/> No		Is the structure over 50 years old at the time of application?		
<input 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: 		Date: 1-7-25	Applicant Signature: 	
			Date: 1-7-25	
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: Lauren Clementino, Phone: (928) 213-2633; Email: lclementino@flagstaffaz.gov



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Project Description

Remove existing layers of asphalt shingles to roof deck
Install ice and water shield underlayment per coder R905
Install synthetic underlayment per city code
Install 2" drip edge at roof perimeter
Install Malarkey Highlander Architectural asphalt shingles
All work completed by Flagstaff Roofing, ROC 313293

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

Preservation of building integrity by installing new asphalt shingles with a 30 year warranty.

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: 1948

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):

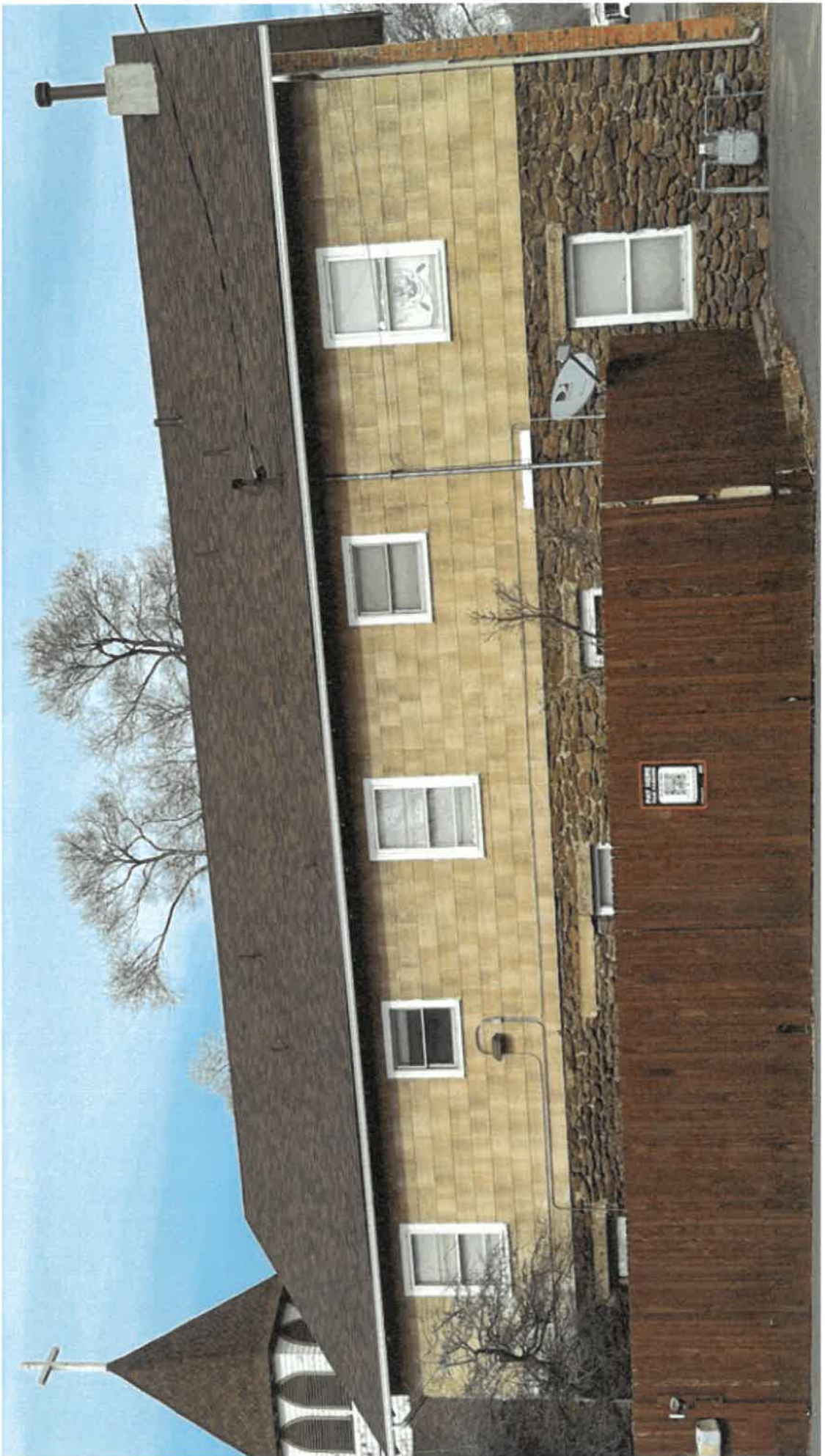
See attached ordinance no. 2019-29.

Source(s) of Information Used:

City of Flagstaff

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

Good



**Courtesy Recording
No Title Liability**

Official Records of Coconino County 3961658
Patty Hansen - Recorder 10/07/2022 11:41:27 AM Pgs: 3
SIMPLIFILE LC E-RECORDING \$30.00

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO:

The Roman Catholic Church of the
Diocese of Phoenix
400 E. Monroe St
Phoenix, AZ 85004

1072022

EXEMPTSPACE ABOVE THIS LINE FOR RECORDER'S
exUSE

SPECIAL WARRANTY DEED

For the consideration of Ten Dollars, and other valuable consideration,
Bishop of The Roman Catholic Church of the Diocese of Phoenix
conveys to

San Francisco de Asis Roman Catholic Parish Flagstaff

the following real property situated in **Coconino** County, Arizona:

LEGAL DESCRIPTION ATTACHED HERETO AND MADE A PART HEREOF

EXEMPT 11-1134B7

SUBJECT TO: Current taxes and other assessments, reservations in patents and all easements, rights of way, encumbrances, liens, covenants, conditions, restrictions, obligations, and liabilities as may appear of record.

And the Grantor hereby binds itself and its successors to warrant and defend the title, against all acts of the Grantor herein, and no other, subject to the matters above set forth..

Dated: September 21, 2022

Grantor(s):

**Bishop of The Roman Catholic Church of
the Diocese of Phoenix**



Bishop John P. Dolan

Escrow No. C1400783-303-SF
Special Warranty Deed...Continued
Page 2 of 2

NOTARY ACKNOWLEDGEMENT(S) TO SPECIAL WARRANTY DEED

State of Arizona
County of Maricopa

} ss:

The foregoing document was acknowledged before me this 3 day of October 2022

By Bishop John P. Dolan

(Seal)  **LORETTA GARCIA**
Notary Public - State of Arizona
MARICOPA COUNTY
Commission # 566116
Expires July 8, 2023


Notary Public

My commission expires: 07/08/2023

EXHIBIT A
LEGAL DESCRIPTION

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF COCONINO, STATE OF ARIZONA, AND IS DESCRIBED AS FOLLOWS:

PARCEL 1:

Lots 1 through 12, inclusive, Lots 16 and 17, Block 119 of the NORMAL SCHOOL ADDITION, to the City of Flagstaff, according to Book 1 of Maps, page 28, records of Coconino County, Arizona.

EXCEPTING therefrom that portion of Lot 12 conveyed to the City of Flagstaff in Docket 1364, page 375, records of Coconino County, Arizona.

PARCEL 2:

The Westerly one half of Lot 7, all of Lot 8 and the Easterly one half of Lot 9, and all of Lots 10, 11 and 12, Block 44, CITY OF FLAGSTAFF, according to Book 1 of Maps, pages 7 and 7A, and according to Book 1 of Maps, pages 16 and 16A, records of Coconino County, Arizona.

ORDINANCE NO. 2019-29

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF ZONING MAP TO REZONE APPROXIMATELY 0.62 ACRES OF REAL PROPERTY GENERALLY LOCATED AT 224 S KENDRICK STREET (PREVIOUSLY KNOWN AS NORMAL SCHOOL ADDITION BLOCK 119 TRACTS 1 THROUGH 8) BY ADDING A LANDMARKS OVERLAY DISTRICT DESIGNATION ("LO") TO THE EXISTING HIGH DENSITY RESIDENTIAL NEIGHBORHOOD ("HR") ZONING CLASSIFICATION; PROVIDING FOR SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, the San Francisco de Asis Catholic Parish and the Archdiocese of Phoenix ("Owner") are the owners of approximately 0.62 acres of the land in the City of Flagstaff, Coconino County, Arizona, currently zoned HR, located at 224 South Kendrick Street (previously known as Normal School Addition Block 119 Tracts 1 through 8), and specifically described and depicted in attached Exhibit "A," incorporated herein by this reference ("Property"); and

WHEREAS, pursuant to Flagstaff Zoning Code Division 10-30.30, et seq., an application ("Application") has been submitted by the Heritage Preservation Commission ("Applicant"), acting on behalf of the Owner, to amend the Zoning Map classification of the Property by adding an LO designation to the existing HR classification; and

WHEREAS, the use of the Property as a church, beginning in 1926, was a significant moment in Flagstaff history, as it was the first Catholic Church for families of Mexican descent; and

WHEREAS, the Mexican-American community of Flagstaff sacrificed to pay for and participated in the construction of this place of worship to serve their families and future generations; and

WHEREAS, Our Lady of Guadalupe Catholic Church was declared a shrine of the Diocese of Phoenix in 1972; and

WHEREAS, Our Lady of Guadalupe Catholic Church is listed on the National Register of Historic Places; and

WHEREAS, Our Lady of Guadalupe Catholic Church continues to be central in the community's rooted beliefs, customs, and practices; and

WHEREAS, pursuant to Flagstaff Zoning Code Section 10-30.30.050.B Determination of Significance of Cultural Resources, the Property meets the established criteria for amending the Zoning Map classification of a property to the LO designation; and

WHEREAS, on July 17, 2019, the Historic Preservation Commission, having considered the Application, the recommendation of the City's Historic Preservation Officer, and the testimony of the public, unanimously passed a motion recommending that the City Council add the LO designation to the Property; and

WHEREAS, on August 28, 2019, the Planning and Zoning Commission, having considered the recommendation of the Historic Preservation Commission and the testimony of the public, passed a motion recommending that the City Council amend the Zoning Map classification of the Property by adding an LO designation to the existing HR zoning classification; and

WHEREAS, the City Council has considered the recommendation of the Historic Preservation Commission and the Planning and Zoning Commission, and the public testimony presented to those bodies; and

WHEREAS, the City Council has considered the Application and the staff summary prepared by the Community Development Division, and finds that the proposed amendment will not be detrimental to the uses of adjoining parcels or to other uses within the vicinity of the Property; and

WHEREAS, the City Council finds that, in accordance with A.R.S. Section 9-462.01(F), the proposed amendment is consistent with and conforms to the Flagstaff Regional Plan and implements a strategy from the La Plaza Vieja Neighborhood Specific Plan.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. That the Flagstaff Zoning Map designation of approximately 0.62 acres of the real property located at 224 South Kendrick Street, and specifically described and depicted in Exhibit "A," be amended by adding an LO designation to the existing HR classification.

SECTION 2. That, pursuant to Flagstaff Zoning Code Section 10-30.30.040 Designation of Landmark Properties or Historic Overlay Zones, the portion of the Property as described and depicted in Exhibit "A" be shown on the Official City of Flagstaff Zoning Map with the zoning designation of Landmarks Overlay (LO).

SECTION 3. That, prior to the City Council's final adoption of this Ordinance, the Owner shall execute an Agreement for the Waiver of Claims for Diminution of Value of Property with the City of Flagstaff, as authorized by Arizona Revised Statutes Section 12-1134(I).

SECTION 4. That, within 3 years of enactment of this ordinance, the Owner shall submit to the Heritage Preservation Commission and receive approval for a "restoration plan" to restore the historic integrity of the former convent on the Property and to provide for the life/safety of the public and the building's occupants. The submission must be reviewed by the State Historic Preservation Office prior to its preservation to the Commission. The Heritage Preservation Commission's decision will be the only approval required for the restoration plan and will be appealable to the Planning and Zoning Commission. In the event that the Owner fails to obtain an approved restoration plan with the 3-year time frame, the LO designation will remain on the property, but the owner will not receive any City permits for the property, unless for life/safety purposes, until the restoration plan is approved.

PASSED AND ADOPTED by the City Council and approved by the Mayor of the City of Flagstaff
this 1st day of October, 2019.


MAYOR

ATTEST:


CITY CLERK

APPROVED AS TO FORM:


CITY ATTORNEY

Exhibits:

A - Area Context Map

