



# City of Flagstaff

# Community Development Division

211 W. Aspen Ave  
Flagstaff, AZ 86001

P: (928) 213-2618  
F: (928) 779-7684

www.flagstaff.az.gov

**HPC-C**

<b>Date Received</b>	<b>Application to Heritage Preservation for a Certificate within an Overlay</b>		<b>File Number</b>
<b>Property Owner(s)</b> Flagstaff Historic Properties Inc.	<b>Title</b> Owner	<b>Phone</b>	<b>Email</b>
<b>Mailing Address</b> 15 E. Cherry		<b>City, State, Zip</b> Flagstaff Az. 86001	
<b>Applicant</b> Jennifer Rolley	<b>Title</b> Business Owner	<b>Phone</b> 412-429-0732	<b>Email</b> jennifer@sweetshoppecandy.com
<b>Mailing Address</b> 102 E. Rte 66		<b>City, State, Zip</b> Flagstaff AZ. 86001	
<b>Property Interest of Applicant(s) (Owner, contractual interest, or agent)</b> Jennifer Rolley Business Owner			
<b>Site Address</b> 102 E. Rte 66		<b>City, State, Zip</b> Flagstaff AZ. 86001	
<b>Project Name</b> The Sweet Shop			
<b>Parcel Number(s)</b> 101-21-012		<b>Zoning District(s), including Overlays</b> Central Business	
<b>Property Information:</b>			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Listed individually on the National or Arizona Register of Historic Places? (Name: <u>N/A</u> )			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Located in a National Register Historic District? (Name: <u>PALMER ADDITIONAL HISTORIC DISTRICT</u> )			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Is a structure on the property considered contributing to the District?			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Located in a Historic or Landmark Overlay? (Name: <u>DOWNTOWN</u> )			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Is the structure over 50 years old at the time of application?			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Does this application include review of a sign in an overlay or the Central Sign District?			
<b>Type of HPC Application Requested:</b>			
<input checked="" type="checkbox"/> Certificate of No Effect (May be reviewed by the Heritage Preservation Officer or the Commission)			
<input type="checkbox"/> Certificate of Appropriateness (Must be reviewed by the Heritage Preservation Commission)			
<input type="checkbox"/> Certificate of Economic Hardship (Must be reviewed by the Heritage Preservation Commission)			
<b>Note: Applications which are incomplete or not accompanied by the required information will not be accepted.</b>			
<b>Property Owner Signature:</b> <small>DocuSigned by:</small> 		<b>Date:</b> 4/6/2026   5:28 PM MDT	<b>Applicant Signature:</b> 
			<b>Date:</b> 3/31/26
<b>For City Use</b>			
<b>Date Filed:</b> _____		<b>HPC Hearing Date:</b> _____	
<b>Fee Receipt #:</b> _____		<b>Amount:</b> _____ <b>Date:</b> _____	
<b>Action by HPC:</b>			
<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		<b>Staff Initial:</b> _____ <b>Date:</b> _____	

### **Submittal Requirements**

An application to the Heritage Preservation Commission and Historic Preservation Officer shall contain at least the following information:

1. Completed Application including all signatures and payment of fees. If applying for multiple types of HPC reviews only one fee is collected at the time of the first application for the same work.
2. An electronic copy and one copy of drawings or documents as needed to describe the proposal, which may include a Site Plan, Floor Plans, Exterior Elevations, Building Sections, Exterior Details, Lighting Plan, and a Landscape Plan. All drawings shall be drawn to scale and dimensioned and shall clearly and accurately represent the natural and built conditions of the context area and the project, including both existing conditions and proposed work.
3. Photographs of the context, including the property, surrounding properties, and the neighborhood.
4. A Color Board depicting all exterior materials and finishes associated with the work (if requested).
5. A list of related permits and development applications that have been or will need to be submitted.
6. Proof of ownership, or letter of authorization from the current property owner, if the applicant and owner are not the same.
7. Statement of approval from a subdivision or property owners association, if applicable.
8. Any other information which the applicant feels would be helpful and/or pertinent to the request.
9. Any other information as may be required by the Historic Preservation Officer or Heritage Preservation Commission to assist in the review of the requested application.

### **Timing of Submission and Completeness Review**

The Heritage Preservation Commission meets to review applications monthly on the third Wednesday of the month. If you are submitting an application for review of a Certificate of Appropriateness, a Certificate of Economic Hardship, Community Development must receive your application by the submittal deadline posted to the [Heritage Preservation program website](#).

For your item to be added to an agenda, the Heritage Preservation Officer (HPO) must deem the application complete and the information in it correct within 5 working days. The HPO will contact applicants for additional information as necessary.

Please also note that per the Flagstaff Zoning Code, the HPO refer any application, including Certificates of No Effect to the Commission for any reason. If the HPO refers the application, you will not need to resubmit, but additional materials may be requested.

Applications pertaining to Certificates for properties with the Townsite Overlay Zone must also be properly noticed 15 days prior to the public hearing in accordance with *Section J of the Townsite Historic Design Review Overlay District Design Standards and Guidelines*.

Approval of a Certificate does not indicate a final approval of site plans, building plans, permanent sign permits and other applications that will be required prior to demolition, modification, or construction. Approval of all Certificates will be conditioned on their conformance with Zoning Code and Building Code standards. The Heritage Preservation Officer may elect to hold an application until a review by the InterDivision staff is completed and substantive comments have been provided to the applicant.

If this application includes the review of a sign within the Downtown Overlay, Central Sign District or the Townsite Overlay, a permanent sign application must be submitted prior to the submission of the HPC-C application and the comments provided in that review should be attached to this application.

We encourage you to reach out early in designing your projects so that the HPO may assist you and your clients. HPO contact information: Lauren Clementino, Phone: (928) 213-2633; Email: [lclementino@flagstaffaz.gov](mailto:lclementino@flagstaffaz.gov)



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**HPC-C**

**Project Description**

Provide and install four (4) Raceway with Reverse Lit Halo Illuminated RPC Letters. "CANDY" Deep Backer/Raceway painted black with (1) set of deep "Reverse Lit" Halo Illuminated RPC Letters painted white.

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

Using the same materials as the Existing Signage for the previous tenant " Tavern Sports Grill". Only the Sign Faces are being replaced with new materials. Existing Building Mounted Hardware and Brackets are not being altered.

Insert additional pages if necessary

# ARIZONA STATE HISTORIC PROPERTY INVENTORY

<b>PROPERTY NAME</b> Brannen/Babbitt Block	
<b>LOCATION</b> 102 E. Santa Fe	
<b>CITY/TOWN/VICINITY</b> Flagstaff	<b>COUNTY</b> Coconino
<b>OWNER</b> Vernon and Yette H. Cave	
<b>OWNER'S ADDRESS</b> 15 E. Cherry Flagstaff, AZ 86001	
<b>FORM COMPLETED BY</b> Janus Design for the	
<b>ADDRESS</b> Flagstaff Historic Sites Commission City of Flagstaff	
<b>PHOTO BY</b> Pat Stein	<b>DATE</b> 8-78
<b>VIEW</b> Facing Northeast	
<b>PRESENT USE</b> Commercial	<b>ACREAGE</b> Less/acre
<b>STYLE OR CULTURAL PERIOD</b> Regional variation of Mission Revival	
<b>SIGNIFICANT DATES</b> 1883/1886/ remodeled 1927	



**PHYSICAL DESCRIPTION**  
 The Brannen/Babbitt Block is a one story brick and stone building measuring 30'x80' with a basement. The building is on a corner facing south onto Santa Fe Avenue and west onto San Francisco Street. The facades are of buff brick with a decorative cornice of darker brick. The south facade is composed of three semicircular arches with turned wood spindles in the upper area. The west facade features a corner arch, six segmental arched openings (5 double hung windows and a doorway with transom), and a store front composed of an arched entry and two display windows with transoms. The key stones, edge bricks and sills of all the arches are also of the darker brick.

**STATEMENT OF SIGNIFICANCE**  
 The Brannen/Babbitt Block is one of the most important properties in Flagstaff. Located on the site of P. J. Brannen's original store, this location marks the move from "Old Town" to "New Town" in 1883. Although portions of the 1883 structure are contained within the walls of the present building, the character and integrity of the property is derived primarily from a remodeling by the Babbitts in 1927. With the exception of signs and other easily reversible additions the facade retains its original high quality which was typical of Flagstaff's pre-Depression economic boom.

**VERBAL BOUNDARY DESCRIPTION**  
 Block 4, Pt. Lot 11, 12  
 Flagstaff Townsite, Railroad Addition