

NOTICE AND AGENDA

HERITAGE PRESERVATION COMMISSION
WEDNESDAY
FEBRUARY 18, 2026

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, lclementino@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.

DUFFIE WESTHEIMER, CHAIR
ALEC OVERMANN, VICE CHAIR
EMILY DALE
JESSE DOMINGUEZ

ALYCIA HAYES
JEANNE STEVENS
CAITLIN STEWART

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. Open Call to the Public

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 the minutes from the regular meeting on January 21, 2026. [Agenda - View](#)

[Meetings \(All\)](#)

6. GENERAL BUSINESS

- A.** Flagstaff Accessory Dwelling Unit (ADU) Model Plans Library and the Townsite Historic Overlay Zone

STAFF RECOMMENDED ACTION:

Provide direction on which, if any, of the pre-approved plans in the Flagstaff ADU Model Plans Library are likely to comply with the Townsite Design Standards and Guidelines.

- B.** Proposed Brannen Historic Overlay Zone Update

STAFF RECOMMENDED ACTION:

Discussion only.

- C.** Historic Signs and Facades Grant Tracking - February 2026 Update

STAFF RECOMMENDED ACTION:

Discussion only.

7. REPORTS

A. APPROVALS

1. 615 W. Birch Ave. Certificate of No Effect
Permit Number(s): PZ-25-00236, CC-25-03132
Address: 615 W. Birch Ave.
Type of Approval: Certificate of No Effect
Approval Date: January 14, 2026
2. 224 S. Kendrick St. Certificate of No Effect
Permit Number(s): PZ-26-00008,
Address: 224 S. Kendrick St.
Type of Approval: Certificate of No Effect
Approval Date: January 26, 2026
3. 107 E. Birch Ave. Certificate of No Effect
Permit Number(s): PZ-26-00020
Address: 107 E. Birch Ave.
Type of Approval: Certificate of No Effect
Approval Date: January 29, 2026
4. Two Spot Logging Train Replacement Logs Update
N/A

8. MISCELLANEOUS ITEMS TO/FROM COMMISSION MEMBERS

9. 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.

Dated this _____ day of _____, 2026.

Lauren Clementino, Senior Planner

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.

Heritage Preservation Commission

5.

From: Nancy Corbin-Fuller, Administrative Specialist

DATE: 02/18/2026

SUBJECT: APPROVAL OF MINUTES

Approval of the minutes from the regular meeting on January 21, 2026. [Agenda - View Meetings \(All\)](#)

STAFF RECOMMENDED ACTION:

Policy Impact:

Attachments

HPC MIN 1.21.26

MINUTES

**HERITAGE PRESERVATION COMMISSION
WEDNESDAY
JANUARY 21, 2026**

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

1. Call to Order

- Chairperson Westheimer called the meeting to order at 4:02 p.m.

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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2. Roll Call

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

PRESENT:
DUFFIE WESTHEIMER, CHAIR
ALEC OVERMANN, VICE CHAIR
EMILY DALE
JESSE DOMINGUEZ
JEANNE STEVENS

EXCUSED:
ALYCIA HAYES

3. LAND ACKNOWLEDGMENT

- The Land Acknowledgment was read by Commissioner Dale.

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. Open Call to the Public

- Karen Malis-Clark began to speak, but since her comment pertained to an agenda item, she was directed to present it during the scheduled discussion.

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 the minutes from the regular meeting on December 17, 2025.

Moved by Jesse Dominguez, **seconded by** Emily Dale **to approve the minutes from the regular meeting on December 17, 2025.**

Vote: 5 - 0 - Unanimously

6.

PUBLIC HEARING

A. 822 W. Grand Canyon Ave. Grant Application

PROPERTY INFORMATION:

Address: 822 W. Grand Canyon Ave.

Assessor's Parcel Number: 100-28-006

Property Owner: James (Kip) Moyer

Applicant: James (Kip) Moyer

City Staff: Lauren Clementino, HPO

REQUESTED ACTION:

Approval of a Level 1 Historic Signs and Facades Grant application for replacement of non-historic windows, restoration of a missing eave, and exterior painting at address 822 W. Grand Canyon Ave.

RECOMMENDED ACTION:

Approval of a Level 1 Historic Signs and Facades Grant application for replacement of non-historic windows, restoration of a missing eave, and exterior painting at address 822 W. Grand Canyon Ave. The applicant is requesting Level 1 grant funding to undertake exterior rehabilitation work on a residence constructed in 1918. The property is located outside existing historic districts or overlay zones and has not been formally evaluated for eligibility for the National or Flagstaff Register of Historic Places.

Level 1 funding is intended to enhance the historic integrity of a property, remove inappropriate alterations, and protect or preserve historic materials. The proposed scope of work aligns with these goals. The applicant proposes the following improvements:

- Window Replacement: Removal of non-historic windows and installation of historically appropriate double-hung fiberglass or wood windows consistent with the home's original window style. Vinyl windows will not be used.
- Restoration of Missing Eave: Reconstruction of the front door eave, which evidence indicates once existed but was removed during a previous alteration.
- Exterior Painting: Repainting the home and garage using colors appropriate to a historic palette.

These improvements are intended to return the front façade to a more historically accurate appearance, remove incompatible alterations, and preserve the building's historic materials and character.

Sufficient grant funding remains available for the current fiscal year to support this request. No other grant applications have been submitted for consideration at this time. The Commission may also consider adding a condition requiring project completion within the current fiscal year to ensure expenditure of remaining funds.

- Lauren Clementino, Heritage Preservation Officer, presented the grant request for up to \$10,000 and introduced the applicant, James (Kip) Moyer. The Commissioners' questions were addressed by Lauren Clementino, James (Kip) Moyer, and Sara Dechter, Comprehensive & Neighborhood Planning Manager.

Moved by Emily Dale, **seconded by** Alec Overmann to approve a Level 1 historic signs and facades grant application at 822 W. Grand Canyon Ave. for the replacement of non-historic and historic windows and exterior painting with the condition that Lauren Clementino approved the window selection administratively.

Vote: 5 - 0 - Unanimously

7. GENERAL BUSINESS

A. To appoint a 3-person standing subcommittee for review of Flagstaff Register of Historic Places nominations.

- Lauren Clementino provided a brief introduction to the Flagstaff Register of Historic Places and opened the floor for nominations. Vice Chair Alec Overmann, Commissioner Emily Dale, and Commissioner Jeanne Stevens were nominated, and a vote was conducted.

Moved by Duffie Westheimer, **seconded by** Jesse Dominguez to approve Vice Chair Alec Overmann, Commissioner Emily Dale and Commissioner Jeanne Stevens for a three-member standing subcommittee for reviewing Flagstaff Register of Historic Places nominations.

Vote: 5 - 0 - Unanimously

B. Historic Signs and Facades Grant Tracking - January 2026 Update

STAFF RECOMMENDED ACTION:
Discussion only.

- Lauren Clementino provided an update.

C. Overview of HPC and City past decisions regarding the David Babbitt House

STAFF RECOMMENDED ACTION:

There has been a recent news article on the David Babbitt House. Staff will give a brief overview of past decisions and gather questions for a future presentation.

- Sara Dechter provided a brief overview of past decisions. A discussion followed, and Commissioners' questions were addressed by Sara Dechter and Lauren Clementino.
- Public comments were provided by
 - Karen Malis-Clark
 - Phil Scandura
 - Dawn Tucker.
- A special meeting was requested for January 26, 2026 for the Commission to take possible action on drafting a letter from the Commission to City Council recommending acquisition of a landmark structure by the City. Staff will verify Commission and staff availability to see if a quorum can be established at a time with adequate staffing.

8. REPORTS

A. APPROVALS

1. 2100 N. Kramer St. Cultural Resource Study Letter Report

PROPERTY INFO:

Permit Number(s): PZ-25-00245, PZ-25-00225-01

Address: 2100 N. Kramer St.

Type of Approval: Cultural Resource Study Letter Report

Approval Date: December 11, 2025

FINDINGS:

Report reviewed and approved by the HPO. No significant cultural resources eligible for listing in the National, State, or Flagstaff Registers of Historic Places were identified within the study area.

INFORMATION:

EnviroSystems Management, Inc. conducted a Class III pedestrian archaeological field survey of 10.8 acres of vacant, undeveloped, private land ahead of proposed development. To ensure that there were no cultural resources that would be impacted, 10.8 acres was surveyed to create a buffer around the 5-acre area being developed. The findings were documented in a Letter Report Cultural Resource Study.

- Lauren Clementino provided a summary.

2. 418 S. Leroux St. Phase 2 Cultural Resource Study

PROPERTY INFO:

Permit Number(s): PZ-25-00224

Address: 418 S. Leroux St.

Type of Approval: Phase 2 Cultural Resource Study

Approval Date: December 15, 2025

FINDINGS:

The updated Phase 2 Cultural Resource Study for 418 S. Leroux St. was reviewed by the Heritage Preservation Officer and determined to have met the conditions for resubmittal.

INFORMATION:

The Heritage Preservation Commission approved the Phase 2 Cultural Resource Study for 418 S. Leroux St. by Cornerstone Environmental Consulting, LLC on November 19, 2025 with conditions to make changes to the study and resubmit to the Heritage Preservation Officer to approve administratively. The conditions included making corrections to the report such as distinguishing between the Hispanic and Basque communities in the text, correcting photograph numbers, and correcting names to remove the acronym PROS. An additional condition was to conduct consultation with relevant community organizations, including the Southside Community Association and Flagstaff Nuestras Raices. This consultation was conducted and new information gained from this outreach was added to the report.

The Heritage Preservation Commission also approved an additional mitigation condition for Cornerstone to LiDAR scan the building materials during demolition and create an interactive 3D model. The 3D model has not yet been submitted for HPO review.

- Lauren Clementino provided a summary.

3. 109 N. Leroux St. Certificate of No Effect

PROPERTY INFO:

Permit Number(s): PZ-25-00257

Address: 109 N. Leroux St.

Type of Approval: Certificate of No Effect

Approval Date: December 23, 2025

FINDINGS:

The Certificate of No Effect application for removing concrete debris and tar from the north exterior rock wall was reviewed and approved by the Acting Heritage Preservation Officer, Sara Dechter.

INFORMATION:

This property is located within the Downtown Historic Overlay Zone. It is outside the boundaries of the Railroad Addition Historic District. The proposed plan to remove concrete debris and tar from the rock exterior was determined to meet the criteria for a Certificate of No Effect.

- Lauren Clementino provided a summary.

B. CONSULTATIONS

1. Kinsey Elementary School Monopine Tower Section 106 Consultation

FINDINGS:

No known cultural resources are located within the project area based on HPO project records. The HPO requested to receive a copy of the forthcoming cultural resource survey report.

INFORMATION:

Environmental Assessment Specialists, Inc. (EAS) on behalf of AT&T Mobility, LLC (AT&T) submitted an invitation to comment and identify known cultural resources in the project area for a telecommunications site. This was requested for compliance with Federal Communications Commission (FCC) Section 106 of the National Historic Preservation Act (NHPA). The project proposes construction of a new telecommunications monopine tower at 1601 South Lone Tree Road (Kinsey Elementary School). Field assessment for both historic properties and archaeological sites will be conducted, and then a determination will be made of the project's direct and indirect effects on eligible properties.

- Lauren Clementino provided a summary.

9. MISCELLANEOUS ITEMS TO/FROM COMMISSION MEMBERS

- Lauren Clementino announced that Caitlin Stewart has been appointed by City Council to the Heritage Preservation Commission.
- Lauren Clementino also shared that the Arizona Preserve America Youth Summit is returning to Flagstaff June 1-4, 2026 and that she sent information about youth registration via email to the Commission.
- Lauren Clementino reminded the Commission of the upcoming tour of the Babbitt Building downtown at Aspen and San Francisco (15 E. Aspen Ave.) before the regular February 18, 2026 meeting.
- The Commission is also invited to tour the restoration work currently underway at Riordan Mansion.

10. ADJOURNMENT

- The meeting was adjourned at 5:39 p.m.

Heritage Preservation Commission

6. A.

Co-Submitter: Lauren Clementino, Senior Planner/Heritage Preservation Officer

From: Genevieve Pearthree, Senior Sustainability Planner

DATE: 02/18/2026

SUBJECT: Flagstaff Accessory Dwelling Unit (ADU) Model Plans Library and the Townsite Historic Overlay Zone

STAFF RECOMMENDED ACTION:

Provide direction on which, if any, of the pre-approved plans in the Flagstaff ADU Model Plans Library are likely to comply with the Townsite Design Standards and Guidelines.

Executive Summary:

Purpose of this Presentation

The purpose of this presentation is to provide HPC an opportunity to proactively review the pre-approved ADU model plans in the Flagstaff ADU Model Plans Library prior to reviewing Certificate of Appropriateness requests for these ADUs to be built within the Townsite Historic Overlay Zone. This review will provide HPC with the opportunity to identify which plans, if any, are likely to comply with the Townsite Design Standards and Guidelines. This exercise will also provide Townsite property owners with a useful starting point when selecting from the pre-approved ADU model plans.

City staff have conducted a preliminary review of the 12 pre-approved ADU Model Plans against the Townsite Design Standards and Guidelines for HPC's review and consideration. Staff have compiled characteristics about each plan into a table, which is included in the attachments to this staff summary. Characteristics include: height, roof pitch, square footage, bedroom and bathroom count, and exterior materials.

After receiving HPC direction, staff will prepare a draft memo identifying which ADU model plans are likely to meet the Townsite Design Standards and Guidelines and bring it back to HPC at a future meeting. Townsite property owners will still need a Certificate of Appropriateness from HPC prior to applying for a building permit to build an ADU, which will confirm that the ADU on a specific lot will meet the Townsite Design Standards and Guidelines. However, reviewing the plans now will ideally make the process smoother in the future for both HPC and the property owner.

Overview of ADUs and Purpose of the ADU Model Plans Library

The City launched the Flagstaff Accessory Dwelling Unit (ADU) Model Plans Library in January 2026 at www.flagstaff.az.gov/ADUs. The Library contains 12 pre-approved, publicly viewable ADU model plans, while additional plans are currently under review. The plans were selected through a 2025 Request for Informal Proposals (RFIP), which attracted over 30 design proposals. A selection committee of community partners and City staff selected the 10 winning designs and several runners-up.

ADUs, also known as backyard homes or casitas, are important to the City's climate and housing goals because these smaller housing units can offer lower rents and monthly utility costs, and increase Flagstaff's housing supply. These units can also provide more flexible housing options for households of all sizes, generate supplemental rental income for homeowners, and increase housing availability in established neighborhoods.

Model plans are intended to lower the barriers to ADU construction in Flagstaff by reducing the cost to design an ADU, making it easier to find a designer, simplifying the design and permitting process, and providing access to lower City permitting fees for model plans (compared to City fees for custom plans).

To build an ADU using a pre-approved model plan, Flagstaff community members can browse the Library, select their favorite plan, contact the designer to purchase access to the full plans, work with the designer to draft a site plan, and proceed through the City's building permit review and approval process. Several of the ADUs have pre-approved options, including floor plans, roof plans, foundation types, and exterior materials

that community members can choose from.

The plans are "pre-approved" because they have already gone through City of Flagstaff Building Plan review to confirm they comply with the City's adopted building and fire codes. This means that when a property owner applies to use the plans on an individual lot, the City review is only focused on whether the ADU will meet relevant Zoning and other City design standards on that lot. Ideally, the City review process for pre-approved plans on a particular lot is shorter and less costly than a custom plans review.

The City of Flagstaff Zoning Code allows ADUs to be built on any property that already has a single-family home, including properties in historic districts, provided the ADU meets relevant development code requirements. The Townsite Historic Overlay Zone is the only residential historic overlay zone in Flagstaff with additional design standards that ADUs must comply with beyond the City's base development code. New construction in the Townsite Historic Overlay Zone requires a Certificate of Appropriateness from the Heritage Preservation Commission prior to applying for a building permit for a property within the Overlay.

Policy Impact:

Attachments

Presentation
ADU Model Plans Specifications

Flagstaff Accessory Dwelling Unit (ADU) Model Plans Library

Heritage Preservation Commission

February 18, 2026

Genevieve Pearthree | Senior Sustainability Planner

Lauren Clementino | Senior Planner, Comprehensive and
Neighborhood Planning

Jamie Larson | Housing and Transportation Coordinator





Agenda



1. Library goals and overview
2. Townsite Design Standards and Guideliness
3. ADU model plan tour
4. Heritage Preservation Commission role



ADU Model Plans Library Overview and Goals



Accessory Dwelling Units (ADUs)

ADUs are:

- A **second and complete living space** on a property with a single-family home
- Also known as **backyard cottages, casitas, carriage homes**, and many other names

Benefits of ADUs:

1. Help grow Flagstaff's **housing supply**
2. Support **housing diversity** by increasing the supply of smaller units
3. Can be built **in neighborhoods** with access to existing infrastructure and transportation networks
4. Provide **supplemental income** to owners
5. Offer the potential for **more affordable rent and utilities**
6. Can foster **improved social** connections among residents
7. **Create a flexible housing** option for households of all sizes, including supporting **multigenerational living**





ADU Model Plans Program Goals

- 1. Create an ADU Model Plans Library to host a growing inventory of pre-approved all-electric and energy-efficient ADU model plans**
2. Increase awareness of ADUs and their benefits to the Flagstaff community
- 3. Increase ADUs in Flagstaff by simplifying the process and reducing the costs to design and permit ADUs**
4. Connect interested homeowners with design professionals and other ADU resources

Collaboration between Sustainability, Building Safety, Housing, Planning, and other City staff



Common Barriers to Building an ADU

Barriers related to city codes	Barriers an ADU model plans library can help alleviate	Other barriers
<ol style="list-style-type: none">1. City Zoning and other design standards2. City parking standards*	<ol style="list-style-type: none">3. Cost of designing an ADU (drafting plans)4. Finding someone to design an ADU5. Navigating the city design and permitting process6. City permitting fees	<ol style="list-style-type: none">7. Cost of building an ADU8. Ease of obtaining ADU financing9. Navigating the construction process10. Homeowners' Association (HOA) standards that restrict ADUs11. Supply chain issues12. Utility connections and access issues13. Neighborhood opposition to ADUs

**New parking spaces are no longer required for ADUs per Arizona House Bill 2720.*



ADUs in the Model Plans Library



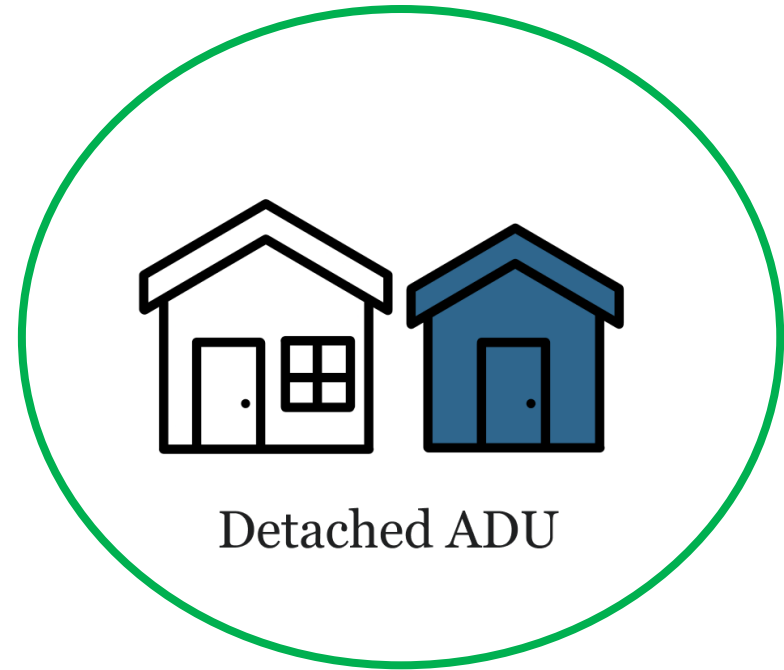
Different types of ADUs



Interior attached ADU



Attached ADU
(via Addition)



Detached ADU

The ADU Model Plans Library contains detached ADUs only



ADU Model Plans Website Tour

www.flagstaff.az.gov/ADUs

- 3 main pages (for now)
- [Home Page](#)
- [Model Plans Library](#)
- [Frequently Asked Questions](#)



ADU Model Plan Process

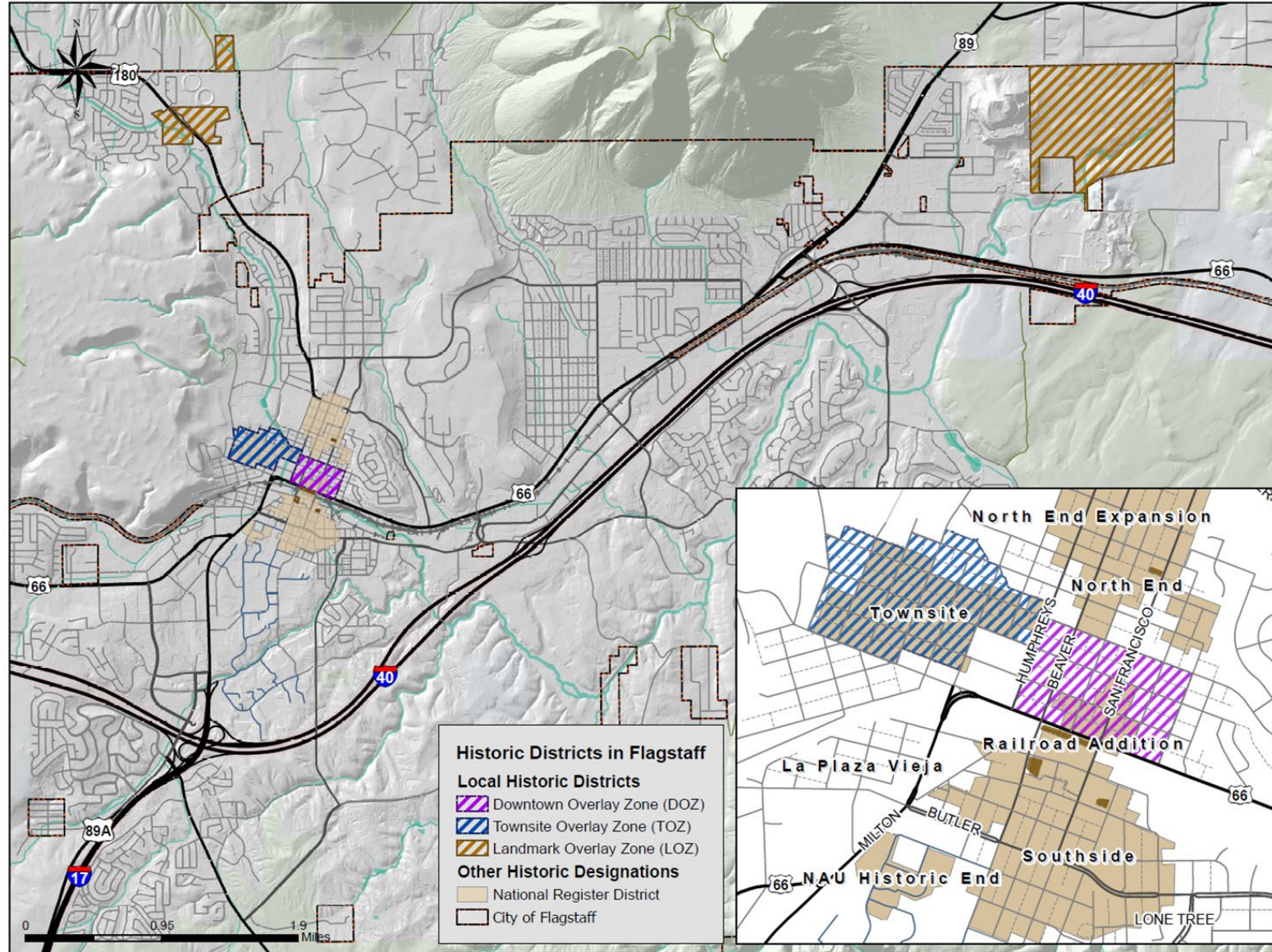


- **Step 1:** Browse the library and pick your favorite plan
- **Step 2:** Do background research to ensure the ADU will fit on your property
- **Step 3:** Contact the plan designer and pay the designer's reuse fee
- **Step 4:** Designer will prepare a site plan for your property and help you select pre-approved customization options (if any)
- **Step 4.5:** Receive a Certificate of Appropriateness from HPC
- **Step 5:** Apply for a City of Flagstaff Building Permit for your property
- **Step 6:** Receive an approved City of Flagstaff Building Permit
- **Step 7:** Choose your contractor/builder (can be done earlier)
- **Step 8:** Construct your ADU
- **Step 9:** Receive a Certificate of Occupancy from the City of Flagstaff for your ADU
- **Step 10:** Enjoy the benefits of having your own backyard home

Townsite Design Standards and Guidelines



Overlay Zones





Certificate of Appropriateness

Criteria for Approval

- a. The proposed work is consistent with the purpose and intent of this division;
- b. The proposed work is compatible with its context:
 - (1) The appropriate context for a landmark or a historic property is the property itself and, to a much lesser extent, the surrounding properties and neighborhood;
 - (2) The appropriate context of work in a historic overlay zone is the significant portions of the property itself, the surrounding properties, and the neighborhood;
- c. The cultural resources associated with the proposed work have been sufficiently identified and evaluated;
- d. Major impacts on cultural resources are sufficiently mitigated; and
- e. **The proposed work is consistent with applicable development standards and design guidelines.**



Excerpt of Townsite Standards

A. Style

- 1. Flagstaff Townsite developed from a natural evolution of a variety of architectural styles in smaller homes such as Craftsman, Victorian, cottage/bungalow, Queen Anne, and Edwardian. The district's overall style is mixed in terms of landscaping and architecture. As the District exists to preserve the historic character, variations of the above mentioned styles shall be adopted to ensure continuity in the neighborhood.**
2. Secondary dwellings and secondary structures/outbuildings do not dominate the main structure.

B. Site

1. Homes reflect early life in Flagstaff through small size, yards, and relationship to the street lending more to community interaction. The following shall occur:
 - a. Front doors shall have a relationship close to the street – dwellings relate to the street frontage and are not pushed back to the alleys. This preserves neighbor-to-neighbor contact.
 - b. All dwellings shall have main access from the street.
4. Secondary dwellings are any structures not considered the original home and in which people reside. They shall be subservient in bulk, size, scale, design and materials to the main dwelling. Historic homes shall remain the main home.
6. Interior yards or rear yards are desirable. If there are two structures on site, a central or side yard shall occur – locating the structure at the back of the lot allows for the interior yard. Excluding the front yard and driveway, a minimum of 1000 square feet of contiguous yard shall occur.



Excerpt of Townsite Standards

D. Development Massing, Height, and Proportions

1. Structures that exist at the time of the district designation are the primary structure. In case of multiple existent structures at that time, the structure closest to the street is the primary structure. New primary structures shall be placed forward on the site relative to all other structures.
3. **For all other structures, no point shall exceed 16 feet in height, measured from existing or natural grade, excluding chimneys, towers, and similar non-habitable architectural projections. (*NOTE: This provision is no longer applicable to ADUs under the current City Zoning Code and up to 25 feet is allowed for an ADU in the Townsite Overlay per Section 10-40.50.030(C) Building form Standards*)**

E. Roof Pitch

1. **Pitches for main roofs in new construction shall be over 6:12. Porches, dormers, and similar lesser roofed areas may have shallower pitches.**

F. Architecture, Materials, Details, and Colors

1. **Materials, details, and colors shall be compatible with historic structures on an individual property and compatible with the surrounding neighborhood.**



Excerpt of Townsite Guidelines

3. Architectural details that are typical can be seen on existing historic homes and these homes can be used as models for future designs.

6. Preserve neighbor views and privacy and minimize impact to neighbors. Respectful orientation to neighbors' views and privacy should be an ongoing concern throughout the design process. Look at your design from the neighbors' lots.

- a. Orient windows to protect neighbors' privacy. You may not want to see them anymore than they want to see you. Placing windows higher or using translucent glass respects privacy.
- b. Buildings on the lot could be sited to not block views. There is no City mandate on views – this is strictly between you and the neighbor. Visit neighbors' houses to see the impact your new building may have on views.
- c. Windows at streetside are to scale with neighborhood character in order to maintain visual continuity with respect to size, style and height.

ADU Model Plan Tour

Note: all ADUs can be placed on multiple foundation types



1. The Cozy Cottage

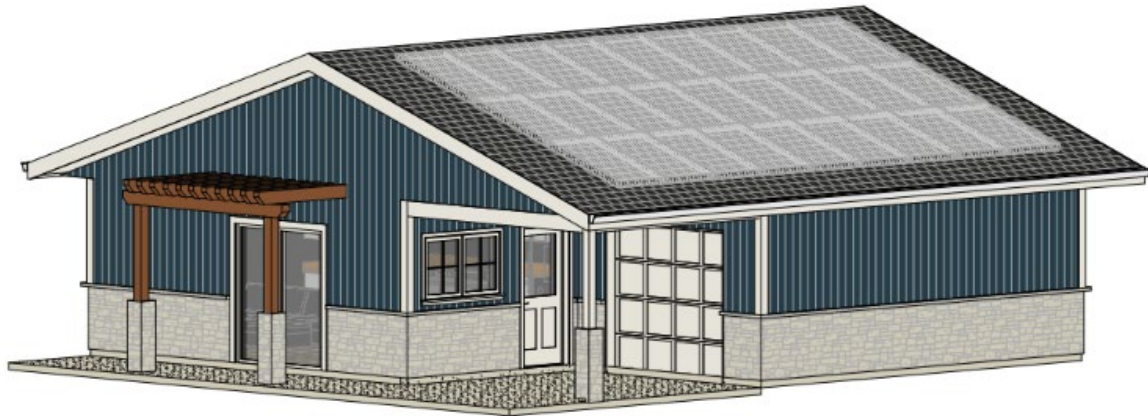
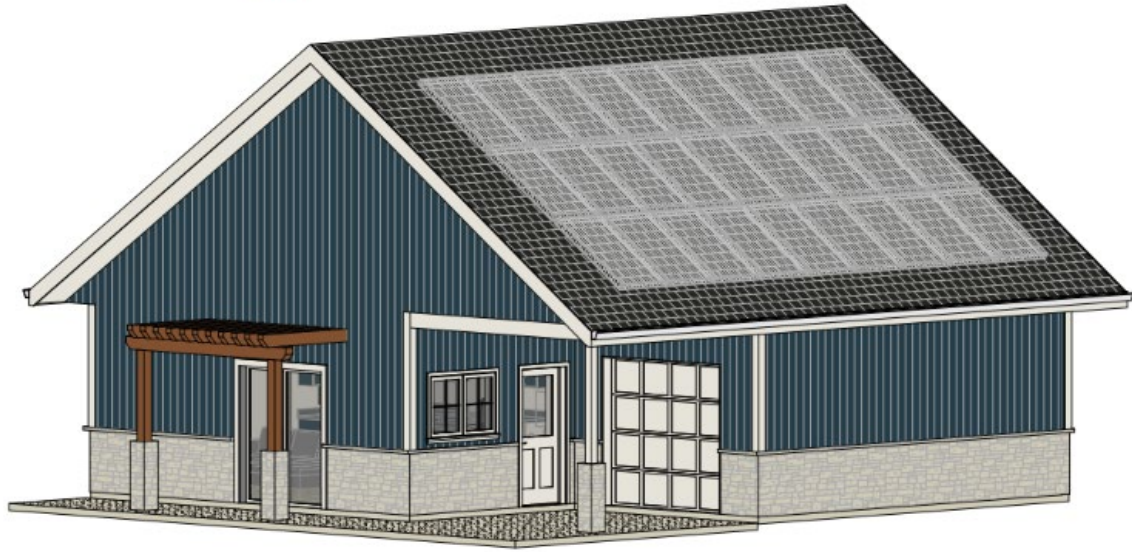
Exterior Customizations

- Siding Options
 - Malpais Wainscot with lap siding
 - Board and Batten with Shingle Shake
 - Stucco finish
- Optional Pergola over back door





1. The Cozy Cottage

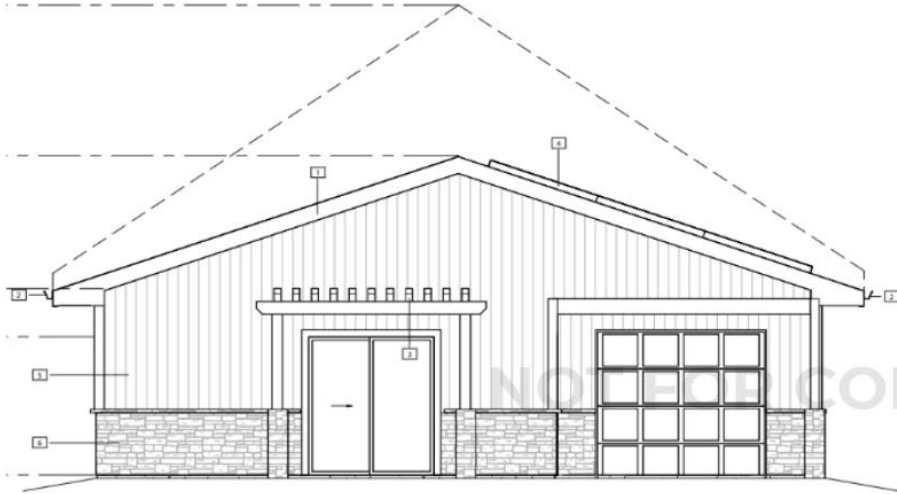


Building Specs

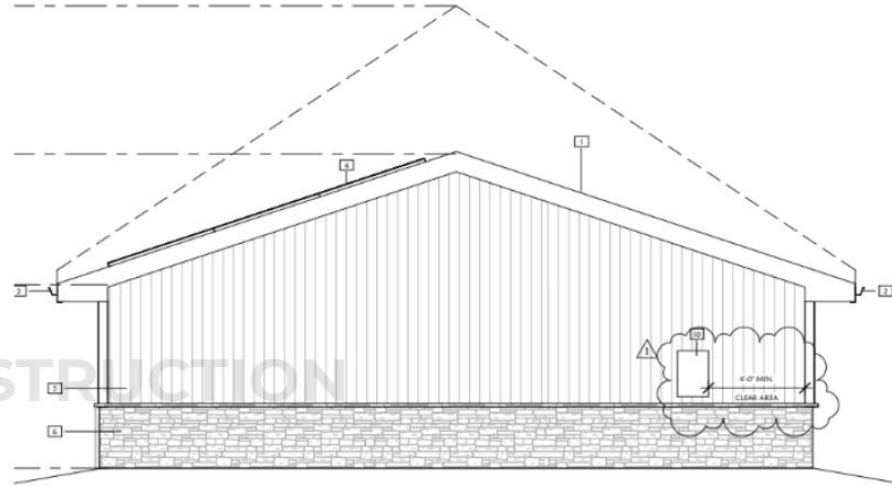
- **Multiple pre-approved options**
- 3 Floor Plans
 - 1 or 2 Bedrooms
 - 1 or two bathrooms
- Roof Pitch
 - 4:12 or 8:12
- Height
 - 15'5" or 22'8"
- Square Footage
 - 605 SF or 805 SF



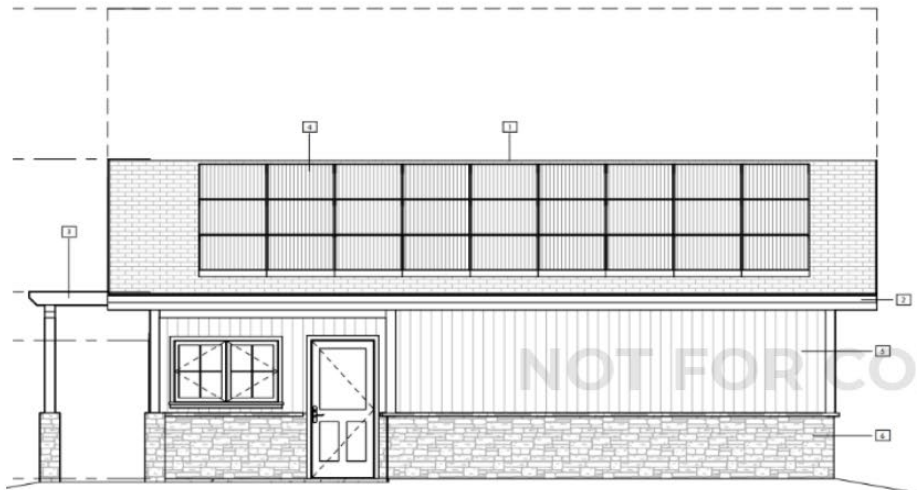
1. The Cozy Cottage



3 WEST ELEVATION SIDING 1 - MALPAIS WITH LAP SIDING



4 EAST ELEVATION SIDING 1 - MALPAIS WITH LAP SIDING



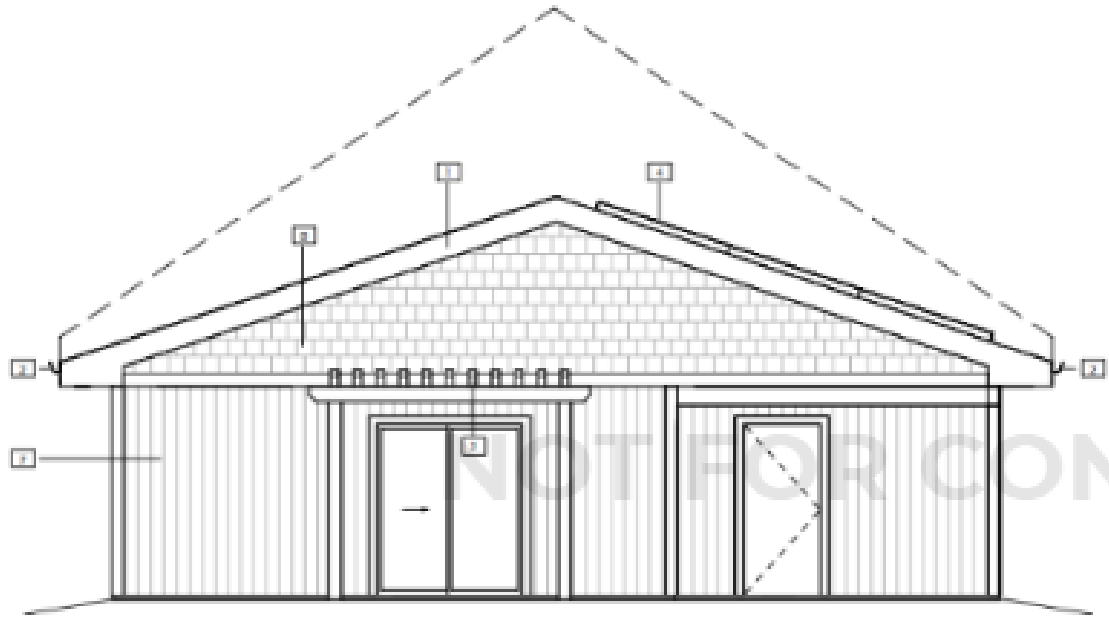
1 SOUTH ELEVATION SIDING 1 - MALPAIS WITH LAP SIDING



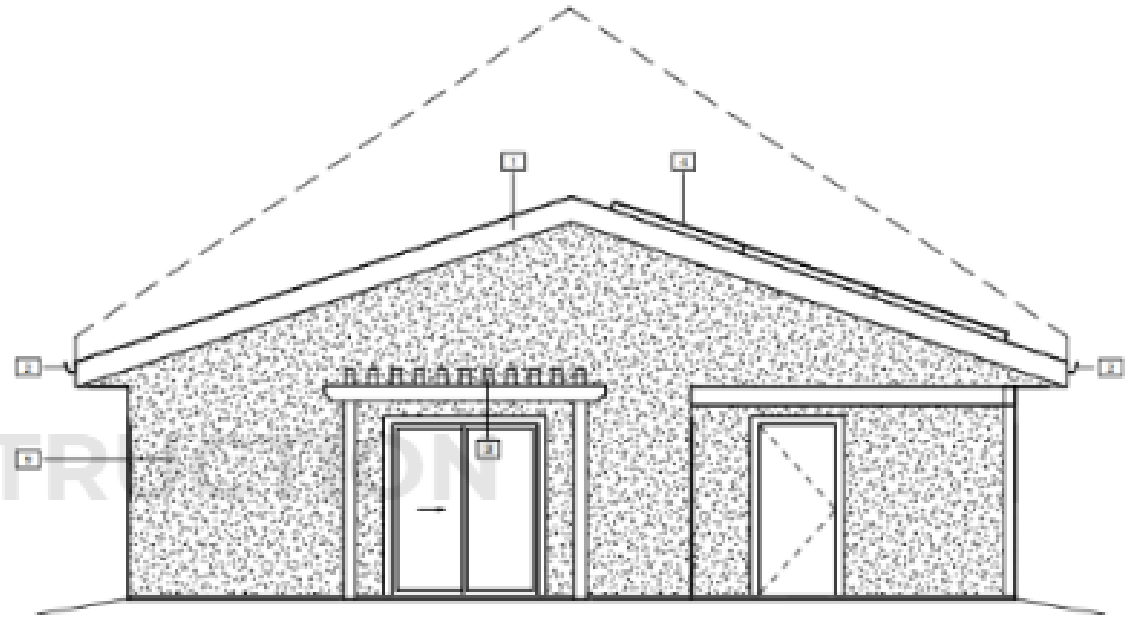
NORTH ELEVATION SIDING 1 - MALPAIS WITH LAP SIDING



1. Cozy Cottage



WEST ELEVATION SIDING 2 - BOARD AND BATTEN



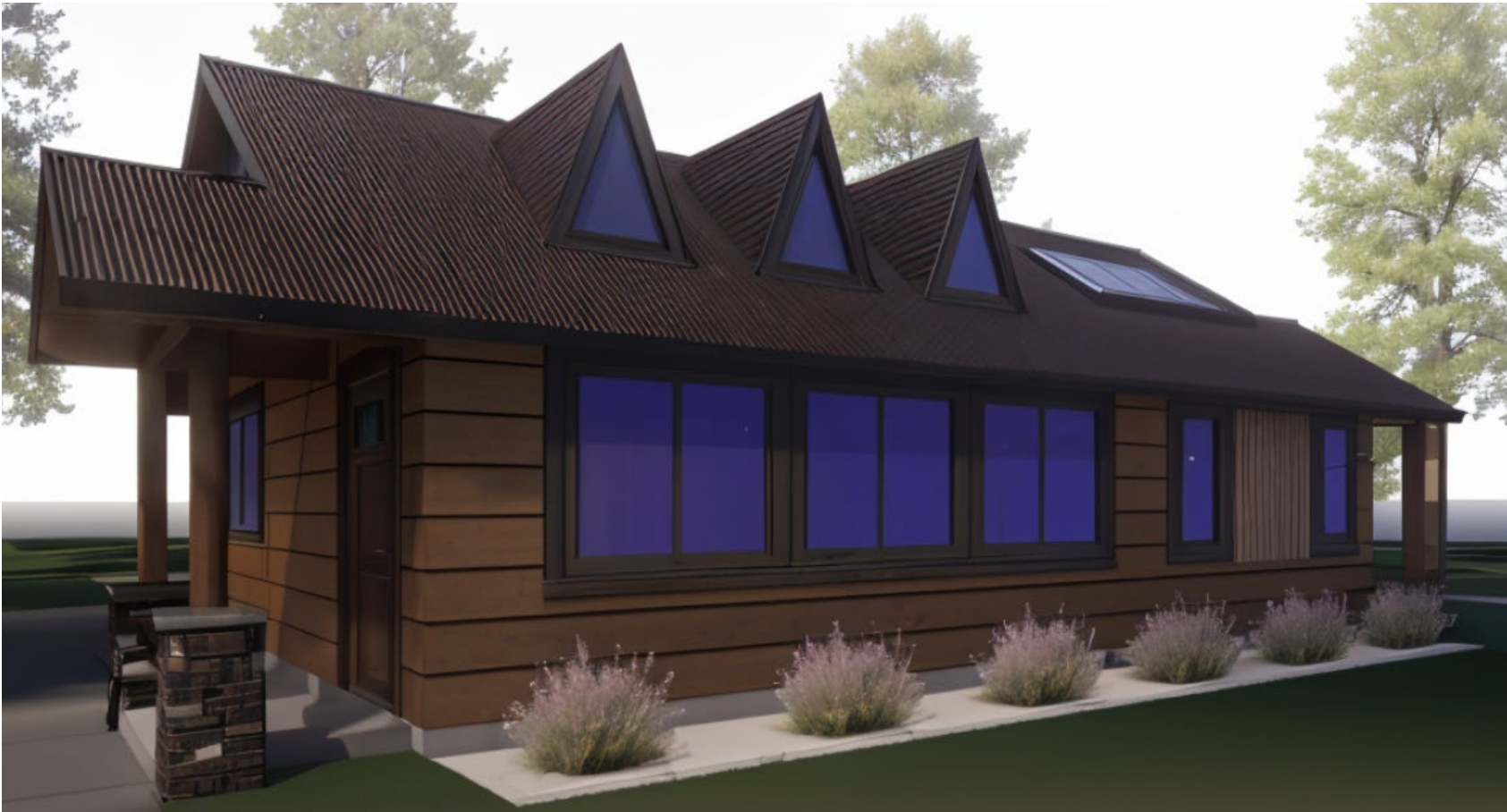
6 WEST ELEVATION SIDING 3 - STUCCO



2. Three Peaks

Exterior Customizations

- 3 Triangular Dormers (optional)

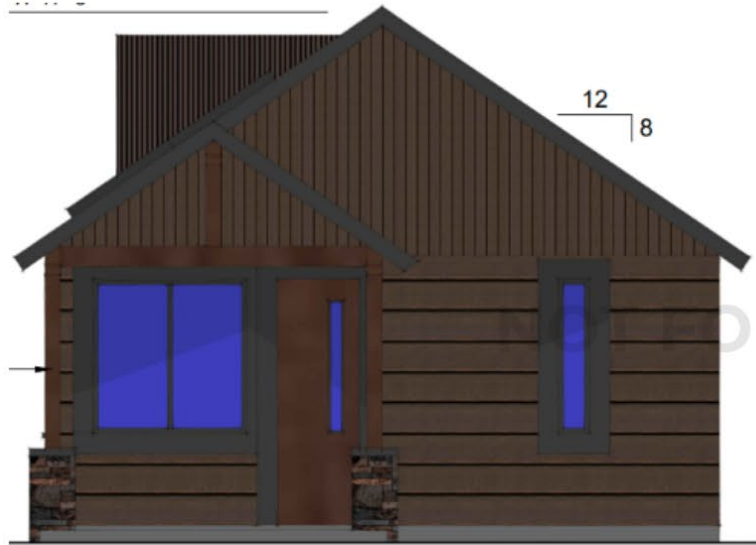


Building Specs

- Floor Plan
 - 1 Bed 1 Bath
- Roof Pitch
 - 8:12
- Height
 - 17'6"
- Square Footage
 - 792 SF



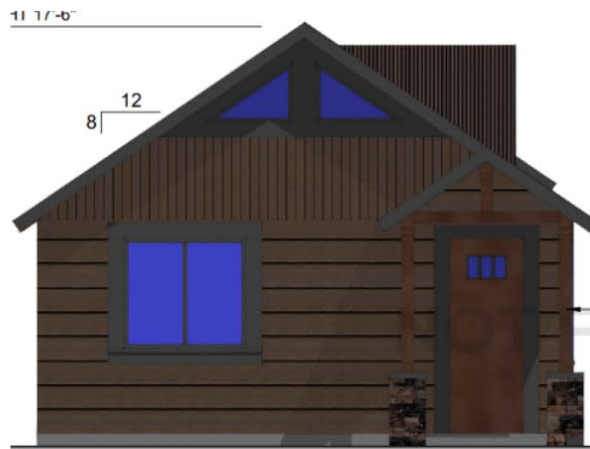
2. Three Peaks



EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION



3. Green Gables



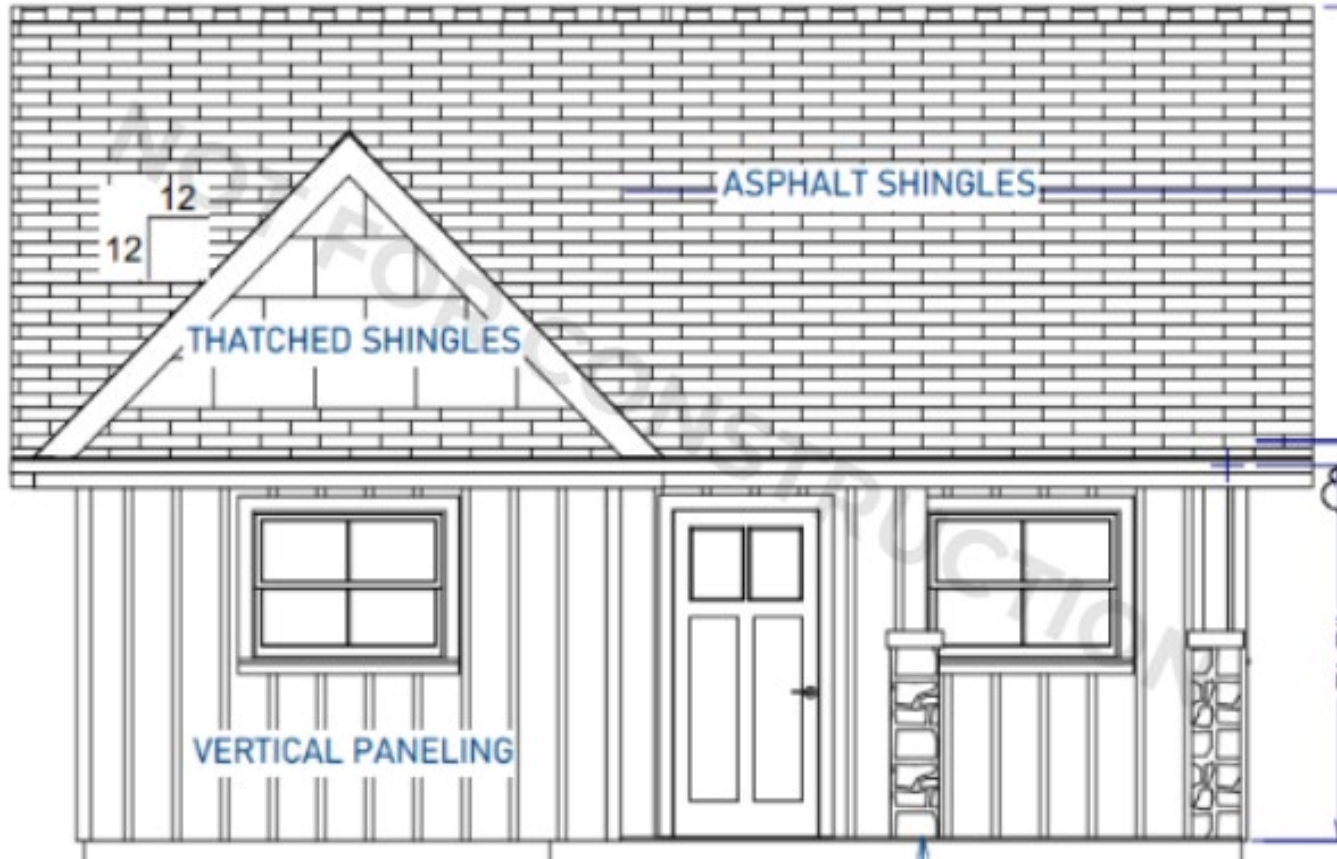
Exterior Customizations

- Roofline – Side gabled or Front/Back gabled
- 2 Roof Options





3. Green Gables

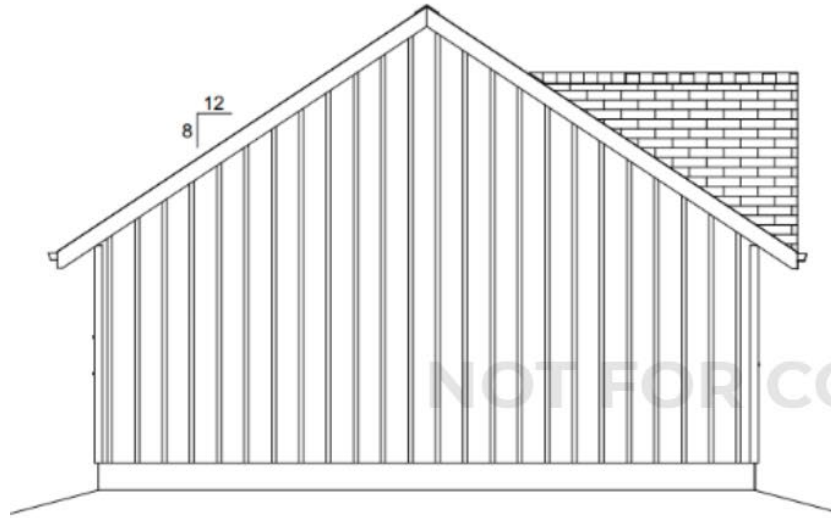


Building Specs

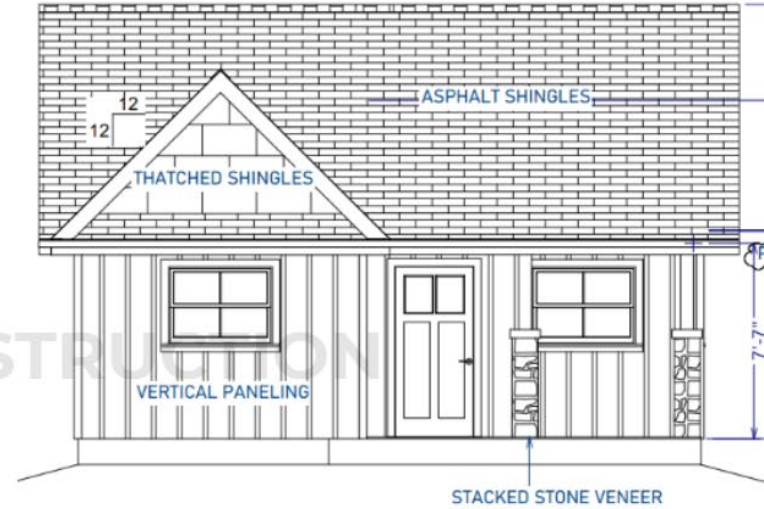
- Floor Plan
 - 1 Bed 1 Bath
- Roof Pitch
 - 8:12 or 10:12
- Height
 - 16'10" or 19'10"
- Square Footage
 - 524 SF



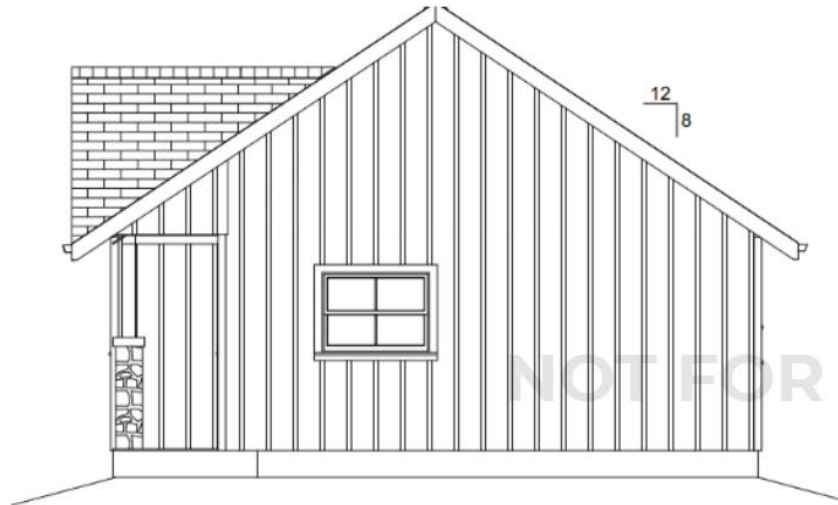
3. Green Gables – Option 1



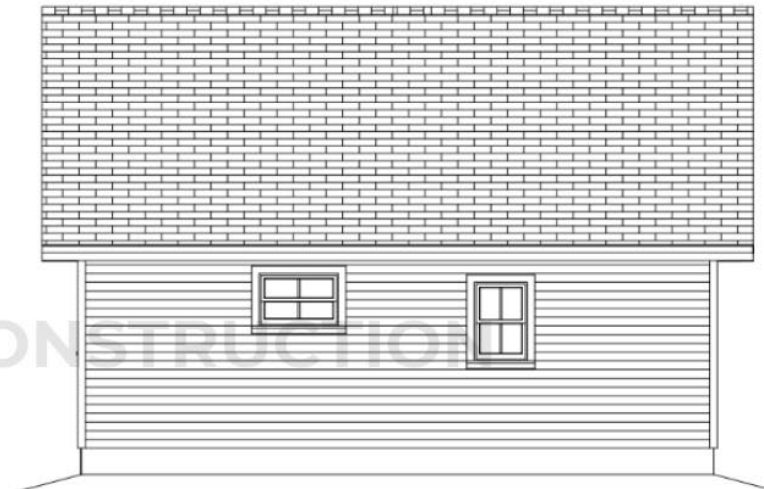
EAST ELEVATION



NORTH ELEVATION



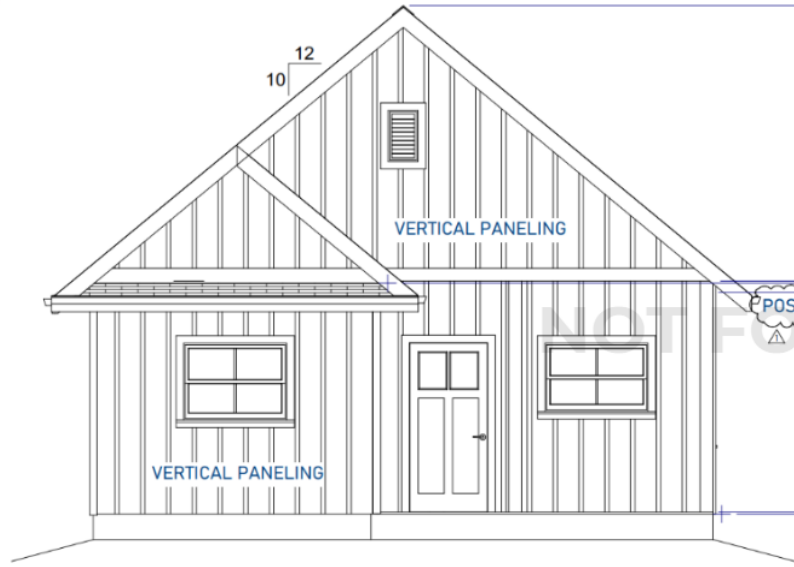
WEST ELEVATION



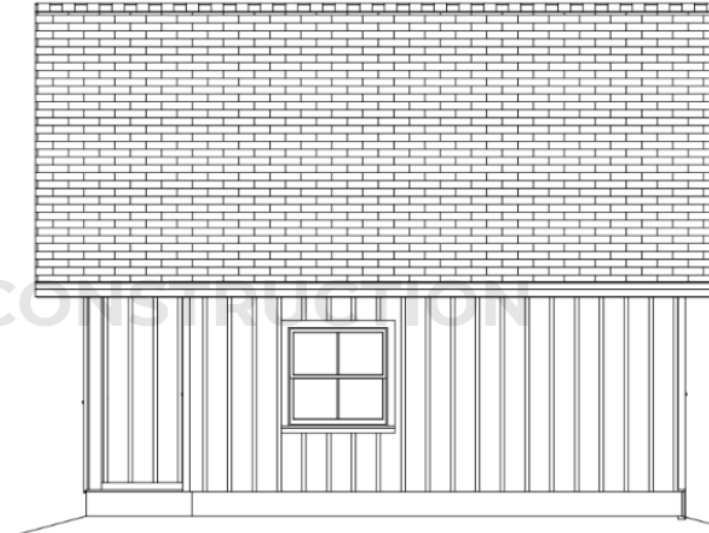
SOUTH ELEVATION



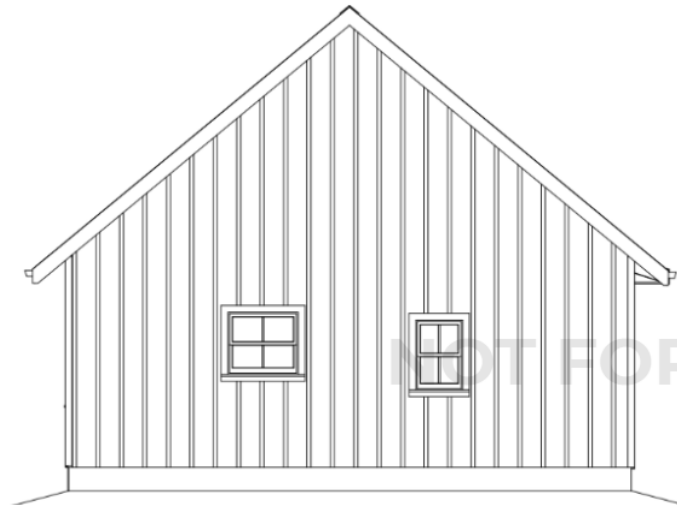
3. Green Gables – Option 2



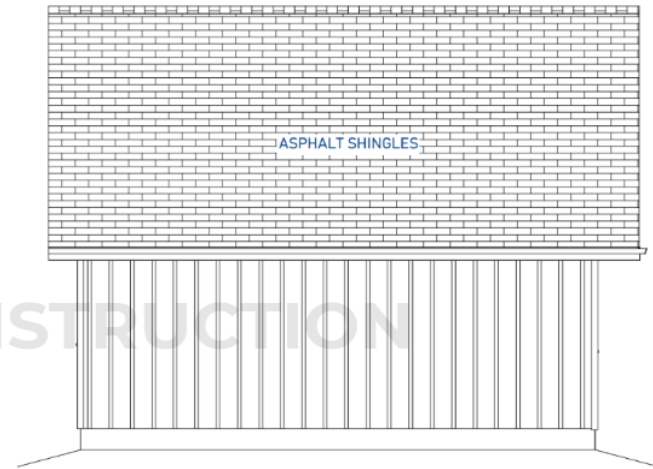
EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION



4. Grandma's Contemporary

Exterior Customizations

- Siding material: Stucco, other siding options available





4. Grandma's Contemporary

Building Specs



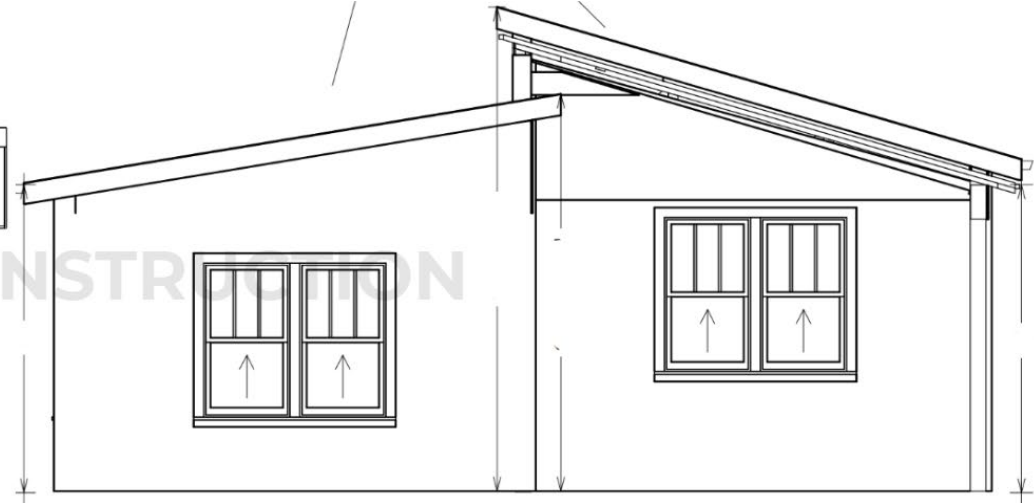
- Floor Plan
 - 1 Bed 1 Bath
- Roof Pitch
 - 2:12 and 3:12
- Height
 - 14' 1 7/8 "
- Square Footage
 - 708 SF



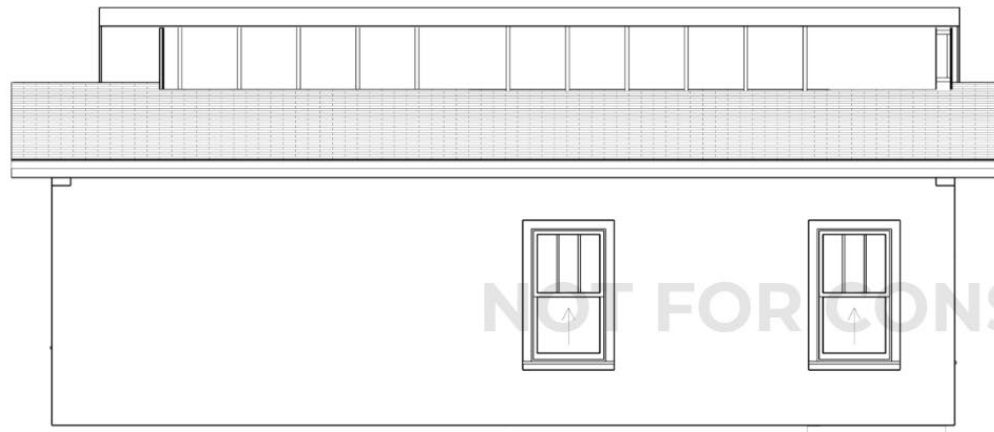
4. Grandma's Contemporary



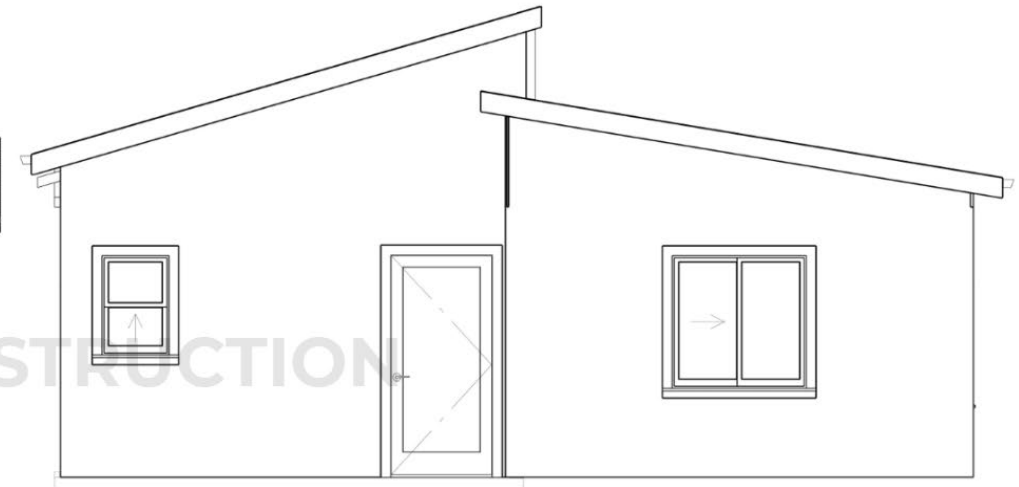
EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION



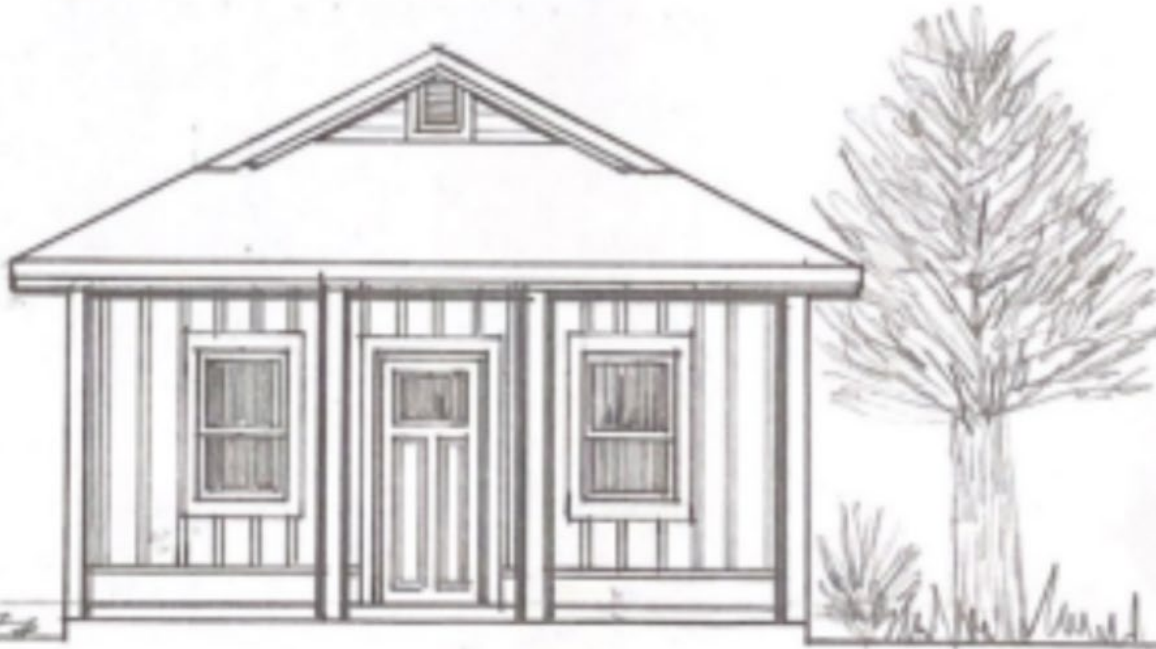
5. The Dwell

Exterior Customizations

- Not Specified

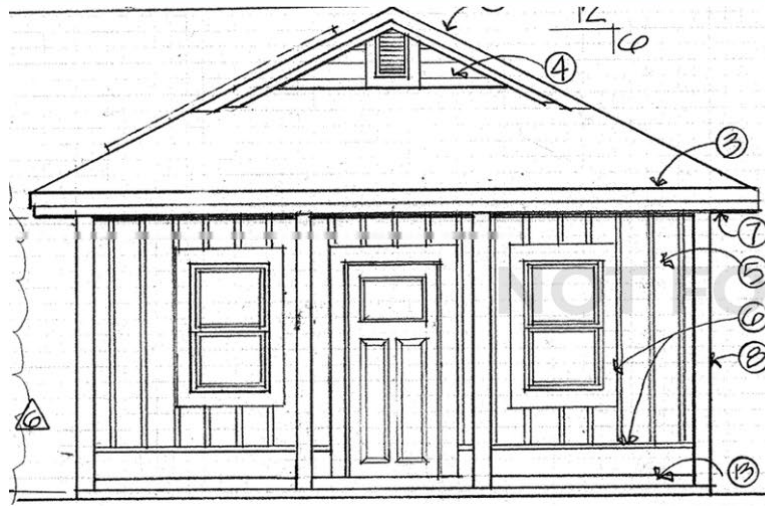
Building Specs

- Floor Plan
 - 1 Bed 1 Bath
- Roof Pitch
 - 6:12
- Height
 - 15'0"
- Square Footage
 - 440 SF

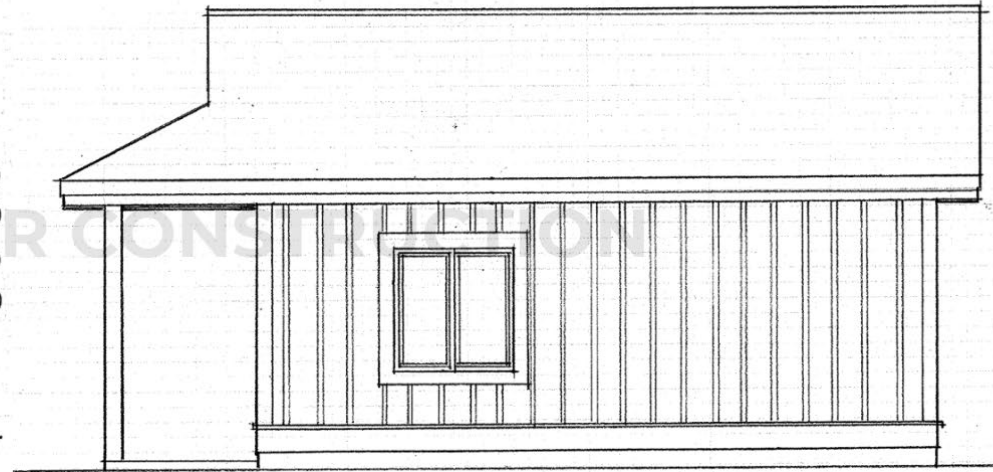




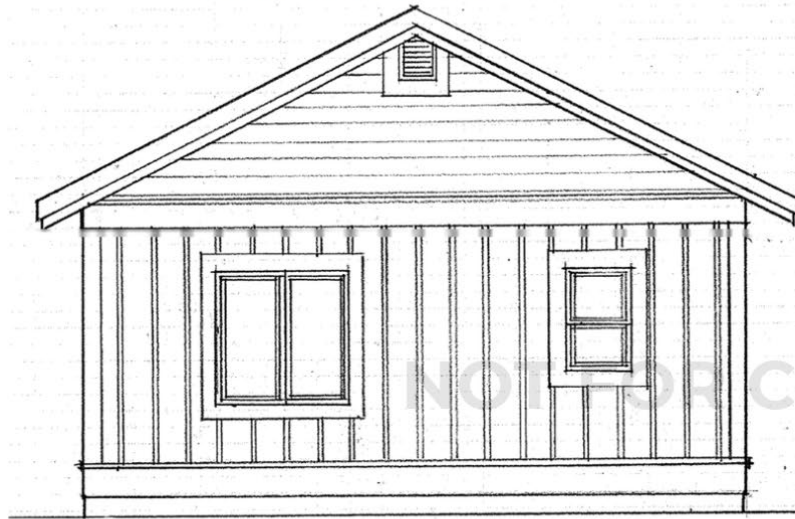
5. The Dwell



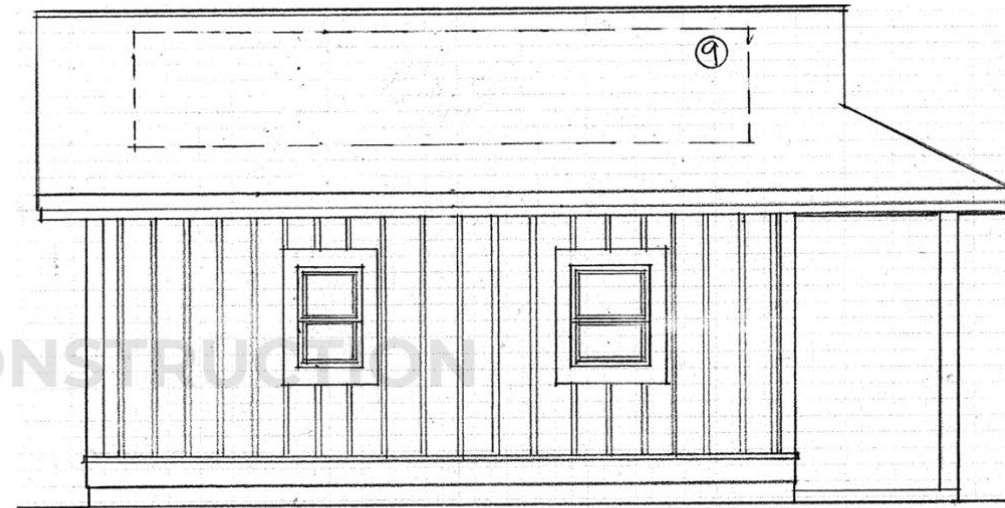
EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION



6. The Juniper

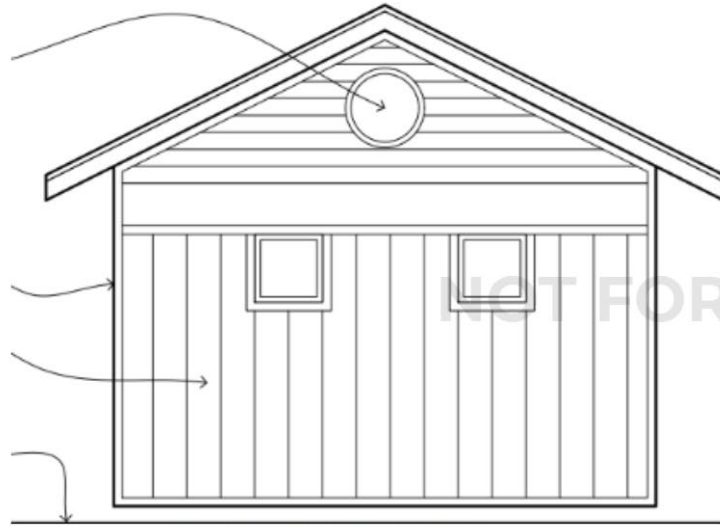


Exterior Customizations

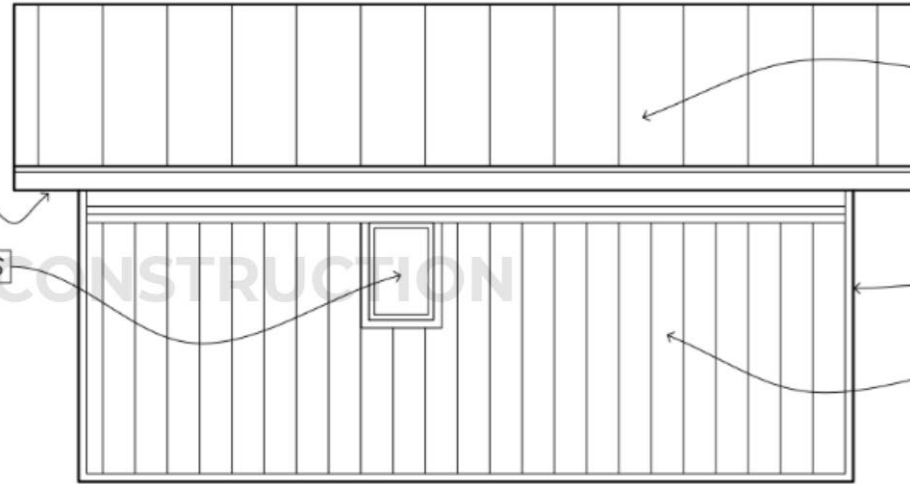
- Optional covered front porch
- Choice of
 - Exterior roofing
 - Siding
 - Entry door style
 - Window can be operable, fixed, or omitted



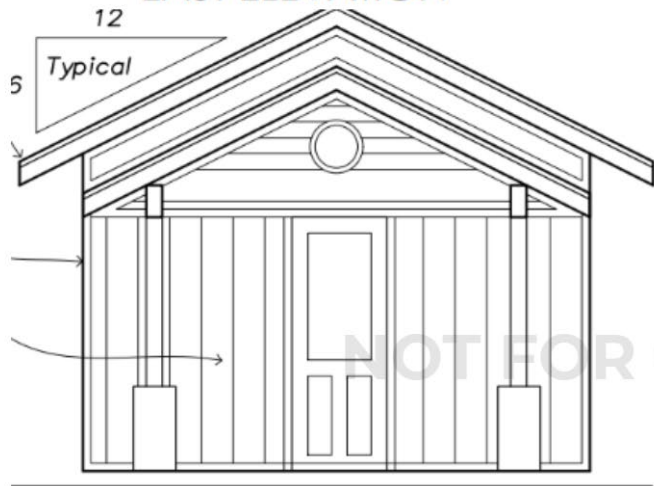
6. The Juniper



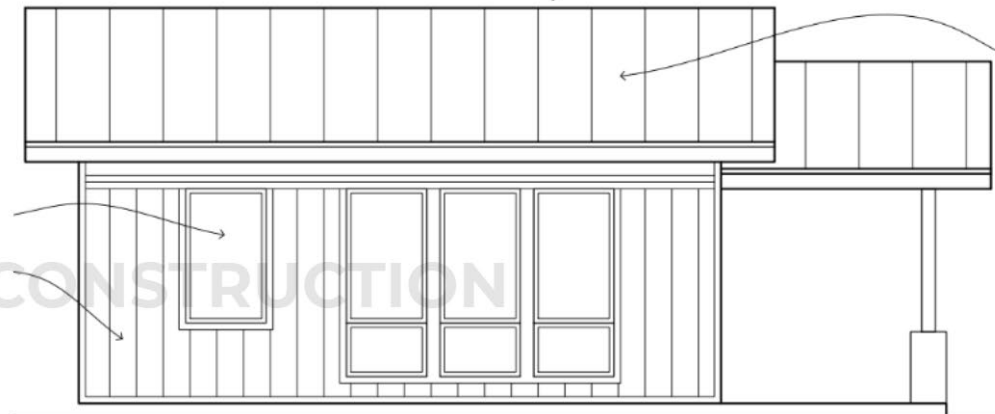
EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION

Building Specs

- Floor Plan
 - Studio
- Roof Pitch
 - 6:12
- Height
 - 14'9"
- Square Footage
 - 384 SF



7. Grandpa's ADU



Exterior Customizations

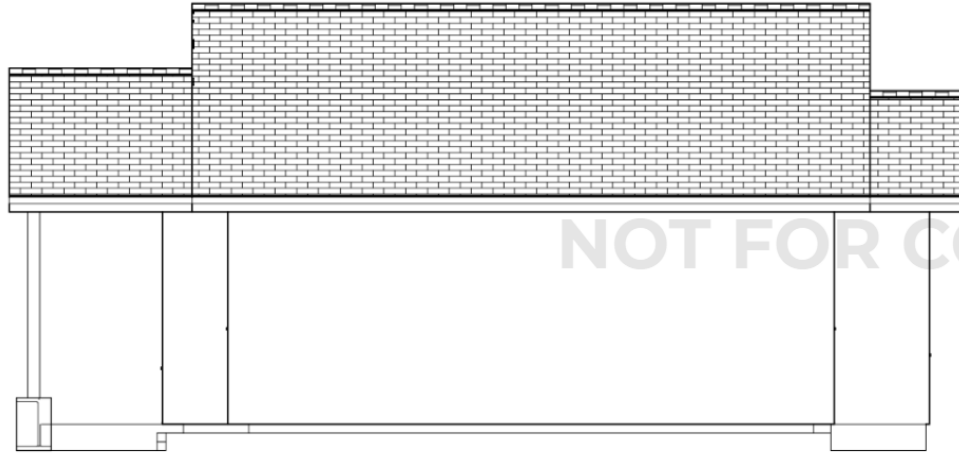
- Not Specified

Building Specs

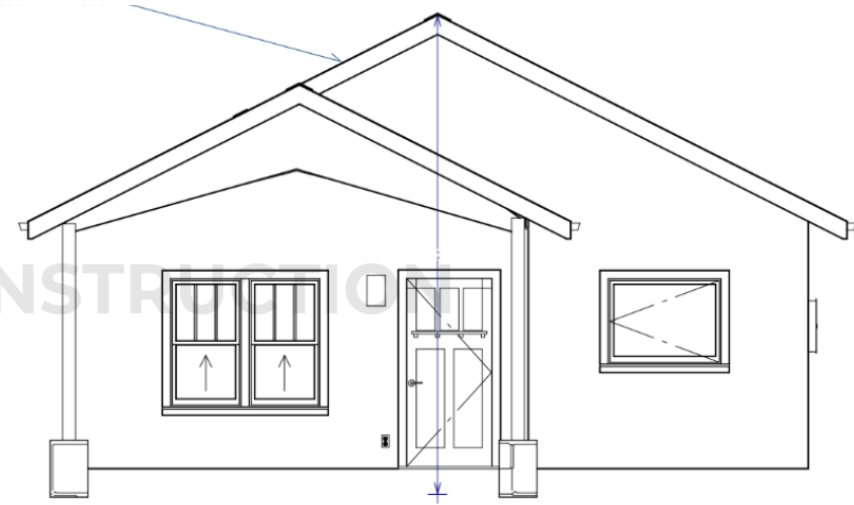
- Floor Plan
 - 1 Bed or 1 Bath
- Roof Pitch
 - 6:12
- Height
 - 16'10"
- Square Footage
 - 682 SF



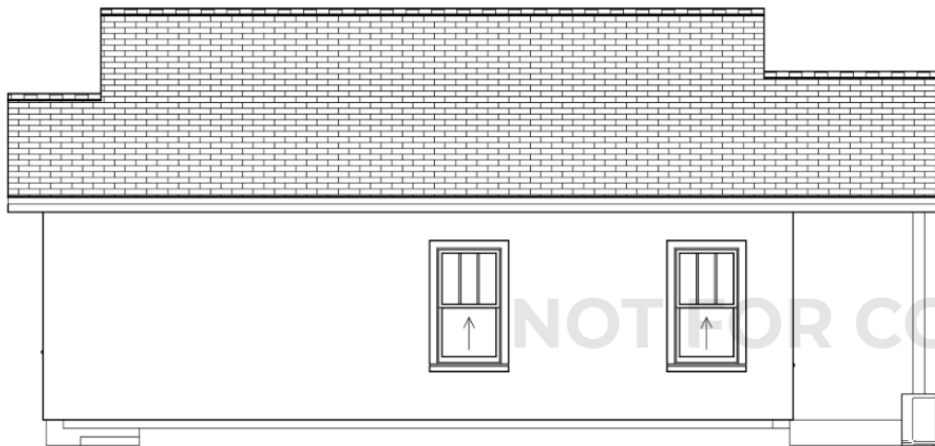
7. Grandpa's ADU



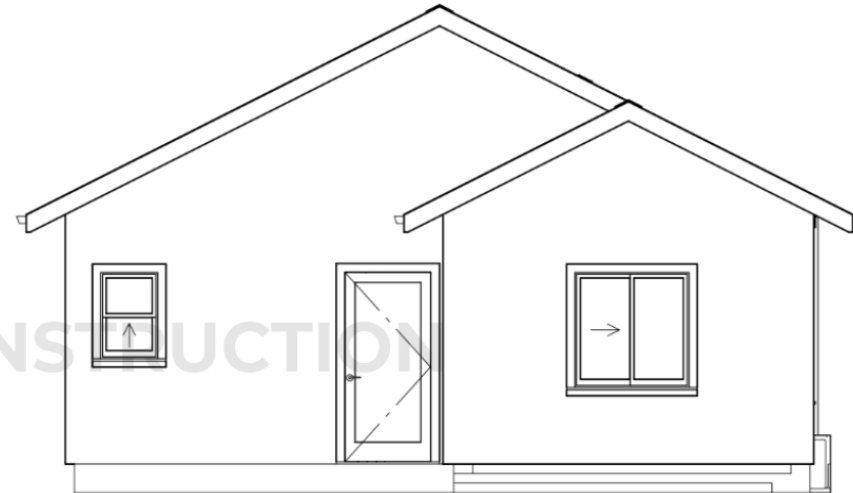
EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION



8. Silver Bush



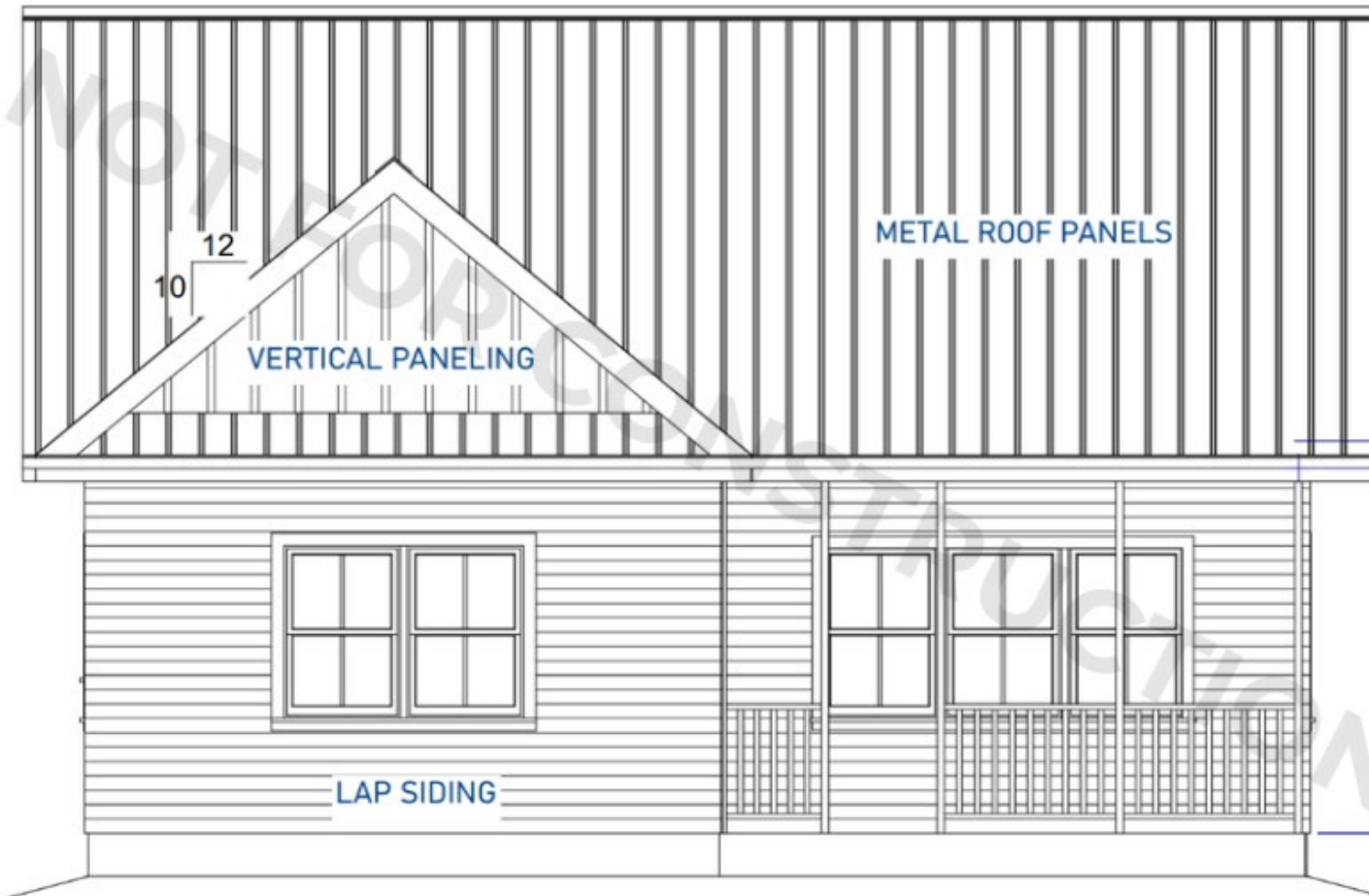
Exterior Customizations

- Roofline – Side gabled or Front/Back gabled
- 2 Roof Options





8. Silver Bush



Exterior Customizations

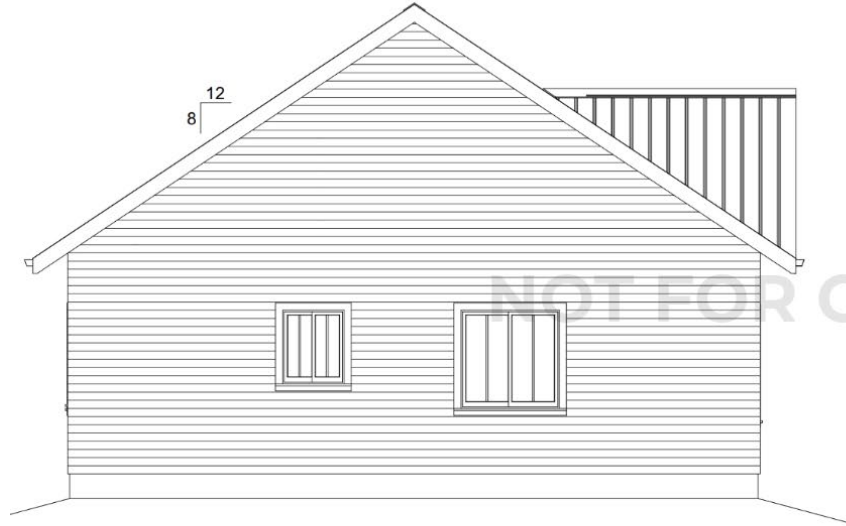
- Not Specified

Building Specs

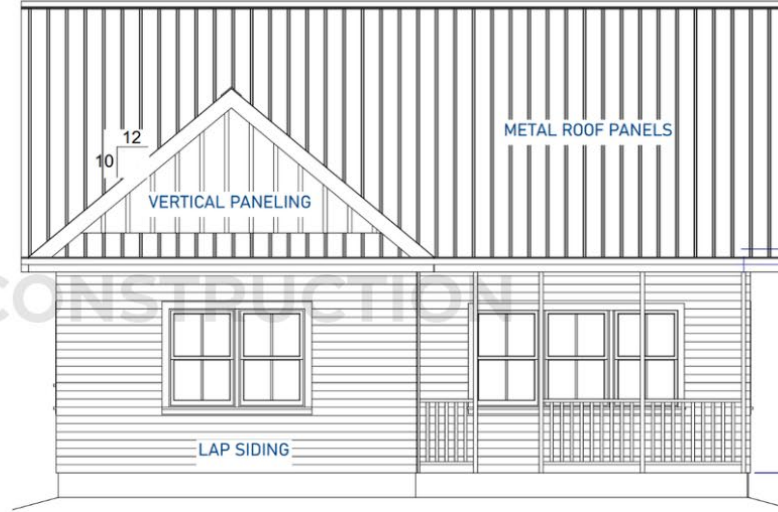
- Floor Plan
 - 1 Bed 1 Bath
- Roof Pitch
 - 8:12
- Height
 - 19'2"
- Square Footage
 - 723 SF



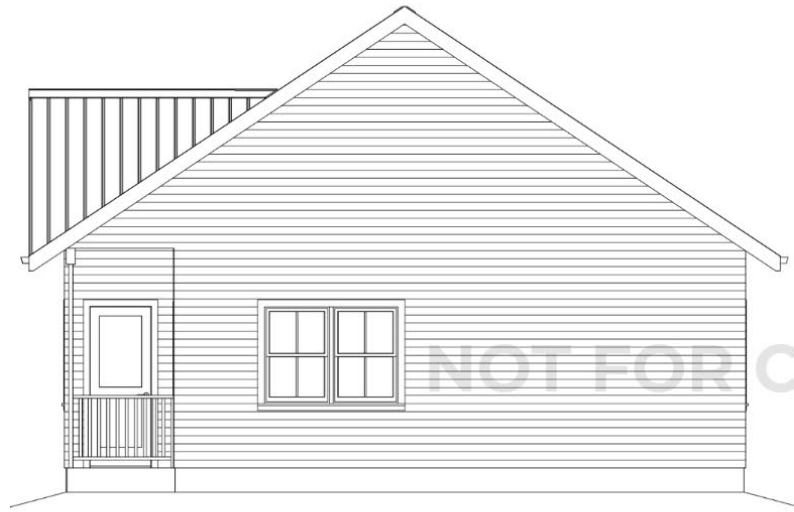
8. Silver Bush – Option 1



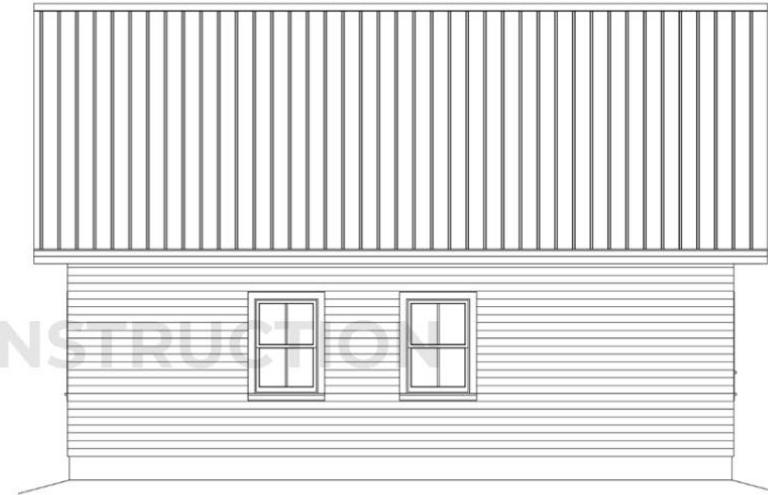
EAST ELEVATION



NORTH ELEVATION



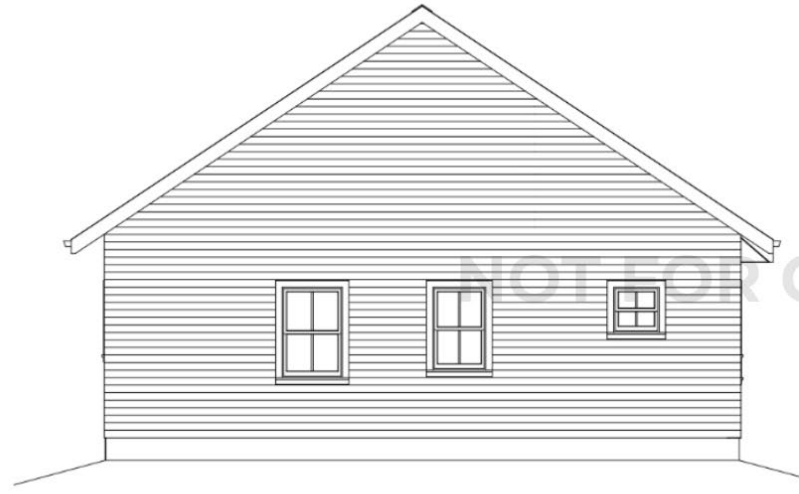
WEST ELEVATION



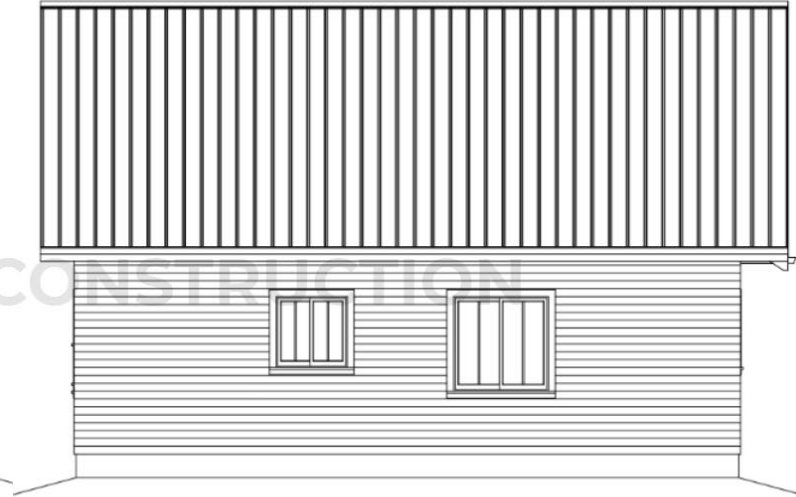
SOUTH ELEVATION



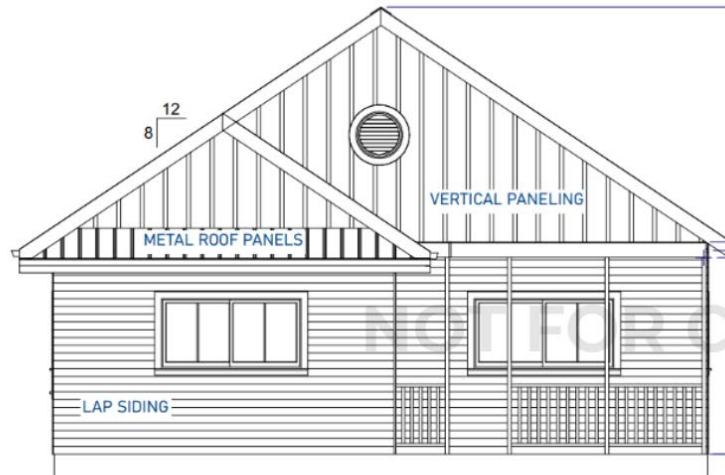
8. Silver Bush – Option 2



EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION



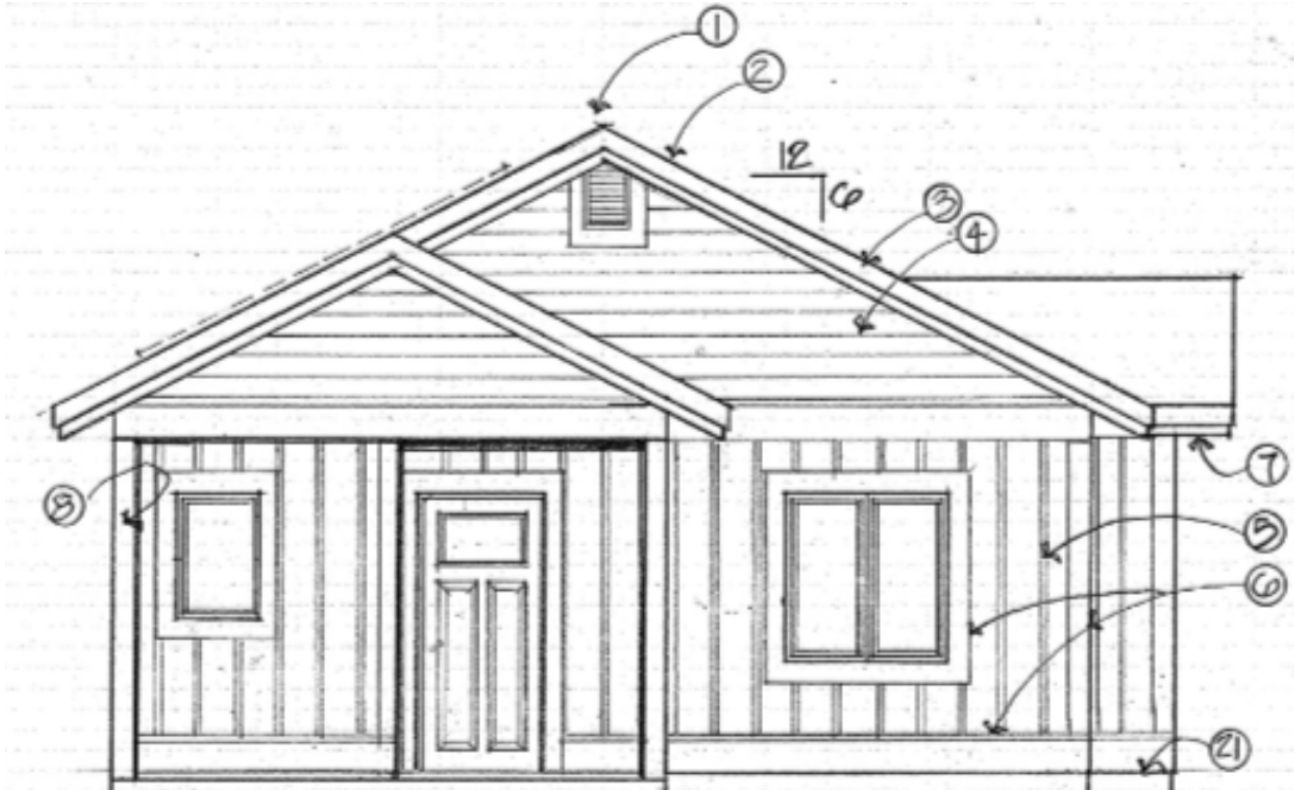
9. The Sojourn

Exterior Customizations

- Not Specified

Building Specs

- Floor Plan
 - 2 Bed 1 Bath
- Roof Pitch
 - 6:12
- Height
 - 16'0"
- Square Footage
 - 741 SF

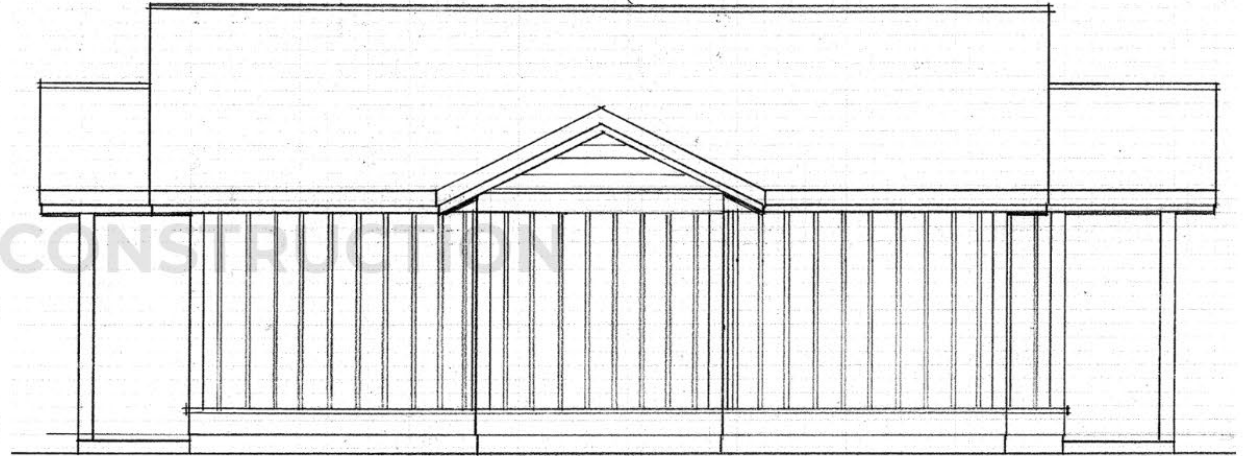




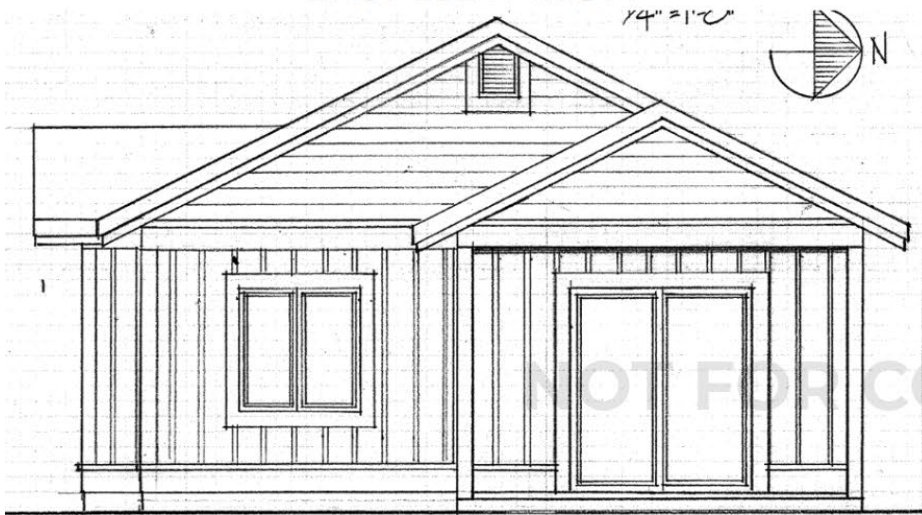
9. The Sojourn



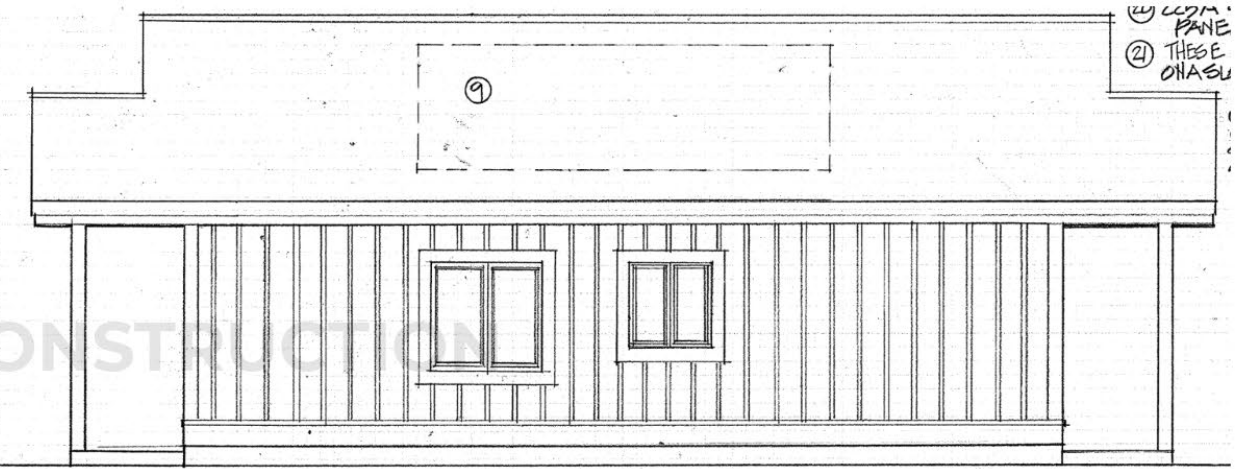
EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION



10. The Ponderosa



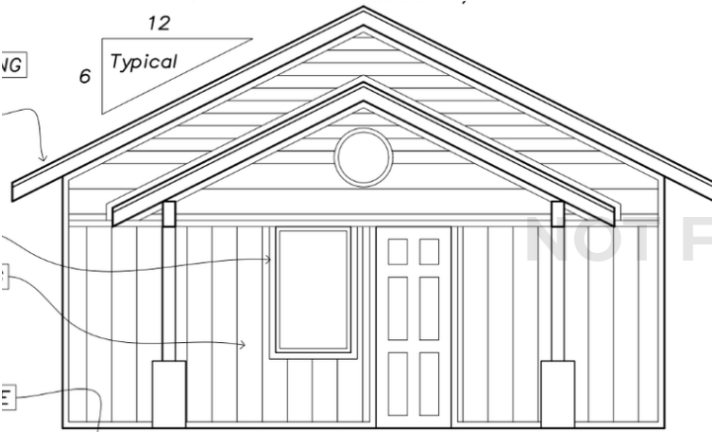
Exterior Customizations

- Optional covered front porch
- Choice of
 - Exterior roofing
 - Siding
 - Entry door style
 - Window can be operable, fixed, or omitted

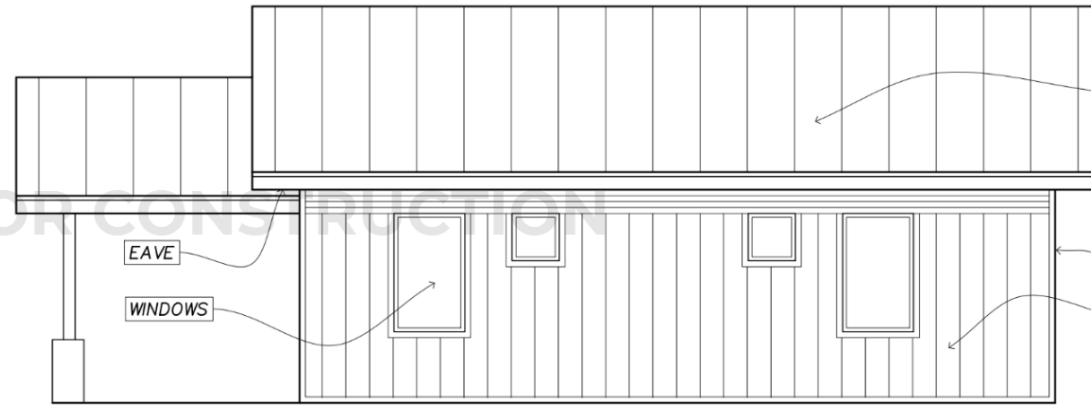




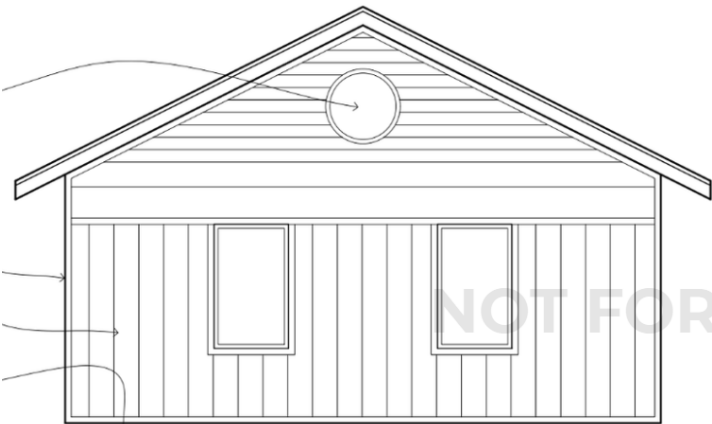
10. The Ponderosa



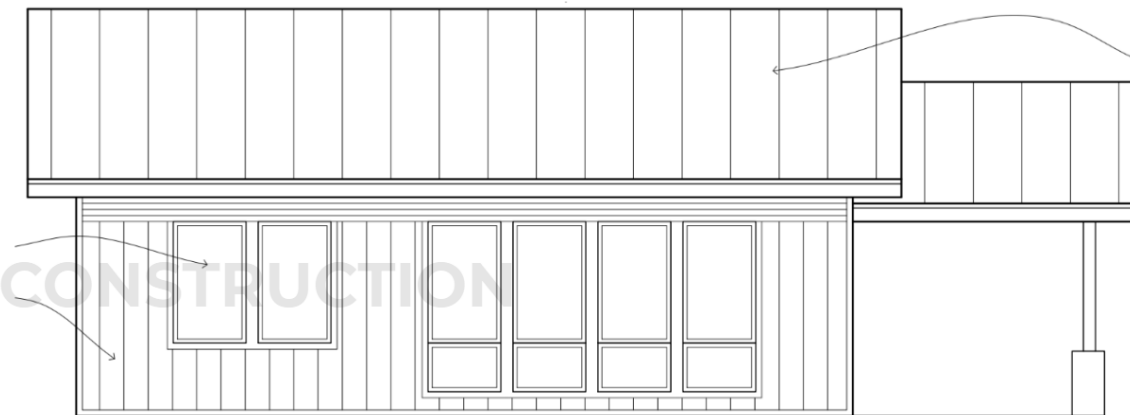
EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION

Building Specs

- Floor Plan
 - 2 Bed 2 Bath
- Roof Pitch
 - 6:12
- Height
 - 16'9"
- Square Footage
 - 768 SF



11. Equilibrium

Exterior Customizations

- Not Specified

Building Specs

- Floor Plan
 - Studio 1 Bath
- Roof Pitch
 - 29.8:12
- Height
 - 16'11 ³/₄"
- Square Footage
 - 419 SF

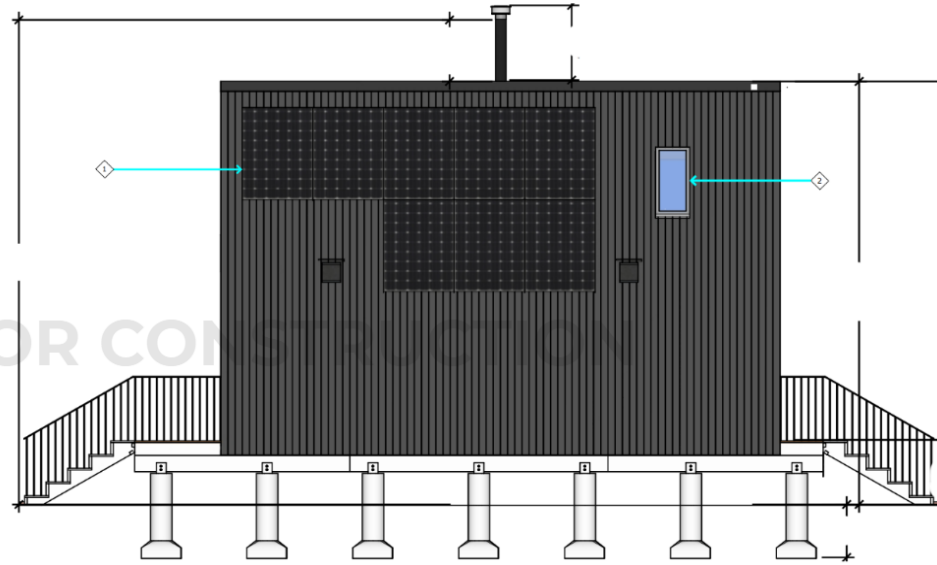




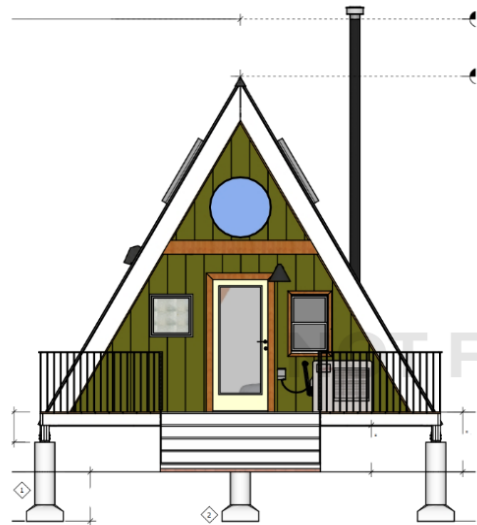
11. Equilibrium



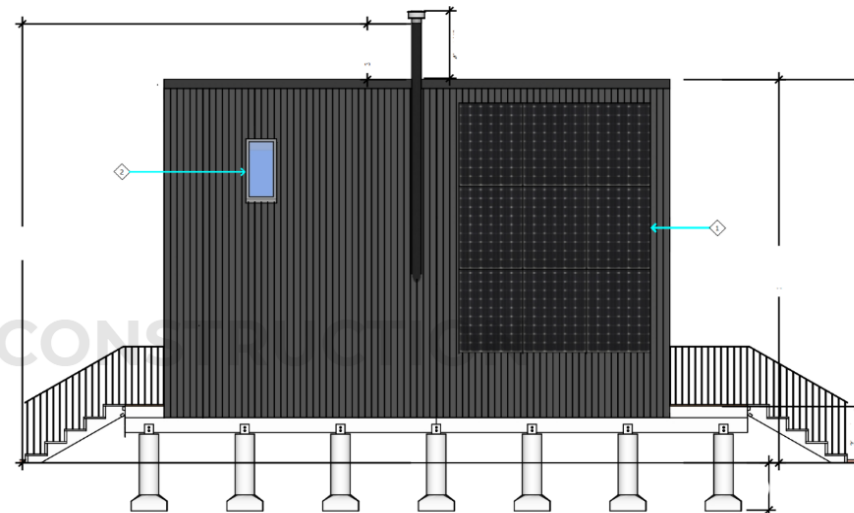
EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION



12. Simple Home

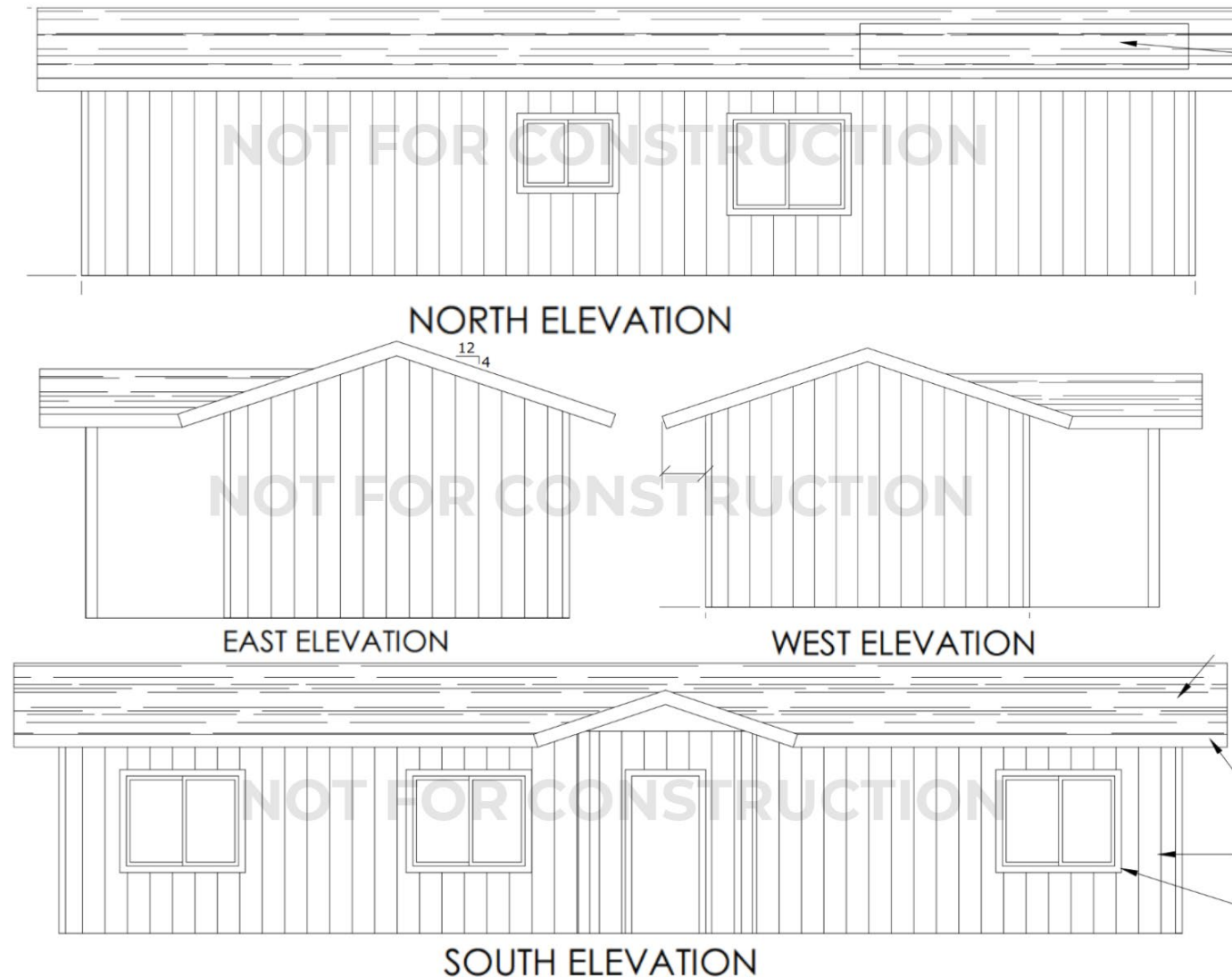


Exterior Customizations

- Optional Porch/Deck

Building Specs

- Floor Plan
 - 2 Bed 1 Bath
- Roof Pitch
 - 4:12
- Height
 - 12'0"
- Square Footage
 - 750 SF



Heritage Preservation Commission Discussion



HPC Approval Process



- Future projects will still require a Certificate of Appropriateness
 - Site-specific reviews of Standards and Guidelines
 - Staff report will still be provided
- Now is a chance to do a preview!
 - Exposure to designs and process before submittals for review
 - Encourage use of most compatible designs in Townsite
 - Help Townsite owners navigate the model library



Discussion Questions

- Which ADUs currently meet Townsite requirements?
- Which ADUs could meet Townsite requirements with modifications?
- Other questions or considerations?

Thank you

Gpearthree@flagstaffaz.gov

Jamie.Larson@flagstaffaz.gov

lclementino@flagstaffaz.gov

ADU Model Plans Specifications

ADU Name	Grandma's Contemporary	Grandpa's ADU	Three Peaks	Silver Bush	Green Gables	Cozy Cottage	The Dwell	The Sourjourn	The Juniper	The Ponderosa	Equilibrium	Simple Home
Building Plan Number	BP-25-00958	BP-25-00912	BP-25-00887	BP-25-00878	BP-25-00877	BP-25-00972	BP-25-00964	BP-25-00965	BP-25-01014	BP-25-01013	BP-25-02196	BP-25-01395
Roof Pitch	2:12 AND 3:12	6:12	8:12	8:12	8:12 OR 10:12	4:12 or 8:12	6:12	6:12	6:12	6:12	20.8:12	4:12
Roof height	14'1 7/8"	16'10"	17'6"	19'2"	16'10" or 19'10"	22'8" or 15'5"	15'0"	16'0"	14'9"	16'9"	16'11 3/4"	12'0"
Sq footage	708 SF	682 SF	792 SF	723 SF	524 SF	605 SF or 805 SF	440 SF	741 SF	384 SF	768 SF	419 sf	750 SF
Bedroom #	1	1	1	1	1	1 or 2	1	2	STUDIO	2	STUDIO	2
Bathroom #	1	1	1	1	1	1 or 2	1	1	1	1	1	1
Pre approved exterior materials	-STUCCO -OTHER SIDING OPTIONS MAY BE AVAILABLE	-STUCCO -OTHER SIDING OPTIONS MAY BE AVAILABLE	3 OPTIONAL TRIANGULAR DORMERS	2 ROOF OPTIONS: SIDE GABLED OR FRONT/BACK GABLED	2 ROOF OPTIONS: SIDE GABLED OR FRONT/BACK GABLED	'3 SIDING OPTIONS: - MALPAIS WAINSCOT WITH LAP SIDING -BOARD & BATTEN WITH SHINGLE SHAKE -STUCCO FINISH OPTIONAL PERGOLA OVER BACK DOOR	NOT SPECIFIED	NOT SPECIFIED	-OPTIONAL COVERED FRONT PORCH -CHOICE OF EXTERIOR ROOFING, SIDING, ENTRY DOOR STYLE, WINDOWS CAN BE OPERABLE, FIXED, OR OMITTED	-OPTIONAL COVERED FRONT PORCH -CHOICE OF EXTERIOR ROOFING, SIDING, ENTRY DOOR STYLE, WINDOWS CAN BE OPERABLE, FIXED, OR OMITTED	NOT SPECIFIED	OPTIONAL PORCH/DECK
Extra pre-approved options	2 FOUNDATION TYPES	2 FOUNDATION TYPES	2 FOUNDATION TYPES	- 2 FOUNDATION TYPES - 2 ROOF OPTIONS	- 2 FOUNDATION TYPES - 2 ROOF OPTIONS	- 3 FLOOR PLANS - 2 ROOF OPTIONS - 2 FOUNDATION TYPES	2 FOUNDATION TYPES	2 FOUNDATION TYPES	- 2 FLOOR PLANS - 2 FOUNDATION TYPES	-2 FLOOR PLANS ' 2 FOUNDATION TYPES	2 FOUNDATION TYPES	2 FOUNDATION TYPES

Heritage Preservation Commission

6. B.

From: Lauren Clementino, Senior Planner/Heritage Preservation Officer

DATE: 02/18/2026

SUBJECT: Proposed Brannen Historic Overlay Zone Update

STAFF RECOMMENDED ACTION:

Discussion only.

Executive Summary:

Staff will provide an update on a proposed new Historic Overlay Zone in the Brannen neighborhood within the Flagstaff Southside Historic District and a recap of the neighborhood meeting held on January 28, 2026.

Policy Impact:

The Brannen Historic Overlay would be the first new Historic Overlay adopted since the Townsite Overlay in 2006 if the neighborhood residents are successful in getting property owner signatures.

Community Involvement:

The Neighborhood Meeting was recorded and placed on the City's YouTube page: <https://youtu.be/muTMuv7nQtA?si=JG35IOgCCPoFimBS>.

Heritage Preservation Commission

6. C.

From: Lauren Clementino, Senior Planner/Heritage Preservation Officer

DATE: 02/18/2026

SUBJECT: Historic Signs and Facades Grant Tracking - February 2026 Update

STAFF RECOMMENDED ACTION:

Discussion only.

Executive Summary:

The tracking spreadsheet has been updated to include the January 2026 grant award to 822 W. Grand Canyon Ave. There are no other updates since the January 2026 report.

Policy Impact:

Attachments

HSFG Tracking February 2026

HSFG Grants July 2025 - June 2026

Address	Property Owner(s)/Applicant	Grant Amount (\$)	Grant Level	HPC Meeting Award Date	Grant Expiration Date	Status
601 W Cherry Avenue	Erik Schiefer-Stan & Amanda Schiefer-Stan	\$10,000	Level 1	Apr-24	Apr-26	Paid
123 S Beaver Street	David Tomich and Jeff Newman - Flagstaff Christian Fellowship	\$10,000	Level 1	Jul-25	Jul-26	Paid
104 E Route 66	Jonathan Warshaw/Bob Harris	\$9,633	Level 1	Nov-24	Nov-25	Paid
822 W Grand Canyon Ave	James (Kip) Moyer	\$10,000	Level 1	Jan-26	Jan-27	Awarded
FY26 Funding		\$160,000				
Available funds		\$120,367				

Heritage Preservation Commission

7. A. 1.

From: Lauren Clementino, Senior Planner/Heritage Preservation Officer
DATE: 02/18/2026
SUBJECT: 615 W. Birch Ave. Certificate of No Effect

PROPERTY INFO:

Permit Number(s): PZ-25-00236, CC-25-03132
Address: 615 W. Birch Ave.
Type of Approval: Certificate of No Effect
Approval Date: January 14, 2026

FINDINGS:

The Certificate of No Effect application was reviewed and approved by the Heritage Preservation Officer.

INFORMATION:

The project proposes to install fencing and a detached shed behind the primary historic structure. Fencing and sheds are considered minor alterations that have a limited impact in relation to the total cultural resource. No work is proposed on the primary structure.

The primary structure was constructed in 1920 at 12 N. Hillside St. and moved to this location in 2023. It is located within the Townsite Historic Overlay Zone and is a contributor to the Flagstaff Townsite Historic Residential District. The proposed project was determined to meet the criteria for a Certificate of No Effect.

Attachments

Certificate of No Effect Application



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 11/21/2025		Application to Heritage Preservation for a Certificate within an Overlay		File Number PZ-25-00236	
Property Owner(s) Felix Parham		Title	Phone 928-525-4568	Email felixcparham@gmail.com	
Mailing Address 615 W. Birch Ave.		City, State, Zip Flagstaff AZ 86001			
Applicant Felix Parham		Title	Phone 928-525-4568	Email felixcparham@gmail.com	
Mailing Address 615 W. Birch Ave.		City, State, Zip Flagstaff AZ 86001			
Property Interest of Applicant(s) (Owner, contractual interest, or agent) owner					
Site Address 615 W. Birch Ave.		City, State, Zip Flagstaff AZ 86001			
Project Name N/A					
Parcel Number(s) 100-16-008 B			Zoning District(s), including Overlays		
Property Information:		<input type="checkbox"/> Yes <input checked="" 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: <u>Townsite</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 type="checkbox"/> No Located in a Historic or Landmark Overlay? (Name: _____) <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 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>Felix Parham</i>		Date: 11/21/25	Applicant Signature: <i>Felix Parham</i>		Date: 11/21/25
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"/> Approved <input type="checkbox"/> Approved with Conditions			<input type="checkbox"/> Denied <input type="checkbox"/> Continued 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



Project Description

Installation of a 10' x 20'
stand alone shed in the back
yard.

Installation of a 6' high fence around
the property.

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

It's a stand alone shed in the
back yard.

Fence will be constructed of wood
with metal supports and will match
neighbors fence that is already
constructed.

Insert additional pages if necessary



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

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: 1920

Describe Previous Major Alterations (Include dates and changes of use):
Renovations and addition to main house
in 2023-2024

Describe the Significance of the Resource (In terms of a. or b., and c., above):
The main house was built in 1920,
I am asking for a minor improvement
permit to install a stand alone 10'x20'
shed in the backyard. It will not be
attached to nor abut the main house and
will not affect it in any way. The fence
will enclose the backyard only.

Source(s) of Information Used:

Describe the Level of Integrity of the Resource (Existing and proposed):
The main house underwent a complete
renovation, the shed is brand new.



City of Flagstaff

211 W. Aspen Ave
Flagstaff, AZ 86001
www.flagstaff.az.gov

P: (928) 213-2619

Community Development Division

MIP

Date Received (City Use) 10/21/25		Application for Minor Improvement Permit		Permit Number 0025-03132
Type of Minor Improvement Permit:	<input checked="" type="checkbox"/> Accessory Structure or Storage Container <input type="checkbox"/> Deck <input type="checkbox"/> Landscape Modification	<input type="checkbox"/> Fence/Wall <input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Exterior/Façade Modification	
Site Address 615 W. Birch Ave.		Suite/Unit #		
Property Owner Felix Parham	Phone 928-525-4568	Email felixcparham@gmail.com		
Mailing Address 615 W. Birch Ave	Suite/Unit #	City, State, Zip Flagstaff AZ 86001		
Applicant Felix Parham	Phone 928-525-4568	Email felixcparham@gmail.com		
Mailing Address 615 W. Birch Ave.		City, State, Zip Flagstaff AZ 86001		
Parcel Number(s) 100-16-008B	Zoning District			
Description of proposed work				
Install a shed in the backyard measuring 10ft wide, 20ft long, 12ft high, and a 6' high wooden fence around the backyard with 2 gates.				
Submittal Requirements Required information for each specific permit type is provided on the reverse side of this application form.				
Most Relevant Sections of the City of Flagstaff Zoning Code to Minor Improvement Permits				
- Minor Improvement Permits: 10-20.40.080		- Accessory Structures: 10-40.60.020		
- Residential Zones: 10-40.30.030		- Architectural Design Standards: 10-50.20		
- Commercial Zones: 10-40.30.040		- Fences: 10-50.50		
- Industrial Zones: 10-40.30.050		- Encroachments: 10-50.40		
- Transect Zones: 10.40.40		- Landscaping: 10-50.60		
For information on Zoning and Resource Protection Overlay Zone locations, see the GIS Public Portal on the City of Flagstaff website at https://gis.flagstaffaz.gov/portal/apps/sites/#/opendata/app/e875b6af210e466095227070ee2ccc94 .				
Contact the Planner of the Day at https://www.flagstaff.az.gov/150/Current-Planning for questions about this application.				

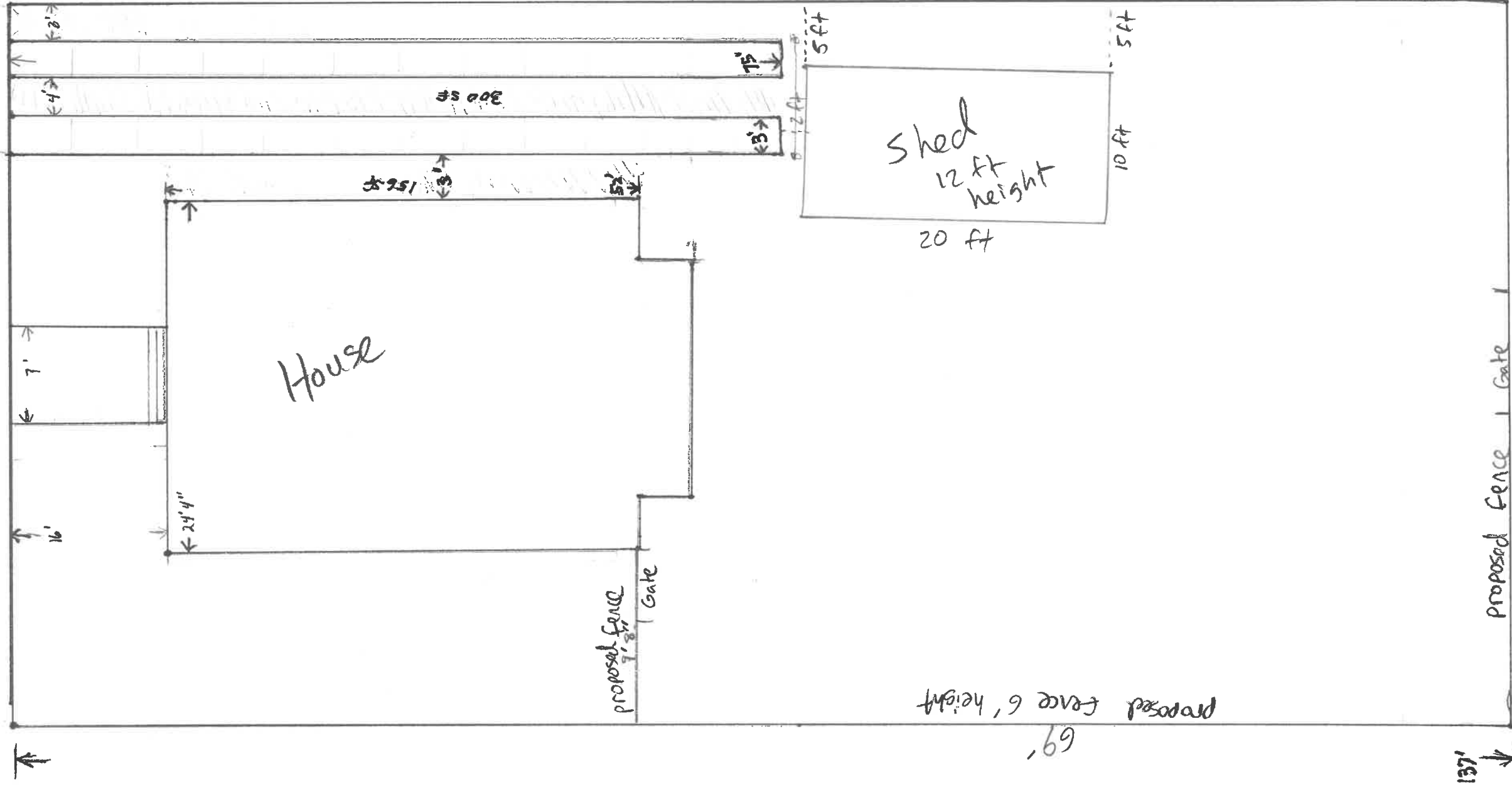
Note: Applications that are incomplete or not accompanied by the required information will not be accepted

FP (Initials) I hereby certify that the information set forth on this form is complete and accurate and do hereby agree to comply with all applicable codes of the City of Flagstaff and the State of Arizona and with any conditions attached hereto, and request that all pertinent City personnel access my property at any time deemed necessary to inspect work being done relating to this permit.

Applicant Signature <u>Felix Parham</u>	Date 10/21/25
For City Use	
Received By:	Fee Receipt #:
Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Staff Initial:
Date Approved:	

Updated April 16, 2020

BIRCH



existing 6' fence on adjacent property (609 W. Birch)

Shed
12 ft
height
20 ft

House

300 sq ft

156 sq ft

proposed fence 6' height

proposed fence

proposed fence | Gate

50' Alley

137'

69'

FENCE

FENCE



Gate

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Heritage Preservation Commission

From:

Lauren Clementino, Senior Planner/Heritage

DATE:

02/18/2026

SUBJECT:

224 S. Kendrick St. Certificate of No Effect

PROPERTY INFO:

Permit Number(s): PZ-26-00008,

Address: 224 S. Kendrick St.

Type of Approval: Certificate of No Effect

Approval Date: January 26, 2026

FINDINGS:

The Certificate of No Effect application was reviewed and approved with conditions by the Heritage Preservation Officer.

INFORMATION:

The Our Lady of Guadalupe Church and convent buildings are located within the Landmark Overlay Zone. The Our Lady of Guadalupe Church is individually listed in the National F

This project proposes reroofing in-kind for the convent building. Reroofing in-kind is considered a minor alteration that has a limited impact in relation to the total cultural resource ar

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" t

Certificate of No Effect Application



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"/> Approved				
<input type="checkbox"/> Approved with Conditions				
<input type="checkbox"/> Denied				
<input type="checkbox"/> Continued				
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



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

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



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:

- 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):

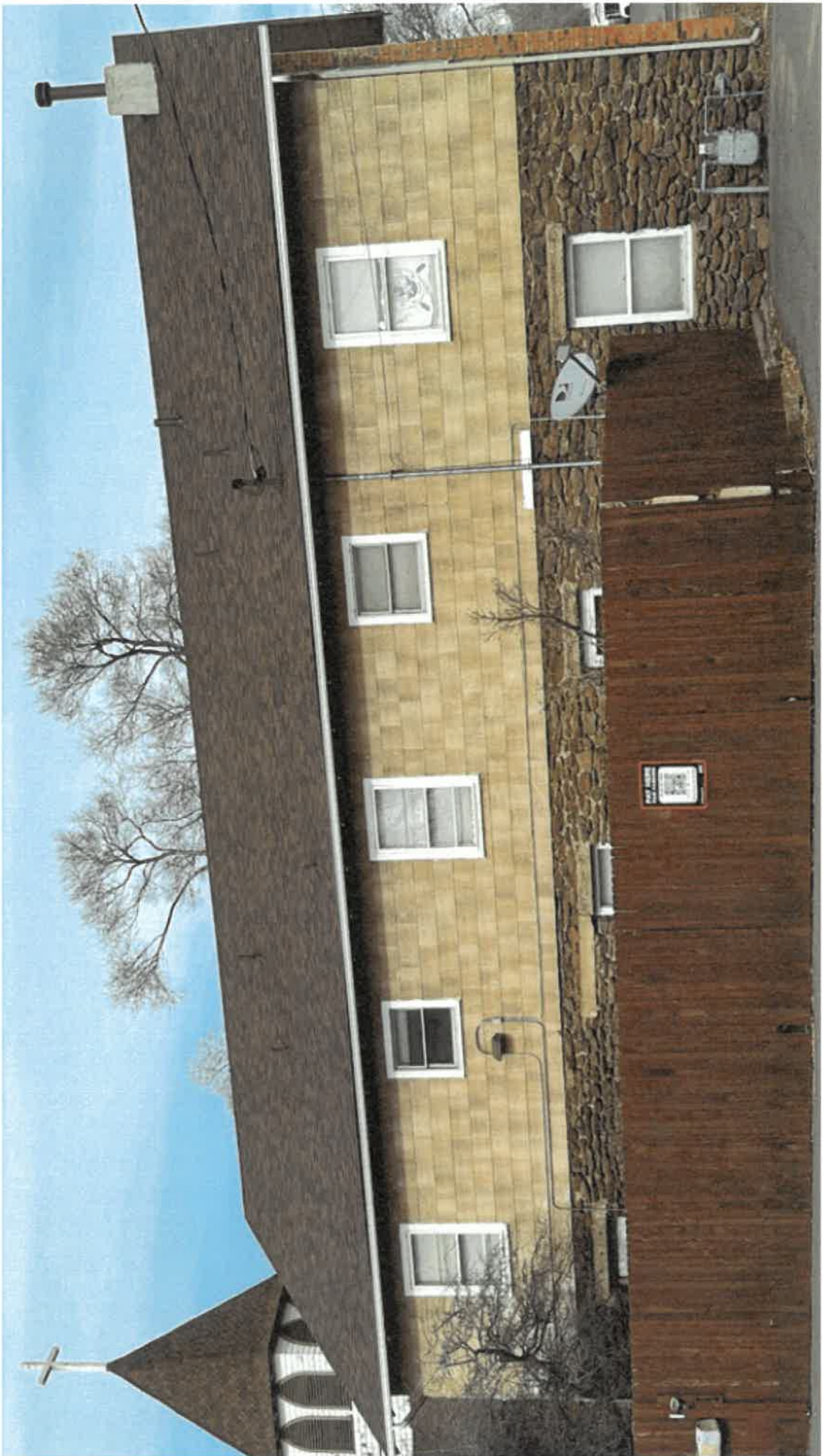
See attached ordinance no. 2019-29.

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
My commission expires: 07/08/2023


Notary Public

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:

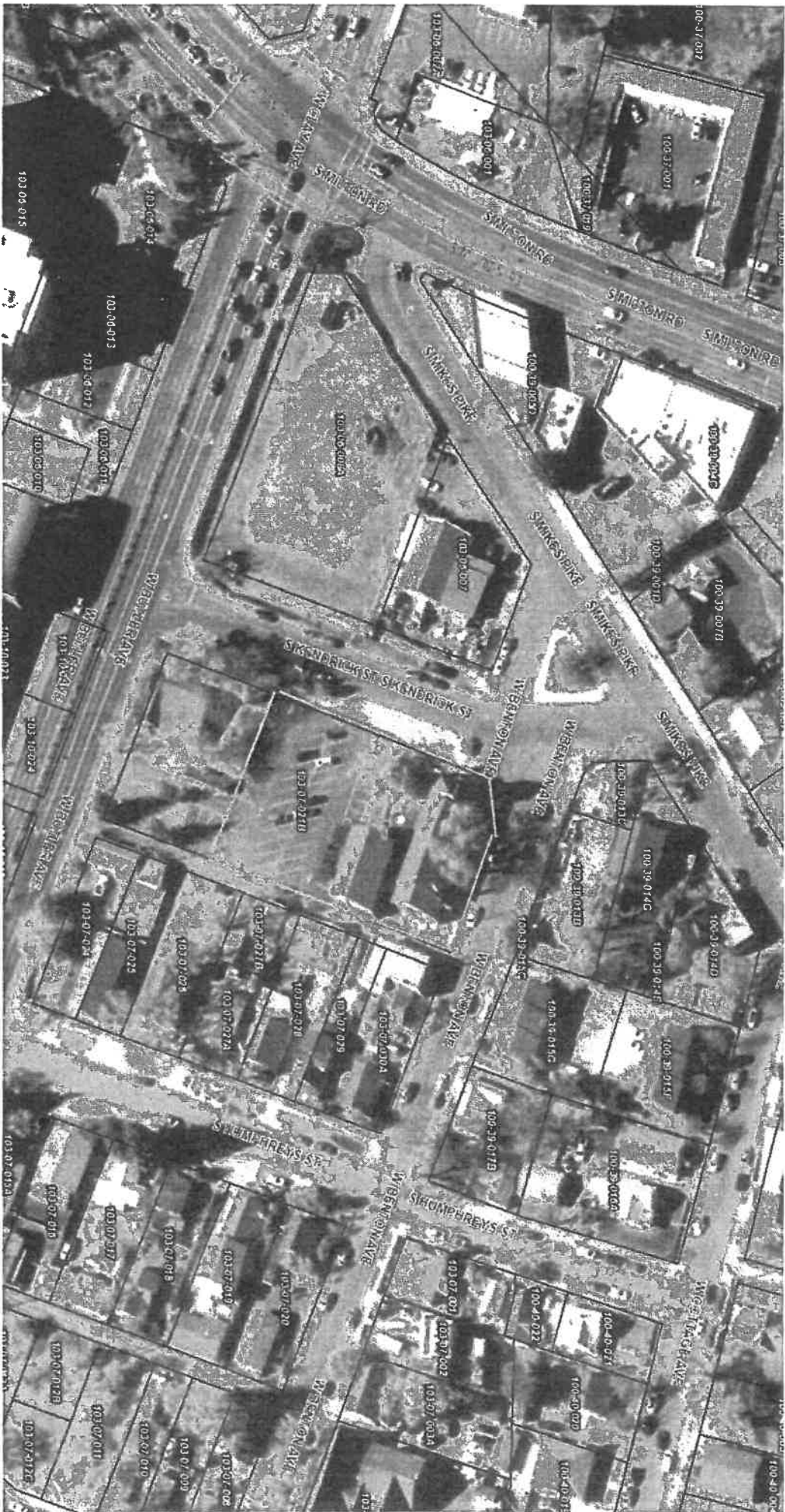

CITY CLERK

APPROVED AS TO FORM:


CITY ATTORNEY

Exhibits:

A - Area Context Map



Heritage Preservation Commission

7. A. 3.

From: Lauren Clementino, Senior Planner/Heritage Preservation Officer

DATE: 02/18/2026

SUBJECT: 107 E. Birch Ave. Certificate of No Effect

PROPERTY INFO:

Permit Number(s): PZ-26-00020

Address: 107 E. Birch Ave.

Type of Approval: Certificate of No Effect

Approval Date: January 29, 2026

FINDINGS:

The Certificate of No Effect application was reviewed and approved by the Heritage Preservation Officer.

INFORMATION:

This project proposes reroofing in-kind. This building has a flat roof that is not visible from the street. Reroofing in-kind is considered a minor alteration that has a limited impact in relation to the total cultural resource and was determined to meet the criteria for a Certificate of No Effect. This building is a contributor to the Railroad Addition Historic District and is located within the Downtown Historic Overlay Zone.

Attachments

Certificate of No Effect Application



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) <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)			
Note: Applications which are incomplete or not accompanied by the required information will not be accepted.				
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>	
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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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 More/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

Heritage Preservation Commission		7. A. 4.
From:	Lauren Clementino, Senior Planner/Heritage Preservation Officer	
DATE:	02/18/2026	
SUBJECT:	Two Spot Logging Train Replacement Logs Update	
PROPERTY INFO:		
N/A		
FINDINGS:		
Replacement logs were installed on the Two Spot logging train's log carrier on February 5, 2026.		
INFORMATION:		
<p>City Beautification, Arts & Sciences Program staff and the Heritage Preservation Officer presented <i>Conservation Considerations for "Two Spot" Logging Train</i> to the Heritage Preservation Commission on September 17, 2025. Staff recommended replacing deteriorated logs on the Two Spot's log carrier and the Commission supported this recommendation. Beautification, Arts & Sciences Program staff have since worked to source replacement logs. Ponderosa pine logs sourced from the U.S. Forest Service were selected. The original logs could not be replaced with the same size due to availability constraints. The new logs measure approximately 14 to 20 feet in length, which is shorter than the original logs. To maintain the visual integrity of the train bed, the logs were arranged in two stacked layers to create the appearance of a full load. Logs were treated with linseed oil and cured offsite prior to installation to reduce deterioration and extend their lifespan.</p>		
Attachments		
Replacement Log Photos		



J.B. HUNT
Intermodal

J.B. HUNT

