



# 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		<b>Application to Heritage Preservation for a Certificate within an Overlay</b>		File Number
Property Owner(s) <i>Flagstaff Masonic Lodge No. 7</i>	Title <i></i>	Phone <i>928-606-4888</i>	Email <i>Flagstaff7Secretary@gmail.com</i>	
Mailing Address <i>107 E. Birch Ave</i>		City, State, Zip <i>Flagstaff, AZ 86001</i>		
Applicant <i>Paul Ingram</i>	Title <i>Secretary</i>	Phone <i>928-606-4888</i>	Email <i>azpowers4@gmail.com</i>	
Mailing Address <i>620 E. Butler Ave.</i>		City, State, Zip <i>Flagstaff, AZ 86001</i>		
Property Interest of Applicant(s) (Owner, contractual interest, or agent) <i>Agent</i>				
Site Address <i>107 E. Birch Ave</i>		City, State, Zip <i>Flagstaff, AZ 86001</i>		
Project Name <i>Roof</i>				
Parcel Number(s) <i>10119007A</i>		Zoning District(s), including Overlays <i>UC</i>		
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 checked="" type="checkbox"/> No	Located in a National Register Historic District? (Name: <i>Railroad Addition</i> )		
	<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: <i>Downtown</i> )		
	<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: <i>Paul B. Ingram</i>		Date: <i>1/20/26</i>	Applicant Signature: <i>Paul B. Ingram</i>	
			Date: <i>1/20/26</i>	
<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

- 1 ROOF TO TEAR OFF DOWN TO THE WOOD DECK
- 2 INSTALL NEW DYE-IN PEELING STICK BASE SAP POLYGLASS
- 3 INSTALL NEW WALL FLASHING
- 4 INSTALL SMOOTH TOUCHDOWN, PAINT WITH ALUM. PAINT
- 5 INSTALL PLYWOOD



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

Nothing To Change on ROOF Same ROOF as Above

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):

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

Describe the Significance of the Resource (In terms of A. or B., and C., above):

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

Source(s) of Information Used:

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

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

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

# ARIZONA STATE HISTORIC PROPERTY INVENTORY

PROPERTY NAME Masonic Temple			FHR 102
LOCATION 124 N. San Francisco			
CITY/TOWN/VICINITY Flagstaff	COUNTY Coconino		
OWNER Free and Accepted Masons Lodge #7			
OWNER'S ADDRESS P.O. Box 73 Flagstaff, AZ 77428-1			
FORM COMPLETED BY Janus Design for the			
ADDRESS Flagstaff Historic Sites Commission, City of Flagstaff			
PHOTO BY Melanie Rees	DATE Oct. 1982		
VIEW Looking Southeast			
PRESENT USE Office 1st, meeting 2nd	ACREAGE None/acre		
STYLE OR CULTURAL PERIOD Neoclassical Revival			
SIGNIFICANT DATES 1918			

**PHYSICAL DESCRIPTION** The Masonic Temple is a two story rectangular brick building with a basement. The building is divided into six bays facing north on Birch and three bays facing San Francisco to the west. The bays are separated by brick pilasters with stone bases and capitals supporting a stone band course, a brick frieze and a metal cornice. The roof is flat behind a parapet. All north bays and the side west bays are composed of three double hung windows (9 over 1 lights) on the second floor and combinations of doors, windows and store fronts on the ground floor. The central entry bay facing west has recessed arched openings. The second floor has a unique Palladian style, french door with side lights. The original balcony is missing.

**STATEMENT OF SIGNIFICANCE**  
 Since 1917 this building has served the needs of the Flagstaff Free and Accepted Masons Lodge #7. It was designed by the well known Phoenix firm of Lescher and Kibby and is one of the few examples of the Neo-Classical Revival influence in Flagstaff.

**VERBAL BOUNDARY DESCRIPTION**  
 Town of Flagstaff, Railroad Addition  
 Block 17, Lots 17, 18, north 11.1 ft. Lot 16