

City of Flagstaff
Townsitc Historic Design Review
Overlay District
Design Standards and Guidelines
and
Historic Preservation Resources
April 2007



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Flagstaff Townsite Historic Overlay District

Design Standards and Guidelines

November 2006

I. HISTORY

Flagstaff became an incorporated city May 26, 1894. Livestock, timber, mercantile, scientific and educational endeavors mark those early years. The original Flagstaff townsite comprised fifteen blocks of residential lots with modest structures west of the central business district. The Flagstaff Townsite Historic Residential District was listed in the National Register of Historic Places in 1986 via the National Park Service (NPS). The district represents a strong historical image of time and place with mature landscaping, original road widths and block configurations.



*Historic Rock House on Birch (height = 15') **

II. PURPOSE

Design as if you were going to live next door. The focus is greater on what is desired, rather than what is forbidden. The overlay addresses many concerns of property owners with regard to construction of homes that are significantly larger than surrounding historic homes, designs not in keeping with the neighborhood, and siting that intrudes upon privacy or blocks the light and views of existing homes.

The Flagstaff Townsite Historic Overlay District is different from the 1986 NPS Historic Residential District in that the Overlay District preserves the character (socially, culturally, and aesthetically) of this unique older residential neighborhood by creating design standards and guidelines for future construction, preservation, restoration, remodeling or demolition. Historic integrity will be preserved and any new development shall fit within existing characteristics that have been historically utilized and presently held. This unique character is known by: the sense of identity with Flagstaff's history; the abundance of historic homes; the predominance of smaller single family homes; the appropriate scale of house size in proportion to the neighborhood and Flagstaff's historical development; neighbor to neighbor contact and sense of community with a diversity of owner occupied and rental housing.

The overlay allows preservation, restoration, new construction, remodeling and demolition. The Secretary of the Interior's Standards are incorporated into this document by reference.

* Height measurements were made using the City of Flagstaff's existing methods, i.e., from the 1st floor.

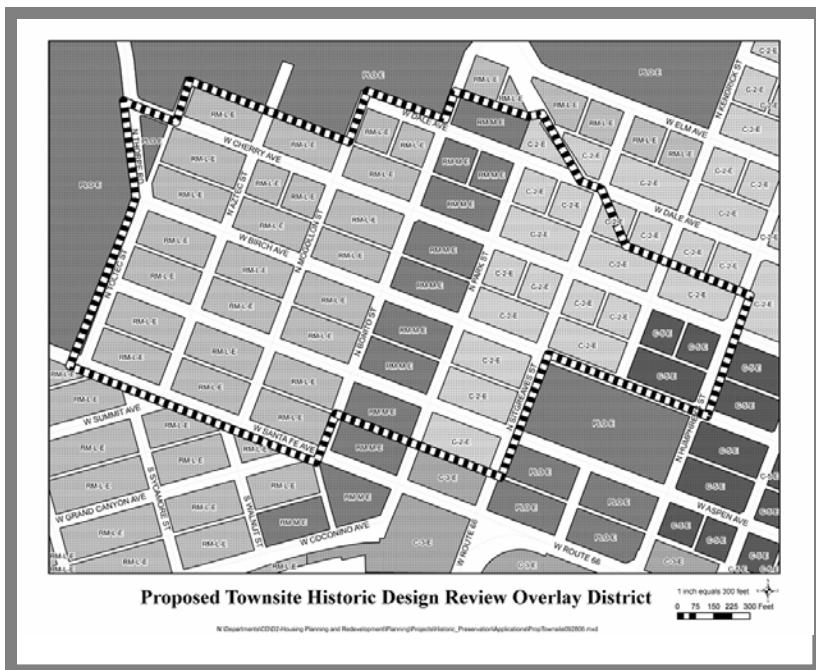
III. PROCESS and APPLICATION

These Standards and Guidelines serve as a guide for the City, property owner, architect, and builder, as well as the design review process for City staff, the Historic Preservation Commission, and City Council. Neighborhood compatibility between new and existing structures will be assessed using criteria of size, scale, massing, roof lines, materials, and styles that are harmonious with the Townsite's distinctive historic character and established development patterns.

The creation of the Flagstaff Townsite Historic Overlay District fits well with current intent as seen in the Regional and Flagstaff 2020 plans. City staff manages the design review and development process. The Historic Preservation Commission will receive notice of any proposed construction, preservation, restoration, or demolition in the district and through a review process based on this document will determine if this style is compatible with traditional historical character or if it dilutes the district's character. This step ensures preservation of the historical significance of the Flagstaff Townsite by review of specific design criteria as outlined in these standards and guidelines. Properties within the District are subject to review by the Historic Preservation Commission (HPC) for a Certificate of Appropriateness prior to continuing in the building permit process. The City shall provide notice to the Flagstaff Townsite neighborhood once any projects are initiated in the district (refer to Neighbor Noticing, V H, p. 6). Comments may be brought before the HPC in writing with signature or in person at a formal meeting.

In the case of any conflict between Flagstaff Townsite Historic Overlay District Design Standards and Guidelines and any other City regulatory documents, the Flagstaff Townsite Historic Overlay District Design Standards and Guidelines, or the most restrictive, shall prevail.

IV. FLAGSTAFF TOWNSITE HISTORIC RESIDENTIAL DISTRICT BOUNDARIES AND HISTORIC CHARACTERISTICS



- A. The District was surveyed in the 1980s and is recognized by the National Trust for Historic Preservation (NPS) as the Flagstaff Townsite Historic Residential District. Many of these properties are listed or are now eligible for listing on the National Register of Historical Places.
- B. Many District homes are of early Flagstaff families and are among the earliest homes built in Flagstaff. A number of historic homes were moved into the District at various times in the past.
- C. The relationship to Thorpe Park with its abundance of history (Pow Wow, cemetery, race track, campground, etc.) is significant.
- D. The relationship to Lowell Observatory is ongoing.
- E. The relationship to downtown as the thriving business district has been consistent over time.
- F. For additional adjacent homes or neighborhoods to be included in this specific “plan,” the current City of Flagstaff process for appending properties to existing districts shall prevail.

V. DESIGN CRITERIA / STANDARDS

New construction, additions, or alterations shall follow the design of the district's certain recognizable qualities that are detailed below. In addition to the main structure, this section addresses secondary structures (dwellings and outbuildings) in terms of mass, bulk, and scale. The following elements are included as standards that shall be adhered to in design.

A . Style

The intent is to enhance or preserve the historic neighborhood character.

- 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.



*Set Back Garage is Not Dominant
(house height = 18')*

B. Site

The intent is for any development to be compatible with the site and neighborhood in size, mass, bulk, and scale. Emphasis shall be placed on building form, character and design, not the use of the property. Zoning remains intact.

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.
2. New driveways and parking spaces shall be located beside homes.
3. Garages shall not be at the house frontage. *The intent is to follow the historic pattern where garages were a secondary structure and set back from the house frontage. The front door was the primary entrance.*
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.
5. When access to parking for a garage or a secondary dwelling is taken from an alley, an allowance for parking shall occur with a set back of at least 20 feet from the alley to ensure that vehicles parked perpendicular to the alley are completely on the private property. Alternatively, garages may be oriented parallel to the alley following current zoning setbacks such that any parked car is completely out of the alley. *The intent is to keep alleys as open spaces, not parking lots.*
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.



Outbuilding at Back of Lot, Friendly Front Porch

C. Alleys and Streets

1. One of the Neighborhood's desirable features is its system of unpaved alleys and paved residential streets. Being 16 feet in width, alleys generate an open space beyond the backyards. Alleys have a rural feel and are appropriate for safer foot and bike use. Minimal vehicular traffic in the alleys keeps them safe for pedestrians. No permanent parking shall occur in the alleys.

D. Development Massing, Height, and Proportions

The intent is to preserve historical patterns of development including the single family residential neighborhood character and proportions, and the traditional residential building forms and proportions.

1. Structures that exist at the time of the district designation (Date, 2006) 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.
2. Each property shall have only one primary structure and no point on the primary structure shall exceed 25 feet in height, measured from existing or natural grade, excluding chimneys, towers, and similar non-habitable architectural projections¹.
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.
4. All structures designed with roof pitches greater than 9:12 (rise:run) may exceed the above height limitations by one foot.
5. All structures designed with raised wood floors and non-slab foundations may exceed the above height limitations by two feet.



Front Door Entrance and Trim Details on Cherry Ave.

¹ Note that this method of height measurement and the exclusions differs from that specified in the City of Flagstaff Land Development Code.

Methods used to increase light and space without adding height.



height = 21.2'



height = 26.7'



height = 18.9'



height = 22'

E. Roof Pitch

Very shallow main roof pitches are not consistent with the historic development within the district.

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

Architectural styles and building materials are not limited to the existing neighborhood examples, but new work shall be compatible with the neighborhood and maintain high quality of design. Unique local materials already found in the neighborhood (malpais stone, red sandstone, limestone, obsidian, pine, clapboard of varying widths, and shingles) shall continue to be used to preserve the architectural continuity and connection to the local environment.

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



Rock House on Bonito



Home with Mature Trees

G. Parkway or Heritage Trees in the Median

1. Trees between the sidewalks and the street curb are the responsibility of the City. Native or mature trees are landmarks and should be preserved unless safety or health concerns dictate. Elms, if removed, shall be replaced with trees better suited to this environment. Any trees over 12" in diameter (measured approximately four feet off the ground, Diameter Breast Height) are significant trees and are to be preserved or, if removed, replaced with minimum 8' tall trees. See City of Flagstaff Landscape Standards for Rights-of-way.

H. Demolition

1. If a building is over fifty years old and is to be demolished, it is required that an archival record be created with photographs taken, building construction materials and techniques documented, historical knowledge or value recorded, and a file created and deposited in a designated location (public library archive, Pioneer Historical Museum or NAU Special Collections). Follow the Arizona State Historic Preservation Office Guidelines for documentation of resources being destroyed. Documentation must be approved by the Historic Preservation Commission *prior* to obtaining a permit for demolition.

J. Posted Notices

Communicating with neighbors can be seen as a time to gather information (not opinions). The intent is to facilitate design with minimal impact on neighbors. Design as if you were going to live next door.

1. For any new construction, addition, or other exterior alteration, the City of Flagstaff shall prepare, and the Applicant shall post for a minimum of 15 days, a Notice of Public Hearing for any application subject to review before the Historic Preservation Commission within the district. Such notices shall be conspicuously posted at the back of sidewalk on the subject site and on property line at the alley. In a case of multiple street frontages or alley frontages, additional notices shall be similarly posted on each additional street or alley.

K. Exceptions

Finally, it is impossible to create regulations that cover every situation. And, since the standards and guidelines were based on the general character of the district, and knowing that non-conforming yet historic structures do exist, the standards and guidelines accommodates exceptions.

1. The Historic Preservation Commission may, at its sole discretion, modify the requirements of these standards and guidelines when in the opinion of the Commission, an exception is warranted based for design consistency such as in the case of alterations to existing non-conforming structures, cases

where an exception is necessary to accommodate an appropriate architectural style, cases where an exception is warranted based on the development of immediately adjacent properties, and other similar circumstances determined by the Commission.

VI. DESIGN CRITERIA / GUIDELINES

Guidelines allow for creativity and individual aesthetic. They are meant to be suggestions and one should think of the impacts to neighbors. Walk around the neighborhood and look at your property from various vantage points to see the impact the changes may have. Be concerned enough to approach neighbors before beginning construction to inform them of what will occur. Please, be a thoughtful neighbor. Design as if you were going to live next door.

Maintaining a sense of continuity with Flagstaff's history is a viable goal in this neighborhood. Designs that fit well with the neighborhood increase the community pride of residents. Community considerations are listed below as suggestions.

The intent is to preserve elements of style that create historic value and character.

Elements that fit this neighborhood's historic character are:

1. Use of creative design with no wasted interior space is more typical of the neighborhood. The use of attic space as living space with dormer windows, and storage under eaves are typical characteristics of older homes.
2. Front porches/stoops face the street or are in close proximity to the street providing for neighbor contact.
3. Architectural details that are typical can be seen on existing historic homes and these homes can be used as models for future designs.
4. House mail delivery service (boxes on the street are not required) is the historic pattern.
5. Lot trees, if removed, could be replaced with natives or any appropriate tree type. Elms are not recommended. Replacement trees shall be a minimum of eight (8) feet tall when planted.



*Historic House Moved to New Location – Fits into Neighborhood
(height = 20.8')*

6. Preserve neighbor viewscapes 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.

Note: Adherence to these standards and guidelines may or may not cause work to be consistent with The Secretary of the Interior's Standards for the Treatment of Historic Properties. City, State, and Federal Grants, County Property Tax reduction programs, and Federal Income Tax deduction programs require compliance with the Federal standards. Property Owners wishing to utilize any of these historic preservation incentives should review the specific program requirements and adhere to the Secretary of the Interior's Standards for the Treatment of Historic Properties.

DEFINITIONS

Building Footprint – The outline of a building on the ground.

Building Height – The maximum vertical height of a building or structure at all points measured from existing or natural grade. Architectural elements that do not add floor area to a building, such as chimneys, vents and antennae are not considered a part of the height of a building, but all portions of the roof are included.

Bulk – The dimensional volume of a building.

Lot trees— The trees on a lot, exclusive, of the parkway or heritage trees in the median between the sidewalk and street curb.

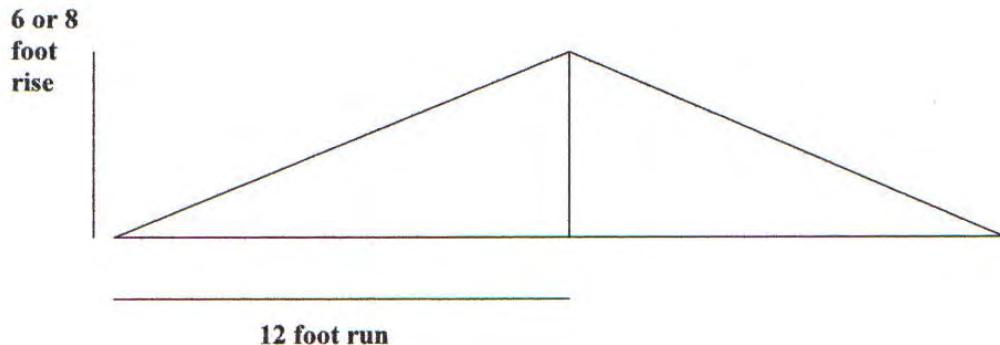
Massing – The appearance of heaviness or weight or lack thereof.

Most restrictive — (see Restrictive)

Neighborhood Compatibility – In neighborhoods possessing examples of distinctive architecture, new structures and additions should present a harmonious character so as not to clash or exhibit discord with the elements that distinguish their particular surrounding neighborhood.

Restrictive — In this context, the document that takes precedence if there is an issue between differing sets of guidelines.

Roof Pitch – The slope of a roof, usually expressed as a ratio of vertical rise to the horizontal run: e.g., 6 (feet of rise) in 12 (feet of run), 6:12.



Scale – The size or proportion in relation to existing sizes or proportions.

Secondary Dwelling – An inhabited structure visually of less importance than the main structure on the same property.

Secondary Structure or Outbuilding – A structure visually of lesser importance than another structure on the same property.

Site Plan – A plan of a parcel or construction site showing the position and dimensions of the building to be erected and the dimensions and contours of the lot, among other things.

Street — Any of the public thoroughfares identified by name per the map in this document and recognized by the U.S. Postal Service for addressing purposes. An alley, paved or unpaved, shall not be considered a street.

Streetscape – The visual appearance of the neighborhood as seen from the street.

Structure – Anything constructed or erected and the use of which requires more or less permanent location or attachment to something having a permanent location on the ground.

Tandem Parking – Vehicles parked one in front of the other rather than side-by-side.

Translucent Window – A window that diffuses light in or out so that no images can be seen.

Yard, Front – A yard extending across the full width of the lot between the front lot line and the nearest wall of any building on the lot.

Yard, Center (or Open Yard) – A yard between any building and an interior lot line or another building, excluding any portion of the front yard, as defined above.

REFERENCES

Flagstaff Townsite Neighborhood group – www.flagstafftownsite.info

City of Flagstaff Historic Preservation Commission – www.flagstaff.az.gov

Secretary of Interior Standards – U.S. Department of the Interior 1849 C. Street NW
Washington, DC 20240 (202) 208-3100

Beyond the Ponderosa, Successful Landscape Trees for Higher Elevations in the Southwest – Flagstaff Community Tree Board, Publisher. Available at the Flagstaff City – Coconino County Public Library or City of Flagstaff Environmental Services.

City of Flagstaff Landscape Standards for Rights-of-way

City of Flagstaff Land Development Code

National Trust for Historical Preservation – www.nationaltrust.org

Arizona State Historic Preservation Office (SHPO) –
<http://www.azstateparks.com/partnerships/shpo/shpo.html>

Appendix A

Chapter 10-15 Historic Preservation from the
City of Flagstaff Land Development Code

CHAPTER 10-15. HISTORIC PRESERVATION

DIVISION 10-15-001. PURPOSE, ORGANIZATION AND DEFINITIONS

10-15-001-0001. PURPOSE:

10-15-001-0002. DEFINITIONS:

DIVISION 10-15-002. APPLICABILITY

10-15-002-0001. GENERAL APPLICABILITY:

10-15-002-0002. APPLICABILITY OF OTHER STATUTES:

10-15-002-0003. CONFLICTING PROVISIONS:

DIVISION 10-15-003. PROCEDURES AND REQUIREMENTS OF THE HISTORIC PRESERVATION ORDINANCE

10-15-003-0001. CRITERIA FOR DESIGNATION OF LANDMARKS AND HISTORIC DESIGN REVIEW DISTRICTS:

10-15-003-0002. PROCEDURES FOR NOMINATION AND DESIGNATION OF LANDMARKS OR HISTORIC DESIGN REVIEW DISTRICTS:

10-15-003-0003. CERTIFICATE OF APPROPRIATENESS FOR ALTERATION, RESTORATION, RECONSTRUCTION, DEMOLITION, OR MOVING OF A STRUCTURE, OR NEW CONSTRUCTION AFFECTING LANDMARKS OR HISTORIC DESIGN REVIEW DISTRICTS DESIGNATED BY THIS ORDINANCE OR FUTURE DESIGNATIONS BY THE COMMISSION AND CITY COUNCIL.

10-15-003-0004. CERTIFICATE OF APPROPRIATENESS APPLICATION PROCEDURE:

10-15-003-0005. CRITERIA FOR APPROVAL OF CERTIFICATE OF APPROPRIATENESS:

10-15-003-0006. DEMOLITION OF HISTORIC STRUCTURES AND LANDMARKS, OR NON-HISTORIC STRUCTURES WITHIN HISTORIC DESIGN REVIEW DISTRICTS:

10-15-003-0007. ECONOMIC HARSHSHIP CRITERIA FOR DEMOLITION OF HISTORIC STRUCTURES

10-15-003-0008. DEMOLITION APPLICATION PROCEDURE:

10-15-003-0009. MAINTENANCE:

DIVISION 10-15-004. VIOLATIONS, ENFORCEMENT, AND APPEALS

10-15-004-0001. VIOLATIONS:

10-15-004-0002. ENFORCEMENT:

10-15-004-0003. APPEALS:

Note: Entire chapter adopted by Ord. 1857, 2-7-95

DIVISION 10-15-001. PURPOSE, ORGANIZATION AND DEFINITIONS

10-15-001-0001. PURPOSE:

A. The purpose of this Chapter is to further the preservation, protection, enhancement, rehabilitation and perpetuation of historic properties, structures, sites, landmarks, and historic districts, as necessary to promote the economic, cultural, educational, and aesthetic values of the community and the health, safety and general

welfare of the public. In addition, the Historic Preservation Ordinance shall have the following purposes:

1. Protect and enhance the landmarks and historic design review districts which represent distinctive elements of Flagstaff's historic, architectural, economic, social and cultural heritage.
2. Protect and enhance Flagstaff's attractiveness to visitors, tourists, and residents and serve as an important support and stimulus to business and industry.
3. Stabilize and/or improve property values, and protect existing investment involving the restoration and preservation of historic resources.
4. Encourage maintenance and preservation of structures so as to protect the health, safety and lives of people in Flagstaff.
5. Strengthen the economy of Flagstaff.
6. Ensure the harmonious, orderly, and efficient growth and development of the City.
7. Promote the use of historic design review districts and landmarks for the education, pleasure, and welfare of the residents of Flagstaff.
8. Further the Goals and Policies of the City's General Plan.

10-15-001-0002. DEFINITIONS:

Unless specifically defined below or elsewhere in the Land Development Code, words or phrases in this Ordinance shall be interpreted so as to give them the same meaning they have in common usage and so as to give this ordinance its most reasonable application. The word "shall" is mandatory and the words "should" and "may" are permissive. When used in this Ordinance, the following words shall have the meanings herein ascribed to them:

ALTERATION. Any act or process that changes one or more of the existing features of a structure, including, but not limited to exterior changes or modifications of a structure or any of its architectural details or visual characteristics, including paint color and surface texture, facade materials, surface paving, landscape features, and placement or removal of signs, plaques, light fixtures, walls, fences, and street furniture.

CERTIFICATE OF APPROPRIATENESS. A certificate issued by the Historic Preservation Commission indicating its approval of plans for alteration, restoration, reconstruction, removal, or demolition of an historic landmark; or for alteration, new construction, removal, or demolition of non-historic structures within an historic design review district.

COMMISSION. Refers to City of Flagstaff Historic Preservation Commission. See Title 2, Chapter 19 of this Code for the Establishment, Organization, and Powers and Duties of the Commission.

CONSTRUCTION. The act of building an addition to an existing structure or the erection of a new principal or accessory structure on a lot or property.

10-15-001-0002

DEMOLITION. Any act or process that destroys in part or in whole a landmark or structure within an historic design review district.

DESIGNATED DISTRICT OR DESIGNATED HISTORIC DESIGN REVIEW DISTRICT. An area designated by ordinance to be subject to the provisions of this ordinance, and which may or may not coincide with Historic Sites or Historic Districts.

HEIGHT. The vertical distance measured between the highest point of a structure and the finished floor elevation of

the lowest floor where any portion of floor is at or above finish grade.

HISTORIC DISTRICT. An area designated as a "Historic District" by ordinance of the City Council and which contains within definable geographic boundaries one or more landmarks, where a majority of structures are indicated as significant, and which may have within its boundaries other properties or structures that, while not of such historic and/or architectural significance or age to be designated as landmarks, nevertheless contribute to the overall quality and character of the district. The historic district shall be officially recognized as such by the state and federal guidelines.

HISTORIC SITE, HISTORIC STRUCTURE, OR HISTORIC LANDMARK. A site, structure or property which has historic and/or architectural significance, and is at least fifty (50) years old from the date of construction; and which contributes to the historic, architectural, cultural, archaeological or other significant value as part of the heritage or history of the City, the State of Arizona, or the nation.

LANDMARK. See Historic Landmark.

NATIONAL REGISTER OF HISTORIC PLACES. A listing of buildings, sites, and objects designated for historical, architectural or other special significance, as determined by established criteria, and which listing is maintained by the National Park Service under the National Historic Preservation Act of 1966, as amended. The program is administered by the State Historic Preservation Office at the state level.

NEIGHBORHOOD An area of a community with characteristics that distinguish it from other community areas and which may include distinct ethnic or economic characteristics, schools, or social clubs, or boundaries defined by physical barriers such as major highways or railroads or natural features such as rivers.

PRESERVATION. "The act or process of applying measures to sustain the existing form, integrity, and material of a building or structure, and the existing form and vegetative cover of a site. It may include stabilization work, where necessary, as well as ongoing maintenance of the historic building materials" (Secretary of the Interior's Standards).

RECONSTRUCTION. "The act or process of reproducing by new construction the exact form and detail of a vanished building, structure, or object, or a part thereof, as it appeared at a specific period of time" (Secretary of the Interior's Standards).

REMOVAL. Any relocation of a structure or portion of a structure on its site or to another site.

REPAIR. Any restoration of a structure by replacing or fixing broken or deteriorated elements, which is not considered to be construction, removal or alteration.

REHABILITATION. "The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values" (Secretary of the Interior's Standards).

RESTORATION. "The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work" (Secretary of the Interior's Standards).

10-15-001-0002

SECRETARY OF THE INTERIOR STANDARDS. Standards developed and published by the United States Secretary of the Interior's office as part of Department of the Interior regulations (36 CFR Part 67, Historic Preservation Certifications). They pertain to historic buildings of all materials, construction types, sizes, and occupancy, and encompass the exterior and the interior of historic buildings.

STABILIZATION. "The act or process of applying measures designed to re-establish a weather resistant enclosure and the structural stability of unsafe or deteriorated property while maintaining the essential form as it exists at present" (Secretary of the Interior's Standards).

STRUCTURE. Anything constructed or erected, the use of which requires permanent or temporary location on or in the ground, including, but not limited to, buildings, fences, walls, advertising signs, billboards, communication towers, satellite dishes, and tennis courts.

DIVISION 10-15-002. APPLICABILITY**10-15-002-0001. GENERAL APPLICABILITY:**

The provisions of this Chapter shall apply to all properties within a Designated Design Review District or Districts, following the nomination and designation procedures specified in Division 10-15-003 of this Chapter, provided that when one or more than one property owners are included in the proposed Designated District, support of a majority of property owners of record, based on linear street frontage, within the boundaries of the proposed District or Districts, must be submitted to the Commission before final acceptance as a Designated District. Such support shall be ascertained by a survey of said property owners, by the Commission, or by written consent of fifty-one percent (51%) of the property owners of record within the boundaries of the proposed Designated District to be submitted with the application. Subsequent to the establishment of an initial Designated District, or Districts, other historic properties and districts may be added in the future upon application of the owner of said historic property, or of a majority of property owners within said district, following the same procedures specified in Division 10-15-003.

10-15-002-0002. APPLICABILITY OF OTHER STATUTES:

The development of property in the City of Flagstaff is otherwise subject to all pertinent regulations and codes, and compliance with the regulations of the Historic Preservation Ordinance shall not be construed as approval of any other codes or regulations.

10-15-002-0003. CONFLICTING PROVISIONS:

If any other provisions of the City Code, or other pertinent codes or regulations, conflict with the provisions of this Chapter, the provisions of this Chapter shall apply.

DIVISION 10-15-003. PROCEDURES AND REQUIREMENTS OF THE HISTORIC PRESERVATION ORDINANCE**10-15-003-0001. CRITERIA FOR DESIGNATION OF LANDMARKS AND HISTORIC DESIGN REVIEW DISTRICTS:**

A. The Commission may recommend to the City Council that an individual property be designated as a landmark if it meets one or more of the following criteria:

1. Possesses significant historical, architectural and/or aesthetic interest to the community; and is at least fifty (50) years old.
2. Exemplifies the cultural, political, economic or social history of the City of Flagstaff, the Southwest region, the State of Arizona, and/or the United States.

3. Embodies distinguishing characteristics of an architectural type or specimen.

10-15-003-0001

4. Serves as an identification with a person/s who significantly contributed to the culture and development of the City of Flagstaff, surrounding territories, or State of Arizona.
5. Serves as an identification as the work of an artist, architect, craftsman, or master builder whose individual work has influenced the development and culture of the City of Flagstaff, or otherwise stands as a significant or unique contribution to that cultural heritage.
6. Has been rehabilitated to preserve its architectural characteristics and has complied with the standards for rehabilitation, as outlined in the "Secretary of the Interior's Standards for Rehabilitation".
7. Has been rehabilitated in terms of its architectural and historic integrity thereby making it a more compatible building for the benefit of a historic district.
8. Has undergone an addition/s, where the addition harmonizes and is compatible with the character of the original historic building and derives its character from that structure, and is otherwise subordinate in building area, scale, frontage, and height to the original structure.
9. Has been listed on the National Register of Historic Places.

B. The Commission may recommend to the City Council that a group of properties be designated as an Historic Design Review District if it:

1. Contains several properties, a majority of which meet one or more of the criteria for designation of a landmark.
2. Constitutes a distinct section of the City by reason of possessing qualities associated with the designation of historic landmarks.

C. The Commission may make such recommendations to the City Council only upon completion of the procedures listed in the following sections.

10-15-003-0002. PROCEDURES FOR NOMINATION AND DESIGNATION OF LANDMARKS OR HISTORIC DESIGN REVIEW DISTRICTS:

A. Any application for designation of a Historic Design Review District or Landmark shall be filed with the Community Development Department on prescribed forms and shall include the following data:

1. Name and address of property owner(s) and assessor's parcel number(s) and address(es) of property(ies) being nominated;
2. Description of the proposed landmark or district, including special aesthetic, cultural, architectural, archaeological, or engineering interest or value of a historic nature, including information about the architecture, notable features, construction, and other information indicating the historical significance of the site or district;
3. Approximate date of construction of the property(ies) or time period of construction within the district;
4. Boundaries of the proposed landmark or district;
5. Current sketches, photographs, or drawings;
6. Statement of condition of any structures;

10-15-003-0002

7. Explanation of any known threats to the improvement on the site;
8. Other information which may be requested by the Community Development Department.
9. Signature(s) of owner(s) of nominated property(ies) for Landmark Designation. District Designations may submit a petition pursuant to the following subsection B:

B. If only one property is included in the proposed Design Review District, that property owner must consent to inclusion in the Design Review District. If more than one property owner is included in the proposed Design Review District, consent of a majority of property owners of record within the boundaries of the proposed District, based on linear street frontage, must be submitted to the Commission before final inclusion of the District is accepted. Such support shall be ascertained by a survey by the Commission of said property owners, or by written consent of fifty-one percent (51%) of the property owners within the district, based on street frontage.

C. Any property owner may initiate an application for designation of his/her property or a structure or landscape feature as a historic preservation landmark by submitting a written request for such designation with the application and data required under "A" above.

D. The Commission, the Planning Director, or the City Council may initiate an application as described herein.

E. Notice of a proposed designation shall be sent by first class mail to the owner(s) of each property proposed for designation, describing the property proposed and announcing a public hearing by the Commission to consider the designation. Notice shall also be published in a newspaper of general circulation at least fifteen (15) days prior to the date of the public hearing. Once the Commission has issued notice of a proposed designation, no building permits shall be issued by the Building Division for the subject structure or within the subject area until the Commission has made its decision.

F. A public hearing shall be held before the Historic Preservation Commission, whereby the Commission shall consider designating the boundaries of the proposed Historic Design Review district or identifying and designating the proposed historic landmark(s). The Commission shall give notice regarding the public hearing on the application in accordance with the requirements listed above, and of Section 10-10-003-0004 of this Code.

G. The Commission shall review the application and the testimony presented in the public hearing and shall render a decision at the conclusion of, or within thirty (30) days after the public hearing in the form of a written recommendation to the City Council.

H. Action by Council.

1. Upon receipt of a recommendation from the Historic Preservation Commission, the City Council shall also hold a public hearing. The City Council shall give notice and shall conduct the hearing in the manner set forth in Section 10-10-003-0004.
2. The City Council shall review the proposed application and the recommendation of the Historic Preservation Commission and staff, and shall grant or deny the application. The final decision shall be made by the City Council within twenty-one (21) days of the hearing before that body.

I. Designation of Landmarks or Historic Design Review Districts by the City Council shall be shown on the Official City of Flagstaff Zoning Map, adopted by Ordinance No. 1690 of the City of Flagstaff.

10-15-003-0003.

CERTIFICATE OF APPROPRIATENESS FOR ALTERATION, RESTORATION, RECONSTRUCTION, DEMOLITION, OR MOVING OF A STRUCTURE, OR NEW CONSTRUCTION AFFECTING LANDMARKS OR HISTORIC DESIGN REVIEW DISTRICTS DESIGNATED BY THIS ORDINANCE OR FUTURE DESIGNATIONS BY THE COMMISSION AND CITY COUNCIL.

- A. **CERTIFICATE OF APPROPRIATENESS.** No person shall carry out any exterior alteration, restoration, reconstruction, removal, or demolition of a landmark structure, or exterior alteration or new construction of non-historic structures within a designated Historic Design Review District or on any individually designated property, nor shall any person make any material change in the exterior appearance of such property, its signs, light fixtures, fences, steps, sidewalks, paving, landscaping or other exterior elements visible from a public street or alley which affect the appearance and cohesiveness of the designated district, without first applying for and receiving a Certificate of Appropriateness from the Historic Preservation Commission.
- B. **APPLICABILITY.** Such involvement with the requirements of the Historic Preservation Ordinance may be caused by a requirement for any Building, Grading, Demolition or Moving Permits from the Community Development Department, or by requirement for a Sign Permit, or by requirement for Site Plan Review and approval from the Development Review Board or the Planning and Zoning Commission, or by compliance with any applicable City Codes or regulations. (Commentary: Because of the large number of businesses and signs within Flagstaff's potential Historic Design Review Districts, staff will devise a 2-step process to allow issuance of minor sign permits and miscellaneous building permits at the staff level, and refer major permits to the Commission. The details of the two-step process will be worked out during development of the design guidelines with the Commission.)
- C. **EFFECT OF DECISIONS.** All decisions concerning issuance or disapproval of a Certificate of Appropriateness shall be final, unless appealed through the appeal procedure included in this Chapter. The Commission may approve the granting of the Certificate of Appropriateness, approve the application with conditions, deny the application, or table the application for further information with the consent of the applicant, to a suitable meeting date which is agreeable to the Commission and the applicant. (Ord. 1997, 6-15-99)

Within twenty-one (21) days of the receipt of the approved application, the Planning Director shall forward a report and recommendation on the application to the Commission. The Commission shall act upon the application by approving it or denying it at a public meeting held for that purpose, and shall specify the reason(s). The Commission shall transmit a copy of its decision, by first class mail, to the applicant. If the Commission fails to have a quorum at a regularly scheduled meeting where a request for a Certificate of Appropriateness is on the agenda, the Chairperson may call for a special meeting according to Section 2-19-001-0001.B of this Ordinance. If the Commission fails to have a quorum at a second meeting where such a request is on the agenda, the Planning Director is authorized to approve or disapprove a Certificate of Appropriateness, subject to an appeal to the Commission if a Certificate is denied. (Ord. 1997, 6-15-99)

Where the application is approved, the property owner shall have ten (10) days from the date of approval to sign the Certificate of Appropriateness or to appeal any such conditions contained therein. In the event an application is denied, no permits shall be issued.

Where the applicant or developer chooses to alter the plans beyond the conditions included in the Certificate of Appropriateness, the Certificate will be withdrawn and the applicant shall submit a new or revised application for the proposed project.

Upon resubmittal of the application, the Commission shall schedule a meeting to consider information relative to the new or revised application for the Certificate of Appropriateness. At that time, the entire project will be reviewed and the determination of the Commission will be final, to unless appealed through the appeal procedures included in this Chapter.

- D. **UNKNOWN OR UNDISCOVERED CONDITIONS.** If, during the actual construction, alteration,

restoration or new construction, on a structure within a designated Design Review District pursuant to a Certificate of Appropriateness, an architectural element or feature is discovered which was previously unknown, or an

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element or feature which was previously known is found to be absent or structurally unsound, work shall be stopped and the Planning Director immediately notified of such condition. If, in the Planning Director's opinion, the "discovered condition" requires changes to the overall construction plan pursuant to Certificate of Appropriateness, which do not conflict with either the conditions of the Certificate of Appropriateness or the relevant historic, cultural, educational, or architectural qualities characteristic of the structure, site or district, the Planning Director may approve the necessary changes and authorize the work to proceed in writing, without requiring Commission review. If however, the Planning Director determines that the "discovered condition" would require major changes to the construction plans pursuant to the Certificate of Appropriateness, or would not be compatible with either the conditions of the Certificate of Appropriateness, or the relevant historic, cultural, educational, or architectural qualities characteristic of the structure, site, or district, the applicant shall delay further work and resubmit the project for the Commission's review, including any available information about the "discovered conditions" and proposed solutions. The Commission, at its next available meeting, will review the conditions and proposed actions with the applicant, and will either reapprove the Certificate of Appropriateness, reapprove with new or amended conditions, deny the application, or table the application with the applicant's consent for further information.

E. PUBLIC SAFETY EXCEPTION. Nothing in this Ordinance shall prevent the alteration, restoration, reconstruction, removal, construction, or demolition of any such feature which the Building and Safety Director shall certify in writing is required by the public safety because of an unsafe or dangerous condition. Where the public safety and health is in immediate danger, and where no temporary corrective measures will suffice in protecting the public safety, such work shall be allowed without a Certificate of Appropriateness, but subject to all other appropriate and required permits. Such work shall be allowed only to the extent necessary to stabilize the structure in question and notification of such work shall be made to the Planning Director and Historic Preservation Commission for review at their next earliest meeting. The Commission may require documentation from a Licensed Structural Engineer or Registered Architect to determine that the work done was necessary to satisfy an emergency safety condition. Work done beyond that necessary to correct the public safety issue shall be subject to all of the rules and regulations of this Ordinance.

10-15-003-0004. CERTIFICATE OF APPROPRIATENESS APPLICATION PROCEDURE:

A. Prior to commencement of any work involving a Certificate of Appropriateness the owner shall file an application for such a certificate with the Historic Preservation Commission. The Community Development Department shall process said applications. The application shall contain:

1. The required number (per application) of copies of plans and exhibits.
2. Name, address and telephone number of the applicant and the property owner/s.
3. Accurate site plan, to standard scale, including property lines, nearest right-of-way lines, building locations, parking areas, driveways, sidewalks, landscaping, fences and walls.
4. Exterior building elevation plans indicating existing and proposed conditions. Include specific information regarding materials, architectural details and colors.
5. The location and type of all existing and proposed exterior lighting. (See Chapter 10-08 for requirements).
6. The location, dimensions, height, materials, design, method of attachment and lighting of all existing and proposed signs (See Chapter 10-08).
7. Indicate existing and proposed landscaping, including trees, shrubs, groundcovers, and finished grades. (See Chapter 10-06)

8. Other information as may be necessary to show proposed action.

10-15-003-0005. CRITERIA FOR APPROVAL OF CERTIFICATE OF APPROPRIATENESS:

In reviewing an application for a Certificate of Appropriateness, the Historic Preservation Commission shall not consider changes to interior spaces or to architectural features that are not visible from a public street or alley. For development subject to the Historic Preservation Ordinance, the following criteria shall be reviewed, including Appropriateness, Compatibility, and Historic Design Criteria:

A. **APPROPRIATENESS** - The appropriateness of a proposed development or action shall be considered in terms of the purpose and intent of maintaining and protecting historic resources in the City of Flagstaff. The Commission will develop guidelines to determine appropriateness. These guidelines will be presented at a public forum, prior to submission to the City Council for adoption as ordinance.

The Commission's decision shall be based on the following principles, adhering to the adopted design guidelines:

1. Properties which contribute to the character of the Historic Design Review District shall be retained, with their historic features altered as little as possible.
2. Alterations to individual historic structures or landmarks shall conform to the unique and intrinsic character of the original structure itself, or of historically valid styles which may not reflect the original character of the structure.
3. New construction within an Historic Design Review District shall not require a specific architectural style, however, the historic design criteria should be followed.
4. Requests for demolition of historic landmarks shall follow the procedures contained in this ordinance, and all reasonable alternatives shall be considered and eliminated prior to approval.

B. **COMPATIBILITY** - In applying the principle of compatibility, the Commission shall consider the following factors:

1. The general design, character and appropriateness to the property of the proposed alteration or new construction.
2. The scale of the proposed alteration or new construction in relation to the property itself, surrounding properties, and the neighborhood.
3. Texture, materials, and color and their relation to similar features of other properties in the neighborhood.
4. Visual compatibility with the surrounding properties, including proportion of the property's front facade, proportion and arrangement of windows and other openings within the facade, roof shape, and the rhythm of spacing of properties on streets, including prevailing setbacks.
5. The importance of historic, architectural or other features to the significance of the property.

C. **HISTORIC DESIGN CRITERIA** - For alteration, restoration, or reconstruction of an existing designated historic structure or landmark, or alteration or new construction within a designated Historic Design Review District, the following design criteria shall be considered in addition to the Secretary of the Interior's Standards for Rehabilitation, which are to be considered guidelines to assist the Commission as well as applicants in their proposals and deliberations.

1. **HEIGHT.** Alterations or additions to a designated historic structure that are higher than the tallest comparable feature of the existing structure should be compatible with the existing architectural

style, material and proportion. New construction may be no higher than otherwise allowed under the zoning regulations.

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2. **SETBACK.** Alterations to a designated historic structure or new construction should be sensitive to the original front setback of the existing structure (preferred option), or the prevailing setback of a majority of structures on the block within the district or neighborhood. Setbacks must otherwise conform to zoning and landscaping regulations.
3. **PROPORTION.** Alterations to the size, scale and mass of a designated historic structure shall reflect the proportions of the existing structure. The size, scale, and mass of new structures and additions shall have a proportional relationship compatible with existing historic structures in the district.
4. **ROOF TYPE.** Roof alterations to existing structures should be compatible in configuration, mass, and materials with the existing roof. New roof construction should, if possible, be compatible with the predominate historic period of adjacent structures or of other historic structures in the district.
5. **SURFACE MATERIALS.** Surface materials include both structural and non-structural elements and features covering a building or structure, including, but not limited to walls, exposed foundations, roofing materials, paving, decking, and architectural details. Alterations, restorations, and reconstructions involving surface materials should, if possible, be compatible in terms of type, color, size and texture of surface materials found on the existing structure where such material is representative of the historic period and style of the structure, especially if visible from a public street or alley. Alterations and new construction within historic districts should utilize surface materials compatible with adjacent historic landmarks or of landmarks found within the district and representative of an historic period and style found in the district.
6. **ARCHITECTURAL DETAILS.** Architectural details, including materials, colors, and textures should be treated so as to make a landmark compatible with its original architectural style and character or with a historically valid style and character which may not reflect the original character of the building, and to preserve and enhance the architectural style and character of a landmark or district.
7. **WINDOWS AND DOORS.** The proportion and relationship between doors and windows should be compatible with the architectural style and character of the landmark and with surrounding structures within a district.
8. **SITE DEVELOPMENT.** Site development shall be compatible with the historic period of the structure or district, or optionally with the 1993 Downtown Special Improvement District construction if within the downtown district, including, but not limited to paving materials, paving style, fencing, walls, sidewalks, lighting fixtures, free-standing signs, landscaping, parking areas, stairways, and covered walkways.
9. **FENCES.** Fencing shall be compatible with the historic period of the structure or district. New chain link fencing shall not be allowed in Historic Design Review Districts or on properties containing historic landmarks except for approved temporary uses or in areas not visible from the street or right-of-way.
10. **LANDSCAPING.** Where possible, planting and other ornamental landscape features shall reflect the historical period of the subject structure and surrounding structures in Historic Design Review Districts, and should not obscure or cover significant architectural details or features.
11. **STREETSCAPE.** The style, location, and character of sidewalks, benches, bicycle racks, waste receptacles, newspaper boxes, landscape planting areas, and other similar features should be compatible with the character and style of the landmark or surrounding Historic Design Review District, or optionally with the 1993 Downtown Special Improvement District construction if within

the downtown district.

12. SIGNS. The appearance, color, size, position, method of attachment, texture of materials, and design of all signs shall be in keeping with the collective characteristics of the buildings located within the Historic Design Review District and shall adhere to the adopted design standards, as well as Sign Code requirements, where applicable. In case of a conflict, the design guidelines shall govern.

13. AWNINGS. Awnings may be allowed in individual cases, provided their design has been approved by the Commission.

10-15-003-0006. DEMOLITION OF HISTORIC STRUCTURES AND LANDMARKS, OR NON-HISTORIC STRUCTURES WITHIN HISTORIC DESIGN REVIEW DISTRICTS:

It is the intent of this Ordinance to encourage preservation and protection of Historic Structures and significant resources within designated Historic Design Review Districts. However, it is recognized that there can be circumstances beyond the control of a property owner which may result in the necessary demolition of a Landmark or structure within a designated District. These circumstances include a building which constitutes a non-repairable public nuisance, which involves a resource whose loss does not adversely affect or may even benefit the integrity of the District, or which imposes an economic hardship on the owner. Such hardship shall be determined in accordance with Section 10-15-003-0007 of this Code.

This Section is intended to apply to demolition of exterior buildings or structure elements and shall not include demolition permits issued for the purpose of interior remodeling or other purposes not applicable to the Historic Preservation Ordinance.

A. NON-HISTORIC DEMOLITION. Demolition of non-historic structures within an Historic Design Review District shall not be exempt from the requirements of the Historic Preservation Ordinance and will require first applying for a Certificate of Appropriateness. In the event of demolitions the area left vacant shall be maintained in a manner not detrimental to the surrounding vicinity in accordance with applicable City codes and ordinances.

B. LANDMARK DEMOLITION. Partial or complete demolition of designated historic properties or landmarks shall not be allowed without first applying for a Certificate of Appropriateness. Application for such a demolition shall be made to the Historic Preservation Commission, which shall hold a public hearing in accordance with Section 10-10-003-0004 to determine if the applicant has shown that the preservation of the structure is physically and/or economically infeasible. In making its decision, the Commission shall consider testimony and the effects on the surrounding neighborhood, and advise the property owner on preservation alternatives.

1. If preservation is found to be physically and/or economically infeasible, the Commission shall approve the Certificate of Appropriateness, thereby allowing issuance of the Demolition Permit by the Community Development Department.
2. If preservation is found to be feasible, the Commission shall delay issuance of the Certificate of Appropriateness for a period up to ninety (90) days in length so as to consider alternatives to demolition.

During the delay period, the applicant shall consult in good faith with the Commission, local preservation groups and interested parties in a diligent effort to seek an alternative that will result in preservation or sale of the property. The applicant shall have ninety (90) days in which to advertise to have the property purchased at a fair market value or to receive appraisals, cost estimates, and proposals on the restoration of such properties.

If no purchaser has been found within the ninety (90) day period and no other plan is shown to demonstrate a reasonable alternative, then the Certificate of Appropriateness for the proposed

demolition shall be issued.

If a preservation plan is presented to the Commission within the ninety (90) day period specified
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above by any interested party who may be any member of the public, indicating a reasonable approach to saving a threatened historic resource, the Commission will consider the merits and feasibility of the preservation plan. If the plan is found to be acceptable to the Commission and the property owner(s), the Commission shall approve it, and issue the Certificate of Appropriateness.

The property owner shall have twenty-one (21) days from the date of approval to sign the Certificate of Appropriateness or to appeal any conditions contained therein.

10-15-003-0007. ECONOMIC HARDSHIP CRITERIA FOR DEMOLITION OF HISTORIC STRUCTURES

A. An applicant whose Certificate of Appropriateness for a proposed demolition has been or may be denied may apply for relief on the grounds of hardship. The following criteria shall be considered for the granting of demolition permits for historic structures when the Commission is considering a hardship request:

1. The property cannot be adapted for any other use, whether by the current owner or by a purchaser, which would result in a reasonable return.
2. Efforts to find a purchaser interested in acquiring the property and preserving it have failed.
3. That a temporary delay period of up to ninety (90) days has elapsed and no reasonable alternative has been demonstrated by either the applicant, the City, or any other interested parties.
4. Notwithstanding the other language of this ordinance, in the event an applicant for a demolition permit does not receive an offer to purchase the proposed demolition site for the fair market value with a closing date prior to the expiration of the 90 day period, then at the end of the 90 day period, the applicant will have the right to proceed with the project.

B. Demonstration of an economic hardship shall not be based on or include any of the following circumstances:

1. Willful or negligent acts by the owner.
2. Purchase of the property for substantially more than market value.
3. Failure to perform normal maintenance and repairs.
4. Failure to diligently solicit and retain tenants.
5. Failure to provide normal improvements.

10-15-003-0008. DEMOLITION APPLICATION PROCEDURE:

A. The Commission shall hold a public hearing on the demolition application at which an opportunity will be provided for proponents and opponents of the application to present their views. The procedure specified in Section 10-15-003-0006 above, for demolition of historic structures, or non-historic structures, shall be followed, whichever is appropriate. The economic hardship criteria listed in Section 10-15-003-0007 shall only be used for requests to demolish historic or landmark structures.

B. Where demolition of an historic structure is approved, any new structure constructed on such a site within an historic district must follow procedures for a Certificate of Appropriateness for new construction.

C. All decisions of the Commission regarding demolitions shall be in writing. A copy shall be sent to the

applicant by certified mail and a copy filed with the Planning Division for public inspection. The Commission's decision shall state the reasons for granting or denying the demolition application. In the event of a denial, and the interested party: (a) fails to comply with the procedures outlined in Section 10-15-003-10-15-003-0008

0006 above or; (b) follow the appeal process contained herein, , the interested party may not apply for demolition of the same structure with the same application for a period of one (1) year. An application with significant revisions will be treated as a new application and may be submitted anytime.

10-15-003-0009. MAINTENANCE:

The property owner, occupant, or other person legally responsible for an historic or non-historic structure, site, or landmark governed by this Chapter, shall maintain in good repair such landmark so as to not detract from their exterior appearance or allow deterioration or decay of the resource. Deterioration caused by deliberate neglect of maintenance or repairs shall not be considered valid grounds for the approval of a demolition permit application. It shall be the duty of the Community Development Director or designee to enforce this section.

DIVISION 10-15-004. VIOLATIONS, ENFORCEMENT, AND APPEALS

10-15-004-0001. VIOLATIONS:

All work performed pursuant to a Certificate of Appropriateness issued under this ordinance shall conform to any requirements included therein. Violations of this Chapter shall be governed by the provisions of Chapter 10-13 (ENFORCEMENT) of the City of Flagstaff Land Development Code.

10-15-004-0002. ENFORCEMENT:

All work performed pursuant to a Certificate of Appropriateness issued under this ordinance shall conform to any requirements included therein. It shall be the duty of the City Building Inspector to inspect periodically any such work to assure compliance. Certain requirements of the certificate, including signs, lighting, landscaping and site development shall be reviewed by the City Zoning Enforcement Office for compliance.

In the event work is found that is not being performed in accordance with the Certificate of Appropriateness, or upon notification of such fact by the Building Inspector or the Codes Enforcement Officer, the Community Development Department shall issue a Notice of Non-Compliance with the Certificate of Appropriateness.

10-15-004-0003. APPEALS:

- A. Any person aggrieved by a decision of the Historic Preservation Commission relating to issuance or denial of a Certificate of Appropriateness may, within twenty-one (21) calendar days of such decision, file a written application with the Planning Director for review of the decision by the City Council.
- B. The City Council will hear any appeals within two (2) regularly scheduled meetings, and either affirm, reverse, or modify the decision of the Commission.

Appendix D

Resources

Resources

Local Technical Assistance:

Historic Façade and Sign Grant
Historic Preservation Officer, City of Flagstaff
City of Flagstaff
Planning and Community Design Section Manager
928-779-7632

Local Historic Districts

Flagstaff Historic Townsite District
<http://flagstafftownsite.info/>

State Assistance:

Arizona State Historic Preservation Office
SHPO, Arizona State Parks
1300 W. Washington
Phoenix, AZ 85007
(602)542-4009.

Arizona State Historic Preservation Office
<http://www.pr.state.az.us/partnerships/shpo/shpo.html>

Arizona State Parks Tax Incentive and Grants Program
http://www.pr.state.az.us/partnerships/shpo/shpo_tig.html

Federal Assistance:

National Park Service

<http://www.nps.gov/>

National Register of Historic Places Listing

<http://www.nr.nps.gov/>

A Guide to Federal Historic Preservation Tax Incentives program for
Income Producing Properties

<http://www.cr.nps.gov/hps/tps/tax/incentives/>

Heritage Preservation Services

<http://www.cr.nps.gov/hps/index.htm>

Technical Preservation Services

<http://www.cr.nps.gov/hps/tps/index.htm>

History and Culture Grants

<http://www.cr.nps.gov/grants.htm>

History and Culture Tax Incentives

<http://www.cr.nps.gov/tax.htm>

NPS History and Culture How to

<http://www.cr.nps.gov/howto.htm>