



DEPARTMENT OF COMMUNITY DEVELOPMENT

102 Roadrunner Drive, Building #104
Sedona, Arizona 86336

Tel: (928) 282-1154
Fax: (928) 204-7125

SUMMARY SHEET

**George Jordan Sales Building - Uptown Sedona
CA14-00003 (CofA)
Certificate of Appropriateness
Historic Preservation Commission**

Action Requested: Approval of a Certificate of Appropriateness request to rehabilitate/renovate the historic structure known as the "George Jordan Sales Building" (Historic Landmark No. 05) located at 470 N. State Route 89a, Sedona.

Staff Recommendation: Approval

Parcel Number: 401-13-019

Public Hearing Date: August 11, 2014

Public Notice Date: July 25, 2014

Applicant: Kevin Dunlap, Agent for Property Owners

Site Address: 470 N. State Route 89a, Sedona, AZ

Lot Size: Approximately .173 acres

Community Plan Designation: C/L (Commercial/Lodging)

Current Zoning: C1 (General Commercial)

Current Land Use: Retail

Historical Land Use: Cold storage and a retail outlet for fruit produced and marketed in co-op with local orchard farmers

Prepared By: Audree Juhlin, Director of Community Development

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Community Development Department

**George Jordan Sales Building – Uptown Sedona
CA14-00003 (CofA)
Certificate of Appropriateness
Historic Preservation Commission**

SECTION I – PROJECT SUMMARY

The City of Sedona has received an application (Exhibit A) from property owner’s agent Kevin Dunlap requesting approval of a Certificate of Appropriateness to conduct rehabilitation and renovation work on the historic structure known as the “George Jordan Sales Building” located at 470 N. State Route 89a in Uptown Sedona, in Coconino County, Arizona.

Pursuant to Section 1509 of the Sedona Land Development Code, a Certificate of Appropriate is required before any exterior improvements or development is commenced, including alterations, restoration, renovation, reconstruction, new construction, demolition or removal, in whole, or in part of any landmarked property. Because the applicant is proposing to conduct exterior work on the “George Jordan Sales Building,” a historic landmarked structure, a Certificate of Appropriateness is required.

SECTION II – BACKGROUND

George Jordan Sales Building

The George Jordan Sales Building was built circa 1938 by George Jordan as a retail outlet for fruit produced and marketed in co-op with local orchard farmers; it also functioned as a cold storage facility. The building is a good example of construction for that time period using native sandstone.

The 1,200 square feet structure, one story building with a basement, was built using red sandstone with concrete walls, posts and beams. The foundation material is concrete. The windows at the time of landmark were double hung wood panel frames. Since its original construction, some additions and modifications have occurred including new windows, new wood doors, the addition of a bathroom, an addition to the outside of the building on north side, and the front porch alterations.

Landmark Designation

The George Jordan Sales Building was designated as historic landmark number 5 in April 1998 as it met the landmark designation requirement of being at least 50 years old, is a good example of architectural use of sandstone, as well as its part in Sedona early farming/retail history.

Certificate of Appropriateness Approvals

No Certifications of Appropriateness applications have been submitted in the past.

SECTION III – EXISTING CONDITIONS & PROPOSAL DETAILS

Description of existing building:

As indicated in the applicant's letter of intent, the existing building has been used for many years as a retail store offering leather goods. It is unknown exactly when any significant maintenance or improvements were made to the building, except that since its landmark designation in 1998 the building has not been maintained or repaired. Because of this fact, the building is in very poor condition; however, the red rock structure appears to be sound with some cracking identified on the block structure added to the north side of the building. For the most part, the red rock walls are in reasonably good condition, however, some wall areas suggest that some repair work was completed on the rear wall.

The wood frame windows on the south and east sides of the building are beyond repair. The electrical, plumbing and HVAC systems are old and require replacement. The covered porch on the front of the building is also deteriorated and needs replacement. The red rock storage space attached to the rear of the building does have some significant cracks in the northeast corner where it meets the retaining wall. The shed roof is also rotted; however, the roof on the main structure is in good condition. A chain link fence surrounds the rear yard with a gate located off of Art Barn Road.

Although not part of the Commission's review and consideration, but noteworthy, is the fact that the front wall and porch is located in the right-of-way. Parking in front of the building is also located in the right-of-way. The door leading down to the basement is the original, and although it does not meet current building codes and will be replaced, the applicant intends to keep the door for display purposes on the property.

The following is a summary of the proposed work:

- Request for approval of a Certificate of Appropriateness to allow for renovations and improvements to the exterior of the building. While the applicant is including their plans for the interior renovations, these items are not within the Commission's authority of review and approval. The interior improvements include remodeling the lower level floor to accommodate three "treatment" rooms, provide for storage and include a handicap bathroom. An elevator will be incorporated to compliment the stairs and provide easy access between the basement and ground floor.
- The applicant has included construction plans for the Commission's information. These plans are preliminary and minor modifications may be made based on final structural engineering and electrical designs.
- The applicant intends to use a rustic architectural style to complement the existing structure and be consistent with the other buildings located in Uptown Sedona. Red rock walls, rough sawn wood and pre-rusted corrugated metal roofing will be the dominant exterior materials. Lighting will be designed to highlight the historic nature and organic look and feel of the exterior of the building and be directed downwards on the building walls and signage.
- Specific exterior improvements which are under the authority of review and approval of the Commission include:
 - Replacing the chain link fence with a new fence. Currently, the applicant proposes to construct a split rail style fence. The fence must meet City of Sedona

Land Development Code, Design Review standards as well as Main Street Character District standards. Commission comments on the types of fencing material for replacement are appropriate.

- Existing porch will be removed and replaced in accordance with the construction plans submitted as part of the application. The replacement entry porch will be the same overall size as existing. It will be constructed with a 4/12 pitch for drainage and built with exposed rough sawn wood beams and exposed rafters and fascia treated with light oil and stain finish. The roof material will be corrugated metal (non-reflective). A gutter will be needed along the leading edge, and the underside of the porch structure including the metal surface will remain exposed.
- Doors and windows on the street will be replaced with store front low-e glass in anodized metal frames. A sample of the replacement window is available for review at the Community Development Department.
- Existing windows on the south and east wall will be replaced with simulated divided light in anodized frames.
- Existing block structure on the north side of the building will be demolished and reconstructed in accordance with the construction plans submitted as part of the application. This structure was not part of the original building and not considered a contributing structure to the landmark status. The replacement addition will be a wood frame structure on a new slab foundation. Proposed exterior finishes consist of rough sawn board and batten with a natural stone wainscot on the front elevation. Rough sawn wood will be treated with a light colored wood stain and oil combination to match other rough wood on the porch area.
- A new roof top air conditioning unit will be installed at the back of the roof and will meet City of Sedona Land Development Code screening requirements.
- The storage shed will be repaired and re-roofed. The storage shed roof will include rough sawn fascia and the roof will be of the same corten metal as used on the front porch. The existing storage room door will be replaced with a custom rough wood door in a heavy rough sawn jam similar to what is being replaced.
- Outdoor lighting will be added in accordance with City of Sedona Land Development Code requirements. Cut sheet information is included in the application packet. The lighting will be installed at locations to be determined with the electrical plan submission to the Building Safety staff.
- Landscaping will be incorporated at the southwest corner of the property and Highway 89a, in accordance with City of Sedona Land Development Code requirements, Main Street Character District guidelines and Design Review standards. Landscape materials utilized will complement the existing Uptown landscaping theme.
- The old sign post at the southwest corner of the property will be removed and a dry stack retaining wall will be used as needed to establish the planter and transition to the grade to the east along Art Barn Road.
- At a future date, a sign plan will be submitted to Community Development staff in accordance with City of Sedona Land Development Code sign regulations, Design Review standards and Sedona Main Street District guidelines; however, a

conceptual sign has been included in the application indicating the general size, type and location.

SECTION IV – COMMISSION REVIEW AUTHORITY

Historic Preservation Commission Review

Article 15 (Historic Preservation Ordinance) Section 1509 of the Sedona Land Development Code (SLDC), Exhibit D, requires the approval of a Certificate of Appropriateness before any exterior improvement or development is commenced, including alterations, restoration, renovation, reconstruction, new construction, demolition or removal, in whole, or in part of any landmarked property.

SLDC subsection 1509.03 (Commission Review and Decision) states that it is the intent of the Historic Preservation Ordinance to ensure insofar as possible, that properties designated as landmarks shall be in harmony with the architectural and historical character of the property. When reviewing an application for a Certificate of Appropriateness, the Commission may approve, conditionally approve, or deny a Certificate of Appropriateness based on the following:

- *The proposed work does not detrimentally alter, destroy or adversely affect any architectural or landscape feature; and*
- *The proposed work will be compatible with the relevant historic, cultural, educational or architectural qualities characteristic of the structure or district and shall include but not be limited to elements of size, scale, massing, proportions, orientation, surface textures and patterns, details and embellishments and the relationship of these elements to one another; and*
- *The proposed work conforms with review guidelines and/or other applicable criteria; and*
- *The exterior of any new improvement, building or structure in a designated historic district or upon a landmarked site will not adversely affect and will be compatible with the external appearance of existing designated buildings and structures on the site or within a historic district.*

Compliance with Certificate of Appropriateness Findings

SLDC subsection 1509.03(C), Exhibit D, indicates that the Commission may utilize the following documents and criteria as guidelines when considering an application for a Certificate of Appropriateness:

- *Approved design guidelines for a designated historic district.*
- *Secretary of the Interior's Standards for Rehabilitation*
- *Secretary of the Interior's Preservation Briefs and other information developed by the US Department of the Interior Park Service, Arizona Historic Preservation Office (SHPO), National Trust for Historic Preservation, National Alliance of the Preservation Commissions, Association of Preservation Technology and the Old House Journal*
- *Any other guidelines as adopted by the City.*

NOTE: Due to the location of the George Jordan Sales Building in Uptown Sedona in what is defined as the Sedona Main Street District, the proposal must also meet the Land Development Code Sedona Main Street and Character Districts Design Guidelines for the

89a Character District. These requirements are detailed in Section V – Staff Review, Analysis and Recommendation.

SECTION V – REVIEW AND ANALYSIS

The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior is responsible for establishing standards for all programs and for advising Federal agencies on the preservation of historic properties listed in or eligible for listing in the National Register of Historic Places.

Initially developed by the Secretary of the Interior to determine the appropriateness of proposed project work on registered properties within the Historic Preservation Fund grant-in-aid program, the Standards have been widely used over the years, particularly to determine if rehabilitation qualifies as a Certified Rehabilitation for Federal tax purposes. In addition, the Standards have guided Federal agencies in carrying out their historic preservation responsibilities for properties in Federal ownership or control; and State and local officials in reviewing both Federal and nonfederal rehabilitation proposals. They have also been adopted by historic district and planning commissions across the country.

The Standards are neither technical nor prescriptive, but are intended to promote responsible preservation practices that help protect the Nation's cultural resources. The four treatment approaches are Preservation, Rehabilitation, Restoration, and Reconstruction, outlined below in hierarchical order and explained:

The first treatment, **Preservation**, places a high premium on the retention of all historic fabric through conservation, maintenance and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.

Rehabilitation, the second treatment, emphasizes the retention and repair of historic materials, but more latitude is provided for replacement because it is assumed the property is more deteriorated prior to work. *(Both Preservation and Rehabilitation standards focus attention on the preservation of those materials, features, finishes, spaces, and spatial relationships that, together, give a property its historic character.)*

Restoration, the third treatment, focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.

Reconstruction, the fourth treatment, establishes limited opportunities to re-create a non-surviving site, landscape, building, structure, or object in all new materials.

Choosing the most appropriate treatment for a building requires careful decision-making about a building's historical significance, as well as taking into account a number of other considerations, including relative importance in history, physical condition, proposed use, and mandated code requirements. In this case, the most applicable consideration is the physical condition.

Physical Condition. What is the existing condition – or degree of material integrity – of the building prior to work? Has the original form survived largely intact or has it been altered over time? Are the alterations an important part of the building's history? Preservation may be appropriate if distinctive materials, features, and spaces are essentially intact and convey the

building's historical significance. If the building requires more extensive repair and replacement, or if alterations or additions are necessary for a new use, then Rehabilitation is probably the most appropriate treatment.

Because it is the understanding of staff that the existing roof is not the original and is most likely considered modern - approximately 25-30 plus years old, and because the condition of the current roof has deteriorated significantly, requiring replacement, **Rehabilitation** is probably the most appropriate treatment.

The Standards for Rehabilitation define "rehabilitation" as "the 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 and features of the property which are significant to its historic, architectural, and cultural values."

As stated in the definition, the process of "rehabilitation" assumes that at least some repair or alteration of a historic building will be needed in order to provide for an efficient contemporary use; however, these repairs and alterations must not damage or destroy materials, features or finishes that are important in defining the building's historic character. For example, certain treatments, if improperly applied, may cause or accelerate physical deterioration of the historic building. This can include using improper repointing or exterior masonry cleaning techniques, or introducing insulation that damages historic fabric.

The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and interior of the buildings. They also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction. The Standards should be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

- 1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.*
- 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
- 3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*
- 4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*
- 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.*
- 6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*

7. *Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.*
8. *Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.*
9. *New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*
10. *New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

In addition to reviewing the proposal for its conformity with Secretary of the Interior's Standards for Rehabilitation, review and analysis must also include other applicable guiding documents, including International Commercial Building Codes, Sedona's Land Development Code and the Sedona Main Street and Character Districts Design Manual.

Building Safety Codes

Compliance with the International Commercial Building Codes and other applicable building codes (e.g. electrical and plumbing) will be assessed by Building Safety staff as part of the building permit application process. Renovation and rehabilitation work related to the preservation of historic structures can be somewhat tricky when reviewing for building safety compliance. A good deal of common sense must go into this review as many of the older structures do not and will not comply with modern building safety code requirements. Unless a significant building safety issue is identified, Building Safety staff will always look for compromises that will result in a win-win situation to address competing values and conflicting conditions between the Building Safety Codes and preservation of historic elements. The proposal submitted for Commission review and approval may be modified by Building Safety staff during their review, if safety issues warrant such modifications.

Sedona Main Street and Character Districts Design Manual

In addition to meeting historic preservation philosophies and practices, the structure must also conform with the Sedona Main Street and Character Districts Design Manual. The 89a Character District acknowledges that Main Street encompasses Sedona's historic small western town center and business district, housing many of Sedona's historic buildings from the 1940's and 1950's now used for retail purposes. The 89a Character District defines the features for the historic structures and includes:

- Territorial style architecture
- Local vernacular
- Natural red rock
- Board and batten siding
- Wood shingle roofs
- Primarily one-story structures
- Pedestrian oriented
- Varying building setbacks close to sidewalks
- Panoramic views

- Covered walkways and arcades
- Exterior dark sky friendly lighting
- Eclectic and varying architectural styles
- Defining storefront rhythm (buildings built to the property line, reinforcing the relationship with the street and pedestrian environment)

The 89a Character District also indicates that natural red rock, board and batten, and wood shingles or non-reflective metal roofs should be the predominant building materials in all future construction and redevelopment along 89a. Incorporating river rock construction is an appropriate use of materials along the Oak Creek corridor.

Architectural styles for structures in the 89a Character District include:

- Territorial building style – including red rock, board and batten, shingles and heavy timber.
- Other local architectural styles and “western” styles such as natural stone and rough-hewn wood structural elements.
- Contemporary design interpretations may be considered if key attributes of the natural environment are used to guide the design. Creative interpretations of traditional design elements can be considered on a case-by-case basis.

Building materials should be consistent with local vernacular architecture as well as indigenous to the area. The following materials are preferred:

- Genuine “red rock” is the preferred building material in the district. Other native rock is also acceptable.
- Dimensioned cut red sandstone.
- If stucco is used, it should be limited and only used to complement the predominant architectural styles of the 89a Character District.
- Horizontal wood siding.
- Beams and timbers.
- Treated wood shake roofs.
- Non-reflective metal roofs.

Roofs may be flat or pitched. Territorial false front parapets may be appropriate on flat roofs. Visible portions of the roof should be covered with building materials appropriate to the architectural style. Rooftop equipment must be screened from public view. The screening method should be an integral part of the building’s design.

Architectural details should include common horizontal elements (window height/width and spacing) including awnings and canopies. A strong connection to the ground should be established through the use of low planter walls, trees and shrubs, railings veneer banding and other materials and textures.

Where the façade is divided into distinct storefronts, it is desirable to cover portions of the façade with an arcade, but preferably not along its entire length. The width of the covered arcade should be at least six feet from the exterior to the inside of supporting columns or piers. Arcade columns and supports should appear thick and substantial enough to structurally

support the overhead shed roof element. Local natural materials including red rock, wood or a combination of both can be utilized.

Down-directed exterior lighting should be designed as part of the overall architectural style of the building. Exterior lighting should utilize warm colors, be as efficient as possible, and illumination levels should allow for enough lighting to maintain safety standards while not disturbing Sedona's dark skies.

Storefronts, windows and doors are important elements as an appropriately designed storefront façade creates and defines the pedestrian environment and contributes to the economic success of businesses. Historically the "territorial" storefront had few decorative elements other than the simple details that were repeated across the face of the building (e.g. structural bays containing window and door openings, wood/concrete lintels, shed roof covered arcade, simple bulkheads) integrating the storefront into the character of the character of the entire façade. Emphasis was typically placed on the multi-lite display windows and their contents. The rest of the store front was designed in a simple manner, in order not to compete with the displayed items, but rather to clearly project the product or service being offered.

Traditional Main Street Sedona storefront buildings are small individual structures that accommodate a single business or larger buildings designed to provide space for two or more businesses, separated by masonry or heavy wood columns or piers forming distinct structural bays. This building type is designed with the visual emphasis consistently placed on the storefront area and its display windows versus upper story facades (if existing) that are characterized by vertical windows and board and batten parapets.

There are a number of design elements that can help to achieve a traditional storefront design that enhances the experience of the pedestrian while also meeting important functional needs. In keeping with the scale of the district, building recesses are encouraged to define courtyards, entryways, window openings, etc. along a building's exterior to create a visually exciting environment. Buildings on corners should include significant storefront design features on wall areas visible from pedestrians. Bulkhead materials should be red rock, wood, and/or other local materials. The number of building materials used on a storefront should generally be kept to a minimum for simplicity of design.

Entries and doorways should be emphasized at the street to announce a point of arrival in one or more of the following ways:

- Columns flanking either side of a door.
- Recessed within a cased decorative opening.
- Decorative fixtures or other details.
- Recessed entries sheltered by a covered arcade structure, canopy, or awning are encouraged.
- Corner buildings should utilize a prominent corner entrance to street level shops.
- Doors to retail shops should contain a high percentage of glass in order to view retail contents.
- Doors can be accentuated with simple details such as brass door pull, brass kickplate, etc.

- Where visible to pedestrians, rear entrances should receive some level of architectural and storefront detailing.

Window design, while maximizing display space, should be sympathetic to and compatible with the façade theme. Storefront windows shall be no closer than 18" from the ground. By limiting the bulkhead height, the visibility to the storefront displays and retail interior is maximized and light spill outward from interior ceiling fixtures is minimized. Use of clear glass (at least 88% light transmission) is recommended. Contemporary floor-to-ceiling glass display windows are discouraged. During renovation of historic structures, original style of windows should be maintained wherever possible. Original windows were generally wood windows that were either fixed, double-hung, or casement. Lintels were often composed of concrete. Any change in location or size of windows is discouraged. Permanent fixed security grates or grills in front of windows are also discouraged.

Landscaping and amenities provide identifying elements and should be complementary and supportive to the natural and built environment. Pedestrian areas benefit from landscaping, shade trees and other amenities. Successful public spaces will also act as well defined transitions from street, to sidewalk and from building to building.

Landscaping should generally reflect a high desert, small western town theme along the highway. Landscaping directly adjacent to 89a and other roadways is strongly encouraged to be of higher density and more maturity to enhance attractiveness. Native and drought-tolerant trees, shrubs, flowers and other landscaping materials are encouraged. Plant materials should provide diversity in foliage colors, seasonal changes, scent and floral design. Potted plants in red rock, terra cotta, clay or wood planters are recommended to enhance sidewalk shops, public spaces and other pedestrian areas. Window boxes are also encouraged to add visual interest to and enhance storefronts. Vines and climbing plants integrated upon building perimeter gardens and building walls are strongly encouraged to break up flat surfaces, erosion control and to reduce glare and heat buildup. Natural rocks and boulders consistent with local geology are encouraged in landscaped areas to add interest and variety and should be grouped in a manner that reflects the natural rock outcroppings in the area. Landscape materials are encouraged to help screen parking, storage areas, and trash receptacles.

The use of low rock walls to accommodate the change in grades is encouraged. Low walls and fences are also encouraged to screen parking areas, trash receptacles, and mechanical equipment. Preferred materials include red rock and wood.

SECTION VI – STAFF RECOMMENDATION

Summary Analysis and Recommendation

A fundamental objective in reviewing a request to renovate and rehabilitate a historic structure is to preserve the historic integrity of the structure and the cultural importance of the structure's historic use. When proposed work entails a commercial space open to the public, several competing values and regulations come into play – ensuring the economic viability of the use and building safety are important factors in the review process. In some circumstances addressing these various factors can be difficult; however, staff believes that the

applicant's proposal does a good job combining the competing values of preservation philosophies and practices with the modern technology and conveniences people expect in a commercial setting.

Additionally, staff agrees with the applicant that the current condition of the structure warrants significant rehabilitation and renovation work in order to preserve the structure and its landmark status. Based on review of the proposal submitted for consideration of a Certificate of Appropriateness, staff believes that:

Historical Preservation Considerations:

- The work proposed does not alter, destroy or adversely affect any architectural features.
- The exterior appearance will not be adversely affected.
- Minimal alterations of the structure and site are proposed to allow the property to continue to be used for its originally intended purpose – retail commercial.
- The proposal is respectful of architectural design of the original building and proposes renovation and rehabilitation work that allows it to maintain its original charm.
- The proposal does not remove or alter any historic material or distinctive architectural features and work will be compatible with the relevant historic and architectural qualities and characteristic of the structure.
- The windows, while not wood clad, will not significantly change the storefront appearance, however, they will provide more functionality for the continuation of the commercial use. NOTE: To replace the windows with exact replicas would require a custom order and significantly increase the costs associated with the renovation and rehabilitation work.
- The proposal does not reconfigure, remove or relocate any exterior walls, features, or build any new ones on the original structure.
- The proposal does provide a much needed facelift to the neglected building interior and exterior, with care in the choice of materials that complement its original state, time period, and historic use.

Land Development Code (LDC) Requirements and Sedona Main Street and Character District Design Guidelines Considerations:

- Proposed material, including non-reflective, pre-rusted metal roofing material, board and batten, rough sawn wood beams and exposed rafters are consistent with the Guidelines.
- The architectural style “rustic” is consistent with the Guidelines and the theme of the Uptown area.
- Replacement porch proposal is consistent with the Guidelines
- Doorways and window settings are consistent with the Guidelines. Although the windows are proposed in an anodized metal frame and not wood clad, the overall appearance is consistent with the intent of the Guidelines.
- The new HVAC unit will be screened in accordance with LDC Requirements and is consistent with the Guidelines
- Proposed landscaping design is consistent with the Guidelines. A landscape plan will need to be submitted for conformity with LDC Requirements.
- Porch design elements are consistent with the Guidelines.

- Outdoor lighting fixtures are in accordance with LDC Requirements and are consistent with the Guidelines.
- Replacement materials for the shed addition are consistent with the Guidelines.
- Dry stack retaining wall is designed in accordance with the LDC Requirements and is consistent with the Guidelines.

Other Considerations:

- The proposal brings the structure up to applicable codes wherever possible (e.g. inclusion of an elevator) and installs energy-saving measures and products.
- Building Safety code compliance will be addressed during the building permit review phase.

Staff encourages the applicant to keep the following in mind:

- Deteriorated architectural features should be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities.
- When cleaning surfaces of the structures such efforts should be undertaken with the gentlest means possible. Sandblasting, waterblasting and other cleaning methods that will damage the historic building materials should not be undertaken.

In summary, for the reasons stated above, staff believes that the proposal does not propose any changes to the structure that would undermine the integrity of its historic nature and conforms to applicable Land Development Code Regulations and Sedona Main Street Design and Character District Guidelines and recommends approval of the application for a Certificate of Appropriateness.

Sample Motions for Commission Use

(Please note that the motions are offered as samples only and the Commission may make other motions as appropriate)

Draft Motion for Approval

I move to approve case number CA14-00003 (CofA) to renovate and rehabilitate the historic structure known as the "George Jordan Sales Building" (Historic Landmark No. 05) located at 470 N. Highway 89a, Sedona based on satisfaction of the findings outlined in the Sedona Land Development Code and other applicable Code requirements, Sedona Main Street Design and Character District guidelines and the Secretary of the Interiors Standards for Rehabilitation guidelines as outlined in the Staff Report.

Draft Motion for Denial

I move to deny case number CA14-00003(CofA) to renovate and rehabilitate the historic structure known as the "George Jordan Sales Building" (Historic Landmark No. 05) located at 470 N. Highway 89a, Sedona (Please specify findings)

Section VII: Exhibits

Exhibit A:
Application, Property Owner Letter of Intent,
Historic and Modern Photographs,
Outdoor Lighting Fixture information



RECEIVED
JUN 25 2014
CITY OF SEDONA
COMMUNITY & ECONOMIC
DEVELOPMENT

CITY OF SEDONA
Department of Community & Economic Development
102 Roadrunner Drive
Sedona, AZ 86336
(928) 282-1154

Sedona Historic Preservation Commission Application for Certificate of Appropriateness

Name of Applicant: KEVIN DUNLAP, AGENT FOR OWNER
Mail Address: P.O. Box 2094 SEDONA AZ. 86339
Phone Number: 928-300-1569 E-Mail: KMDUNLAP@SEDDONA.NET

Identification of Landmark:

Landmark No: 99-1 (5) Location: 470 Hwy 89A
Parcel number: 401-13-019 County: COCONINO
Name of Owner(s): GREGG + ALI PONDER
Name of owner's agent if any: KEVIN DUNLAP
Address: P.O. Box 2094
Phone: 928-300-1569 Email: KMDUNLAP@SEDDONA.NET
Present use(s): RETAIL + STORAGE
Building Type: ROCK Construction date(s): START ASAP
Integrity: GOOD
Condition: POOR

Brief description of proposed work (also attach letter of intent for complete description):

COMPLETE RENOVATION, + REPAIRS, ELECTRICAL
HVAC, DOORS / WINDOWS, REMOVE + RECONSTRUCT NORTH
ADD ON.

Timing of project: START ASAP.

Sedona Historic Preservation Commission
Application for Certificate of Appropriateness

RECEIVED
JUN 25 2014
CITY OF SEDONA
COMMUNITY & ECONOMIC
DEVELOPMENT

Attachments required:

- Letter of Intent
- Current Photographs of property - all exterior elevations with emphasis on elevations facing public rights-of-way.
- Elevations: all sides of the building(s) under review; heights of proposed and adjacent buildings; notation of changes in exterior material and/or color.
- Material examples of colors, with manufacturers and names or numbers identified.
- Landscape plans showing existing and proposed plant material, indicate species type and size. Also show trees to be removed with an "X". Indicate trunk diameters.
- (SEE LETTER OF INTENT)*
Site plans showing location of proposed structure(s), use(s), and area in square feet; setbacks from property lines in all structures; north arrow; adjacent streets, driveways, etc., appropriately labeled; landscaped and paved areas; building footprint for all existing buildings on the site; and footprints of buildings on adjacent properties.
- Area map showing ownership of all properties within 300 feet. (Available from Sedona GIS Department)
- Other:

Signature of applicant:



Date:

6/22/14

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JUN 25 2014
CITY OF SEDONA
COMMUNITY & ECONOMIC
DEVELOPMENT

470 Hwy 89A

Letter Of Intent for Sedona's Oldest Building on the Historic Registry

The Intent of the owners is to help preserve Sedona's rich history by rehabilitating this building and property, to integrate it as part of the uptown retail district, and to create a more positive experience for residents and visitors. The goal is to preserve and enhance the historic character of the building and property as well as establish a viable and attractive commercial property.

History:

This building was built in 1938 by George Jordan as a co-op retail outlet for fruit produced and marketed by local orchard farmers including George and his brother Walter. It was a key part in the early commercial development of Uptown Sedona and is a good example of the use of native red rock in architecture.

Existing conditions:

The existing building has not been well maintained or repaired and is in poor condition. Parking is along the frontage of 89A and will also be available to the rear off Art Barn Rd. The main red rock structure is sound however the added block structure on the north side has some structural cracking. The red rock walls on the main structure are in reasonably good condition. Some wall areas show signs of repairs especially on the east (rear) wall. The wood frame windows on the south and east side of building are rotting and beyond repair. The existing electrical, plumbing and HVAC systems are old and need to be updated. The covered porch on the front of the building is deteriorated. The red rock storage building that is attached to the rear of the main structure has some significant cracks in the northeast corner where it meets the retaining wall and the shed roof is completely rotted. The existing roof on the main building is a coated membrane type and is generally in good condition. The front wall of the building is on the ROW line of Hwy. 89A and the front porch is encroaching. The lower floor was historically used as cold storage. The locker door into this area from the downstairs foyer is original and a relic of the past however the head height is not to code. This door will need to be changed out and the original door displayed somewhere on the property. A chain link fence surrounds the rear yard with a gate off Art Barn Road. Overhead electrical power is supplied to the rear of the building from the east property line.

Planned Work: Renovations and improvements are planned for both upper and lower levels. The upper floor will continue to be retail space. The lower floor will be remodeled to accommodate three treatment rooms, storage/mechanical and a Handicap bathroom. An elevator will be incorporated to compliment the stairs and provide easy access to both floors. The storage shed on the rear will continue to be used for storage. The existing chain link fence will be replaced with new fencing that is more era appropriate such as a split rail style.

Exterior: The existing front porch will be removed and replaced as per the attached drawings. These drawings are preliminary and minor modifications in the plan may result

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DEVELOPMENT

from final structural engineering and also to address final electrical and mechanical systems. Doors and windows on the street front will be replaced with storefront lowe glass in anodized metal frames. Existing windows on the south and east (rear) wall will be a simulated divided light in anodized frames. The existing block structure on the north side will be demolished and reconstructed as per the attached plans. The existing swamp cooler will be removed from the roof. A new roof top unit will be installed at the back of the roof area and will be screened. The storage shed will be repaired and re-roofed.

The architectural style will be rustic and will be in keeping with other older buildings in the uptown area. Red rock walls, rough sawn wood and pre rusted corrugated metal roofing will be the dominant exterior materials. Lighting will be designed to highlight the organic look and feel of the exterior and will be directed onto the building walls and signage. The proposed exterior lighting fixture type is included with the application packet. Final lighting locations will be designed as part of the building electrical plan. Landscaping will be installed at the southwest corner of 89A and Art Barn road and will be in keeping with the existing treatments along 89A in the uptown area.. The old signpost at the southwest corner will be removed and a dry stack retaining wall will used as needed to establish the planter and transition the grade to the east along Art Barn Rd. At this time 9 off-street parking spaces are shown at the rear of the building. The property owner is in discussions with the Art barn to establish a shared parking agreement. If this is accomplished the plan for parking in the rear area will be modified and a pedestrian/garden space will be established.

Signage: A separate signage proposal will be presented to the Community Development Department for sign permits in compliance with the City sign code. A sign concept showing the general size, type and location for signage has been included with the submittal.

The schedule for the project is to begin work as soon as all permits are obtained. A projected start date for exterior modifications is 9/1/14.

300ft Owners

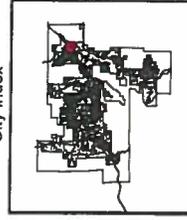
Parcel
#401-13-019
Ponder Wellness
Center

- Parcel #401-13-019
- Parcels within 100ft
- Parcel Boundary
- Street Centerline



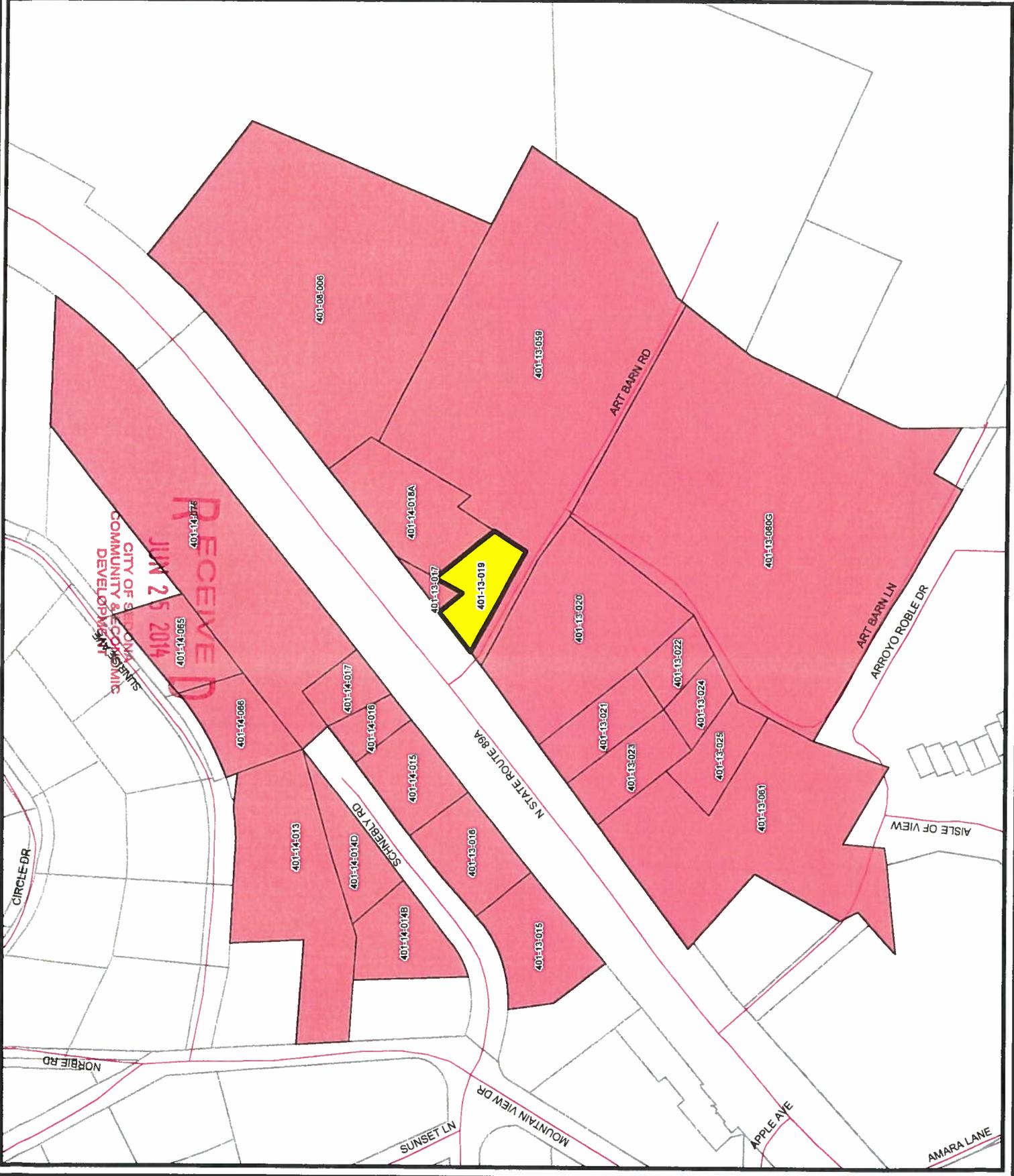
0 50 100 Feet

City Index



GIS, City of Sedona
09/05/2014
D:\pub\reg\project\kenn\municipal\map\401-13-019_owners.mxd

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Aerial View

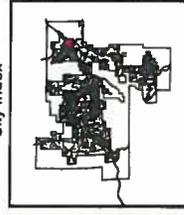
Parcel
#401-13-019
Ponder Wellness
Center

Parcel
#401-13-019
Parcel Boundary
Street Centerline



0 20 40 Feet

City Index

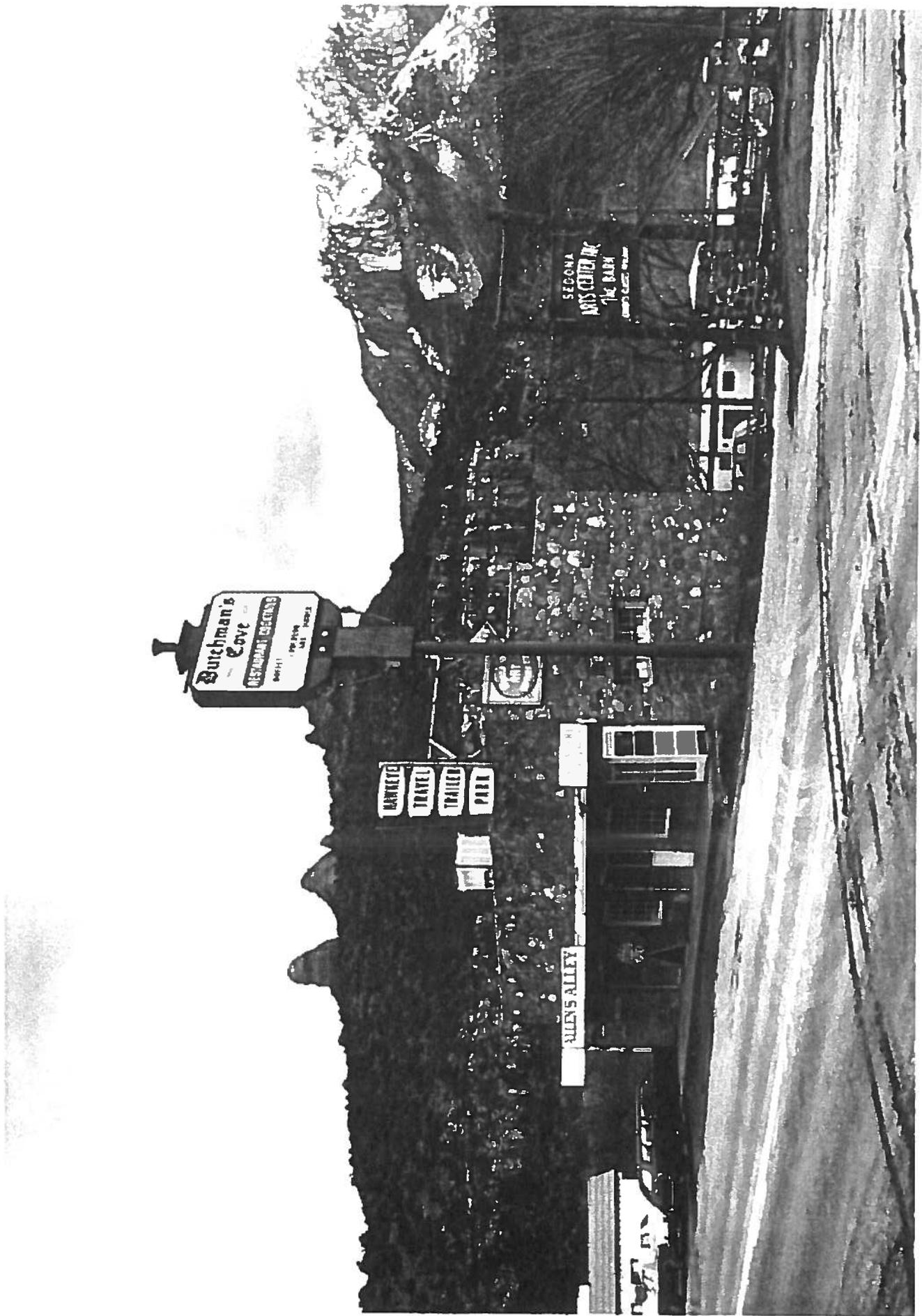


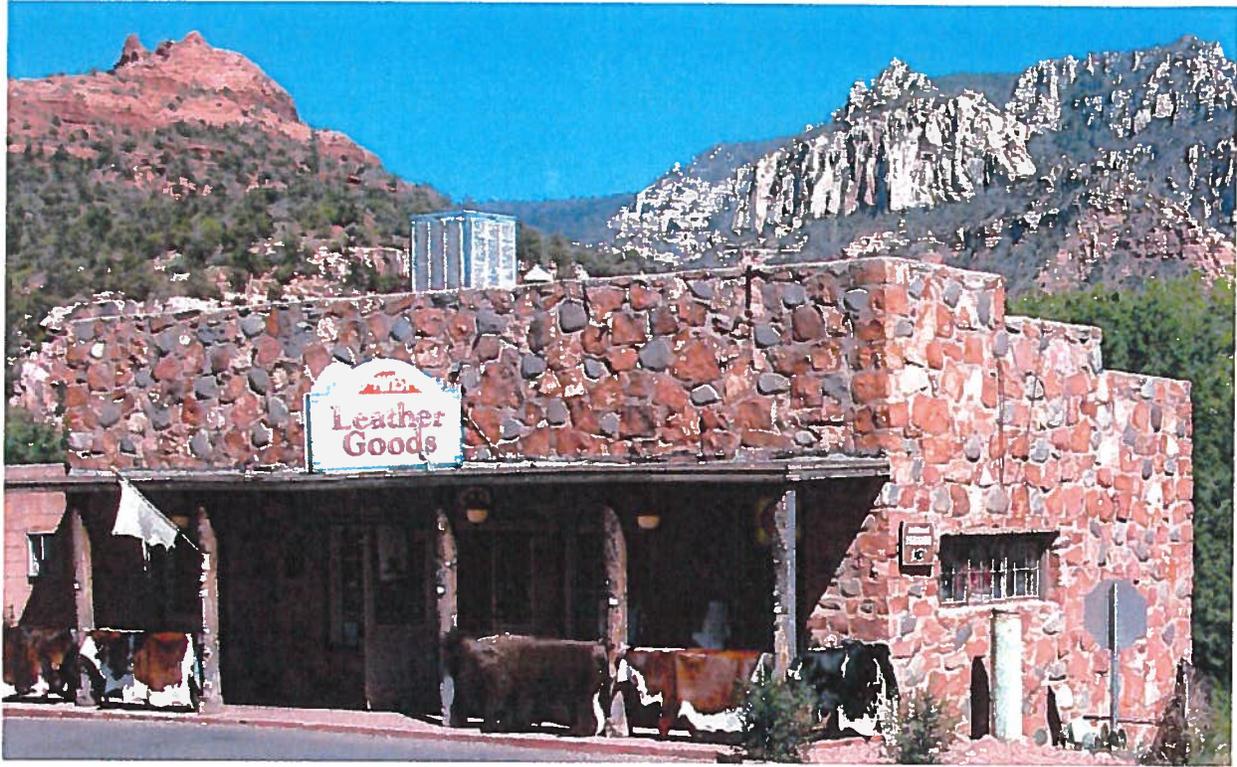
GIS, City of Sedona
05/16/2014
#401-13-019_041811.mxd

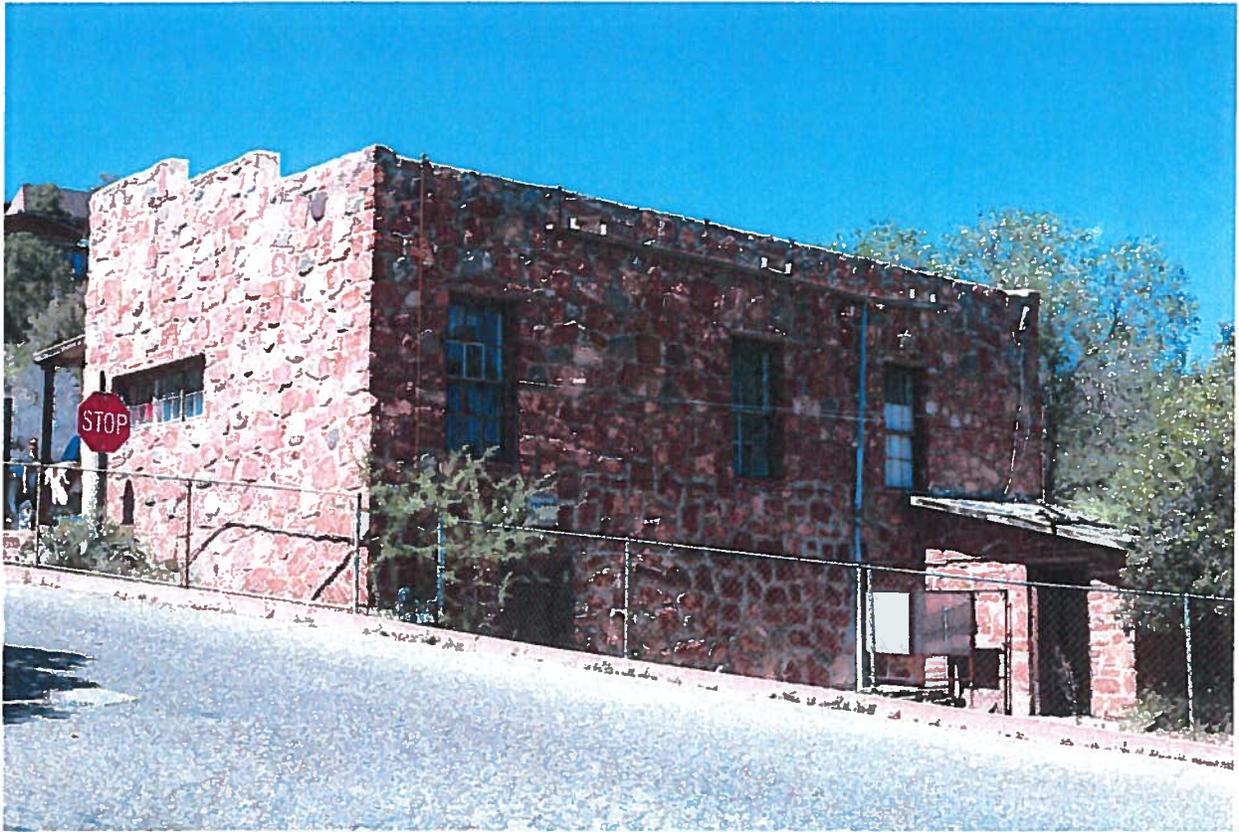
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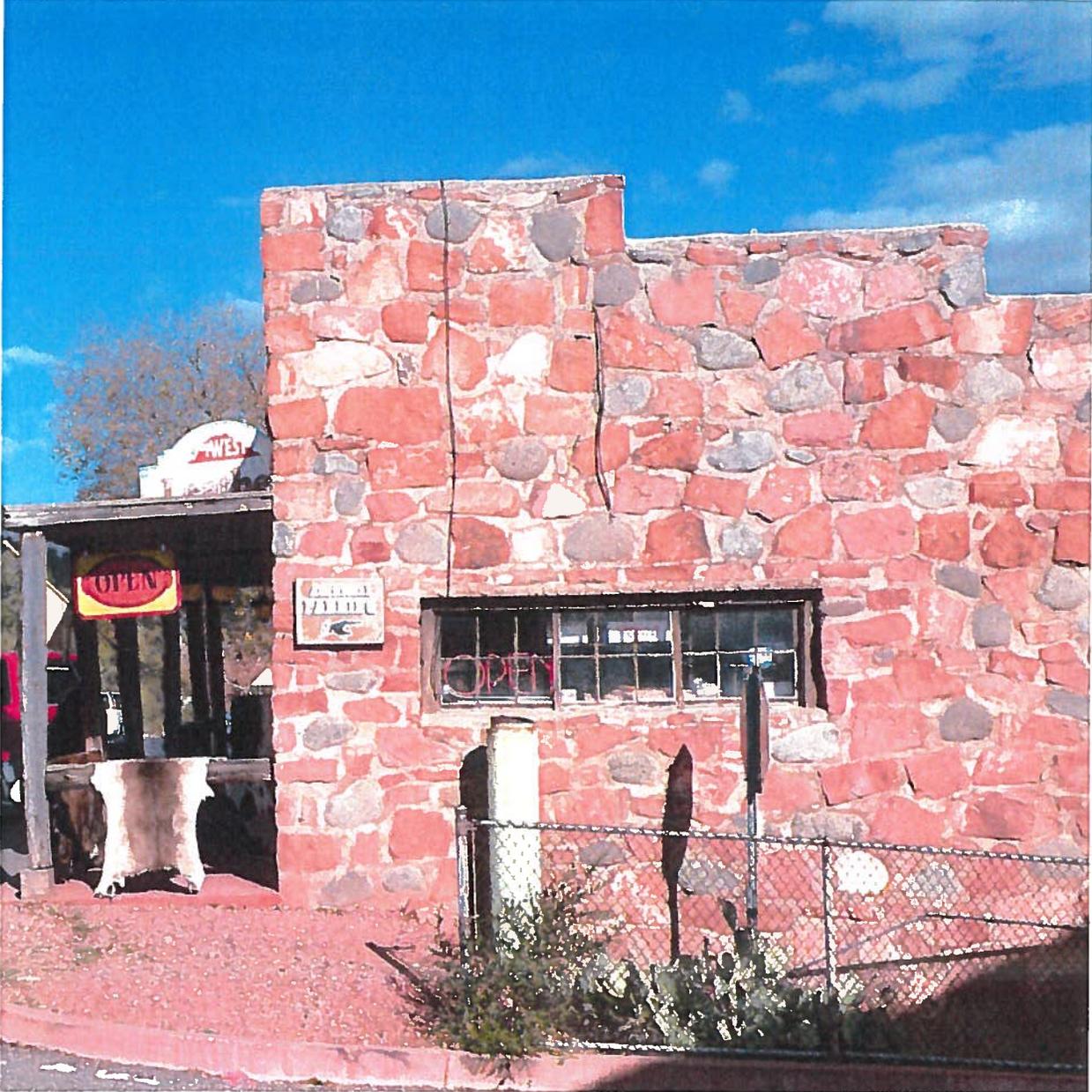


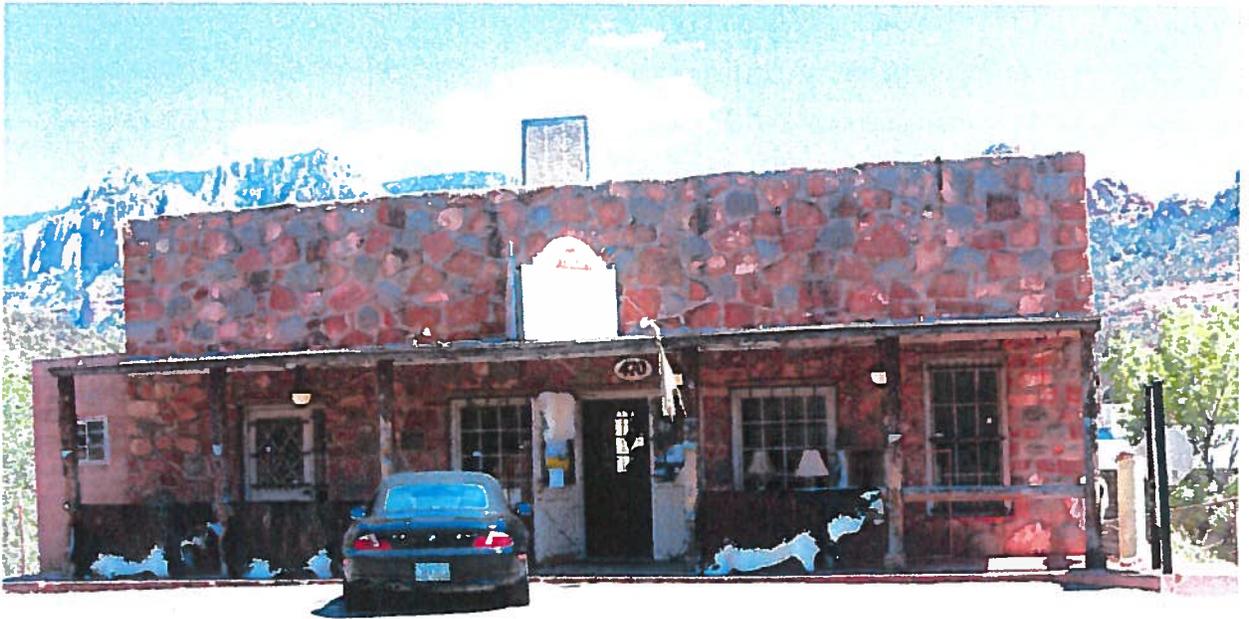
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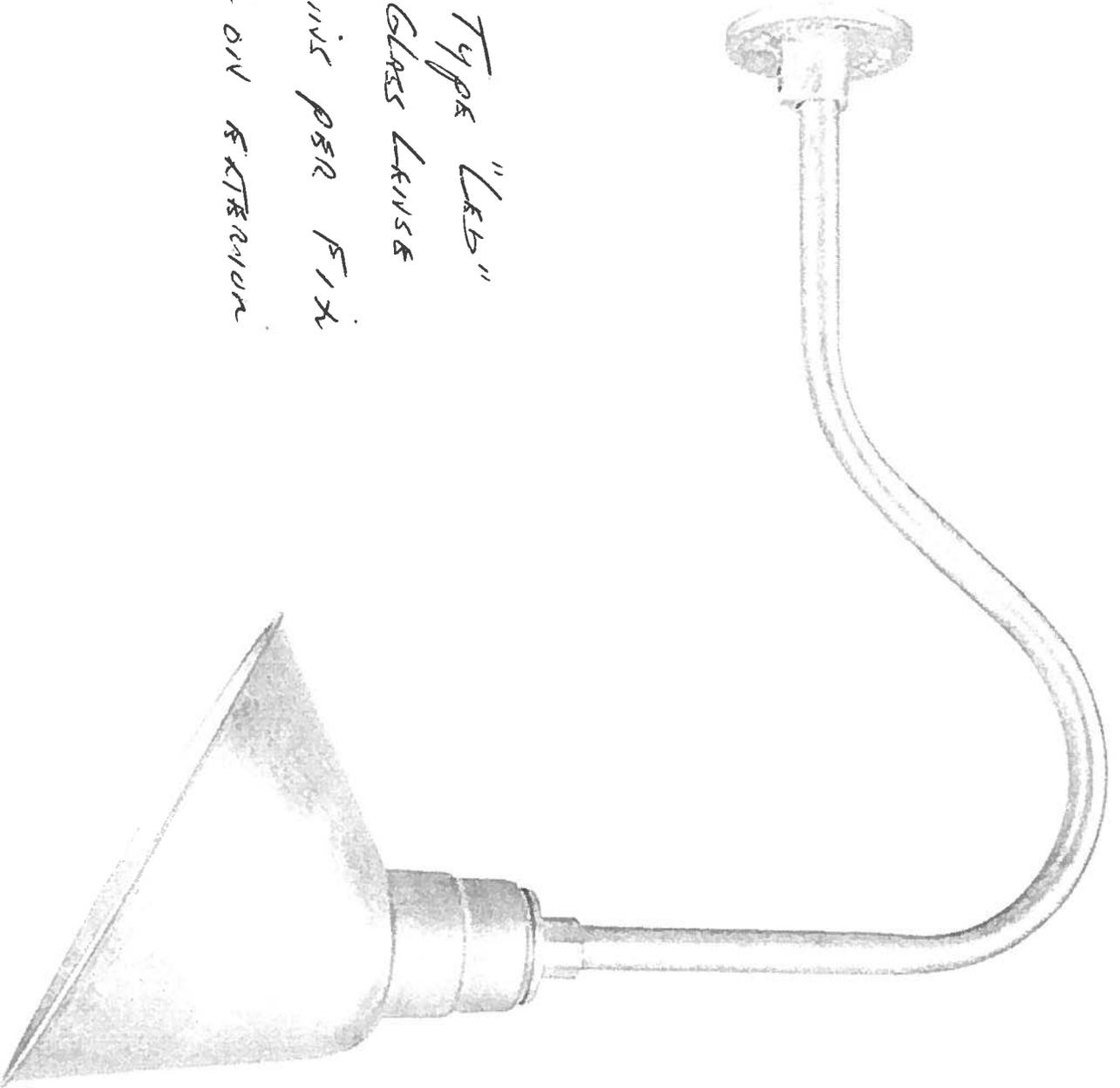








470 Hwy 89A TOP



Fix Lamp Type "LEB"
EXCLUDES GLASS LENSES
900 LUMENS PER FIX
4 TOTAL ON EXTENSION

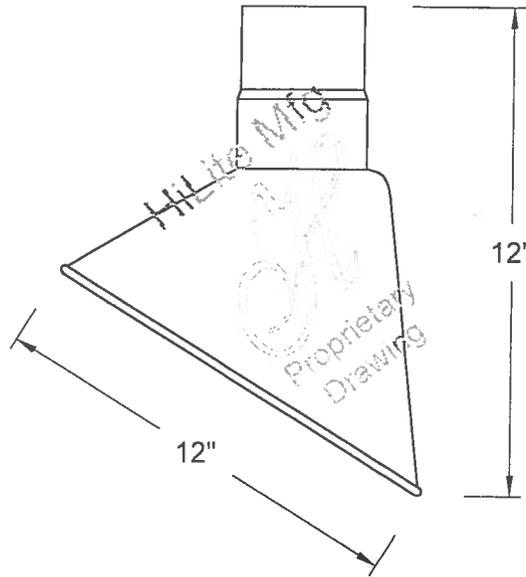


HI-LITE MFG. CO., INC

13450 Monte Vista Avenue
Chino, California 91710
Telephone: (909) 465-1999
Toll Free: (800) 465-0211
Fax: (909) 465-0907
web: www.hilitemfg.com
e-mail: sales@hilitemfg.com

H-18112 Angle Shade Collection

Job Name:
Type:
Quantity:



FINISH -Multi-stage pretreatment procedure using materials of polyester/polished powder coat, baking enamel liquid, raw metals, and galvanized finishes.

Standard Finishes are: 91(Black), 93(White), 95(Dark Green), 96(Galvanized), BR47(Powder Coat Rust), BK01(Black Texture), GN20(Powder Coat Patina).

Upgraded Finishes are: 29, 66, 82, 90, 92, 94, 97, 99, 100, 103, 104, 105, 110, 112, 113, 114, 115, 117, 118, 119, 120, 127, 128, 129, 133, 134, 135, 136, 98, 101, 102, 137, 138, 139, 140, 121, 122, 123, 124, 125, 126, 11, 01, 22, 25, 33, 77, 89, 24, 44, 48, 49, 15, 16.

(Custom finishes available).

For interior finish of fixture refer to color chart on pages 344-348.

MOUNTING - Stem, Arm, and Flush mounting available.

ACCESSORIES - CGU(Cast Guard and Glass), LCGU(Large Cast Guard and Glass), WGU(Wire Guard and Glass), LWGU(Large Wire Guard and Glass), ARN(Acorn Globe), LARN(Large Acorn Globe), WGR(Wire Guard) and SK(Swivel Knuckle) available.

REFLECTOR - Heavy duty, spun shade, aluminum 6061-0 and/or 1100-0, galvanized 22 gauge, steel 20/22 gauge, copper 032/040 and brass 032/040 construction. Dependant on finish.

SOCKETS/LAMPS - Available in:

Incandescent

- rated 200 watt max/120 volt, medium base.

Compact Fluorescent(CFL)

- rated 13/18/26/32/42/57 watt max/120/277 volt, GX24Q base.

Metal Halide(MH)

- rated 35/50/70/100/150/175 watt max/120/208/240/277 volt, medium base, 4KV socket.

High Pressure Sodium(HPS)

- rated 50/70/100/150 watt max/120/277 volt, medium base.

Light-Emitted Diode (LED)

- rated 20w or 30w LED. See LED specifications for complete part number.

MADE IN THE U.S.A.

Suitable for wet location.



**Exhibit B:
1998 Historic Landmark Application and
1999 Staff Report**



DATE: April 27, 1998

REGISTER NO: 007

APPLICATION FOR
HISTORIC DESIGNATION

HISTORIC LANDMARK

HISTORIC DISTRICT

APPLICANT NAME: Historic Preservation Commission
ADDRESS: 102 Roadrunner Drive
CITY/STATE/ZIP: Sedona, AZ 86336
TELEPHONE:

IDENTIFICATION

HISTORIC NAME: George Jordan Sales Building
LOCATION: Highway 89A (Artist's Market)
CITY/STATE: Sedona, AZ 86336
PARCEL NO./COUNTY : 401-13-19/Coconino

OWNER NAME: Deines Jean, Trustee of Gloria Jean
ADDRESS: PO Box 280
CITY/STATE/ZIP: Sedona, AZ 86339-0280
TELEPHONE:

NO. OF HISTORIC BUILDINGS: 1

HISTORIC USE(S): Built for cold storage and retail fruit sales.

PRESENT USE(S): Commercial

CONSTRUCTION DATE(S): ca. 1938

BUILDING TYPE: Commercial

ARCHITECT/BUILDER : George Jordan

INTEGRITY: Bathroom addition, concrete block, front windows altered.

CONDITION: Good

BUILDING DESCRIPTION

STORIES: 1 plus basement

SIZE: Approx. 1200 SF

STRUCTURAL MATERIAL: Red rock/concrete walls; posts and beams.

FOUNDATION MATERIAL: Concrete

WALL SHEATHING: Random rubble and red sand stone.

APPLIED ORNAMENT: None

ROOF TYPE: Flat with parapet.

ROOF MATERIAL: Built up

EAVES TREATMENT: None

WINDOWS: Double hung wood 6/6, wood fixed, 18 pane

ENTRY: Two at upper grade, two at basement grade.

PORCHES: Aluminum awning over entrances on front facade.

STOREFRONTS: Multiple openings - covered.

NOTABLE INTERIOR:

OUT BUILDINGS:

ALTERATIONS: Addition (recent) - added baths to north, new wood doors and windows at entrance.

AREAS OF HISTORIC SIGNIFICANCE

COMMERCE COMMUNITY PLANNING ___ ECONOMICS ___
EXPLORATION/SETTLEMENT ___ GOVERNMENTAL ___ MILITARY ___
RELIGION ___ SCIENCE ___ AGRICULTURAL ___ TOURISM ___
TRANSPORTATION ___ ARTS AND CULTURE ___ OTHER _____

Historic Property Map

George Jordan
Sales Building
(401-13-019)

300 foot distance
from parcel

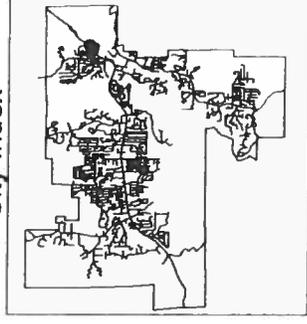
-  TUP trails
-  Pavement
-  Building footprints
-  Parcels
-  Parcels within 300 feet



1 inch = 150 feet



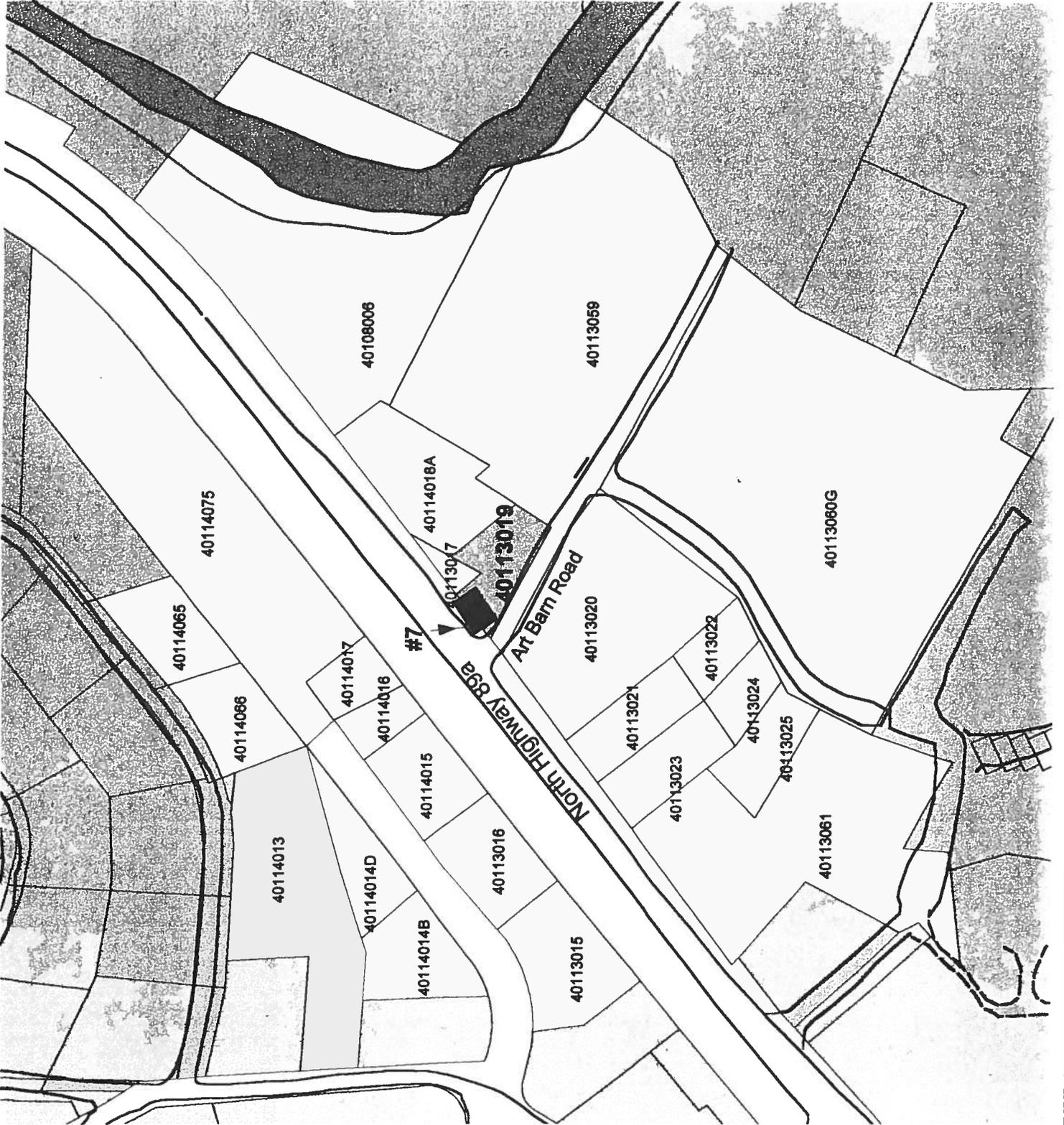
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accurate as possible. The City of Sedona shall assume no
liability for the information contained on this map.



City of Sedona
IS Division
102 Roadrunner Drive
Sedona, Arizona 86336
(920) 204-7206
<http://www.city.sedona.net>
aseiffert@city.sedona.net
arcviewcity/historic.apr 4/10/98





Long Range Planning Division

DEPARTMENT OF COMMUNITY DEVELOPMENT

102 Roadrunner Drive
Sedona, Arizona 86336

Tel : 520-282-1154
Fax : 520-282-5348

STAFF REPORT

To: Historic Preservation Commission

From: Audree Juhlin, Assistant Planner *aj*

Subject: HL 99-1 (Register Number 007) - George Jordan Sales Building

Date: February 10, 1999

In accordance with Section 1505.06D of the Land Development Code, the Historic Preservation Commission shall "review property nominations for designations as Historic Landmarks, and make decisions to designate, conditionally designate, or deny designations." Such review shall be based on consistency with Commission adopted criteria and consideration factors outlined in E-1(a) and E-1(b) of the Historic Preservation Manual.

Case number HL 99-1 consists of a proposal to designate the George Jordan Sales Building as a Historical Landmark. The Historic Designation Application is attached for Commission review.

In staff's opinion, the George Jordan Sales Building satisfies the evaluation criteria for designation as a Historic Landmark. The structure is at least 50 years old. The architecture is a good example of local use of sandstone. The interior has original sun-baked adobe walls, Cook Brother fireplaces and has extensive stonework.

Historically, the building was used for cold storage and a retail outlet for fruit produced and marketed in co-op with local orchard farmers. The building was constructed by George Jordan in 1938. The site was a landmark of early Sedona (1930-1940) and was part of the ranch-related development in north Sedona.

In conclusion, staff is supportive of a Historical Landmark designation for the subject property. Accordingly, staff recommends approval of case number 99-1 (register number 007) and suggests the following motion:

I (Commission Member), approve case number HL 99-1 (register number 007) based on the consistency with adopted historic landmark evaluation criteria.



102 Roadrunner Drive
 Sedona, Arizona 86336
 (520) 282-3113
 TDD (520) 204-7102
 Fax (520) 204-7105

Reg. 007

Sedona Historic Preservation Commission
Application _____ for Designation of Landmark

Name of applicant: Herman & Jean Deines
 Mail address: P.O. Box 10110, Indie, Ca. 92202
 Phone: 760-342-0907 Fax: _____

IDENTIFICATION

HISTORIC NAME: George Jordan Sales Building
 LOCATION: Highway 89A (Artist's Market)
 CITY/STATE: Sedona, AZ 86336
 PARCEL NO./COUNTY: 401-13-19/Coconino

OWNER NAME: Storia Jean Deines living Trust
 ADDRESS: P.O. Box 10110, Indie, Ca. 92202
 CITY/STATE/ZIP: Indie, Ca. 92202
 TELEPHONE: 760-342-0907

NO. OF HISTORIC BUILDINGS: 1
 HISTORIC USE(S): Built for cold storage and retail fruit sales.
 PRESENT USE(S): Commercial
 CONSTRUCTION DATE(S): ca. 1938
 BUILDING TYPE: Commercial
 ARCHITECT/BUILDER: George Jordan
 INTEGRITY: Bathroom addition, concrete block, front windows altered.
 CONDITION: Good

BUILDING DESCRIPTION

STORIES: 1 plus basement

SIZE: Approx. 1200 SF

STRUCTURAL MATERIAL: Red rock/concrete walls; posts and beams.

FOUNDATION MATERIAL: Concrete

WALL SHEATHING: Random rubble and red sand stone.

APPLIED ORNAMENT: None

ROOF TYPE: Flat with parapet.

ROOF MATERIAL: Built up

EAVES TREATMENT: None

WINDOWS: Double hung wood 6/6, wood fixed, 18 pane

ENTRY: Two at upper grade, two at basement grade.

PORCHES: Aluminum awning over entrances on front facade.

STOREFRONTS: Multiple openings - covered.

NOTABLE INTERIOR:

OUT BUILDINGS:

ALTERATIONS: Addition (recent) - added baths to north, new wood doors and windows at entrance.

AREAS OF HISTORIC SIGNIFICANCE

COMMERCE COMMUNITY PLANNING ___ ECONOMICS ___
EXPLORATION/SETTLEMENT ___ GOVERNMENTAL ___ MILITARY ___
RELIGION ___ SCIENCE ___ AGRICULTURAL ___ TOURISM ___
TRANSPORTATION ___ ARTS AND CULTURE ___ OTHER _____

DESCRIPTION OF HISTORIC SIGNIFICANCE

PROMINANT OCCUPANT:

HISTORIC ASSOCIATION(S): Built by George Jordan as retail outlet for fruit produced and marketed in co-op with local orchard farmers ca. 1938.

RELATIONSHIP TO COMMUNITY DEVELOPMENT: Part of ranch-related development in north Sedona.

CULTURAL AFFILIATIONS:

ARCHITECTURE: Indigenous. Good example of local use of sandstone.

DISTRICT/STREETSCAPE CONTRIBUTION: Landmark of early (1930-40) Sedona.

CONTEXT

ISOLATED/RURAL X RESIDENTIAL STREET COMMERCIAL X
CENTRAL SQUARE CBD OTHER

INFORMATION SOURCES: Those Early Days by the Westerners, Sedona Historical Society, WPA Guide to 1930s Arizona

REGISTER ELIGIBILITY STATUS

LOCAL X STATE X NATIONAL X

APPROVED BY:

George Jordan 1/3/99
OWNER/AGENT date

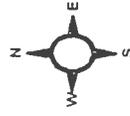
John E. ... 1-19-99
HPC CHAIRMAN date

Historic Property Map

George Jordan
Sales Building
(401-13-019)

300 foot distance
from parcel

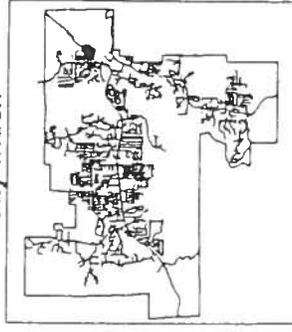
-  TUP trails
-  Pavement
-  Building footprints
-  Parcels
-  Parcels within 300 feet



1 inch = 150 feet



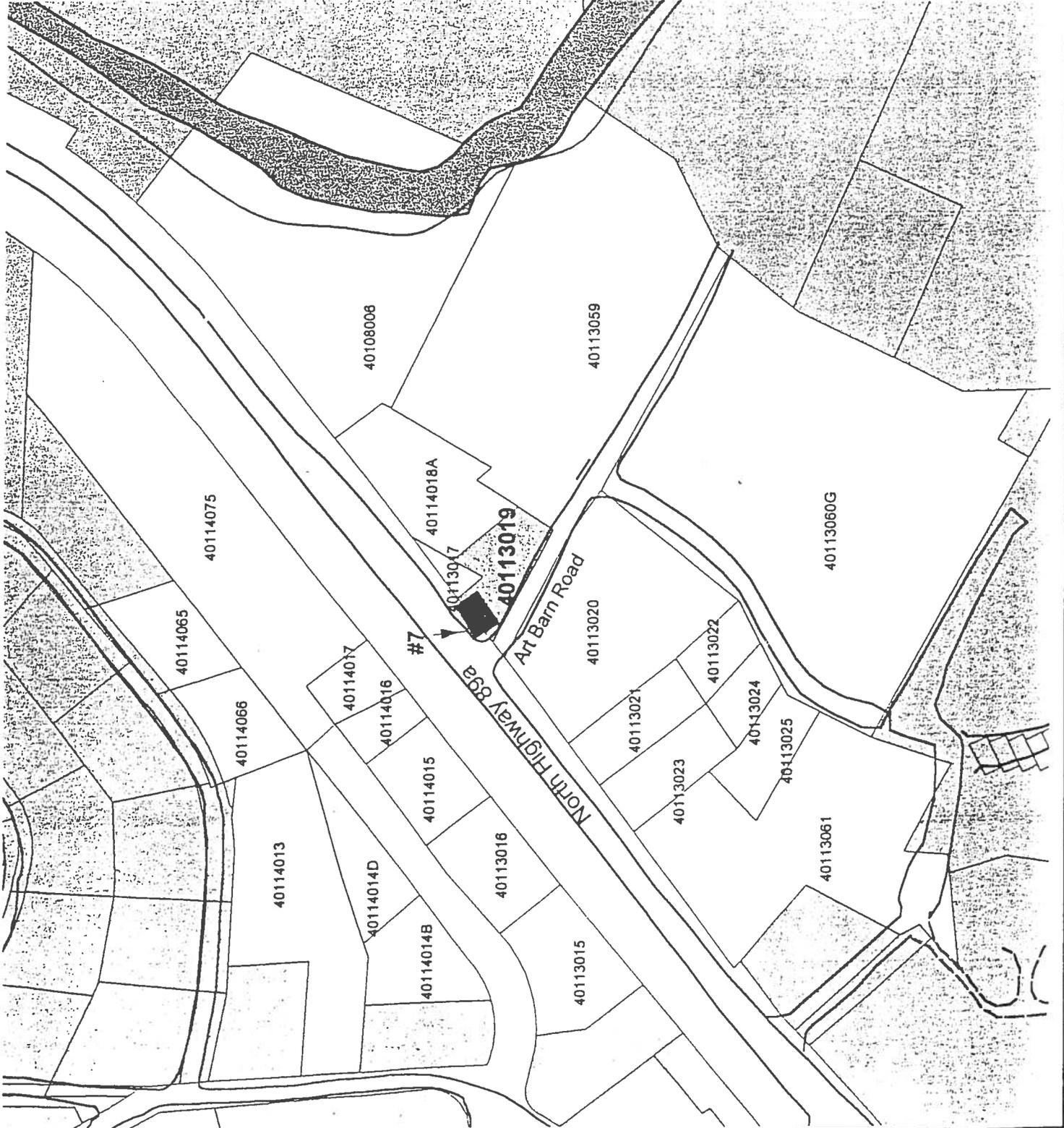
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City of Sedona
IS Division
102 Roadrunner Drive
Sedona, Arizona 86336
(520) 204-7206
<http://www.city.sedona.net>
arcview@city.sedona.net 4/10/98



120

Exhibit C:
Property Survey Data from
City of Sedona Historic Resource Survey

Arizona Historic Property Inventory Form

Survey Site No. _____ Accession Number _____
County: Coconino
Property Name: George Jordan Sales Building
Survey Area: City of Sedona

Identification

Address: 470 No. Hwy. 89A, Sedona

Lot/block/plat: 401-13-19 Coconino

Property type: Commercially zoned lot

Historic uses: Retail sales of orchard produce; lunch counter

Present use: Retail sales of leather goods

Style: Indigenous architecture, exterior native red sandstone and random rubble

Construction date: Circa 1938 (est.), sources: 1992 Sedona Historic Resource Survey by Ryden Architects for Sedona Historical Society; book *Those Early Days*: Sedona Historical Society.

Architect/builder/craftsman: George Jordan

Structural Condition: Good

Integrity of original features: Bathroom addition, concrete block, front windows altered.

Photos: (See attached sheet)

Stories: One Verandas: Aluminum awning over entrances on front facade

Foundation: Concrete Structural Materials: Red rock/concrete walls; posts and beams

Wall cladding: Native red sandstone and random rubble

Applied exterior ornament: None Interior: _____

Roof type: Flat with parapet Roof cladding: Built up

Environment/landscaping: Streetscape Outbuildings: None

Windows: Double-hung wood 6/6, wood fixed, 18-pane

Entry: Two at upper grade, two at basement grade

Alterations/dates of alteration: Recent addition, added baths to north, new wood doors and windows at entrance

Statement of Significance

1. Theme, context: A focal point of early Sedona commerce, and associated with Sedona's first industry, the orchard business.
2. Historical association: Built by George Jordan as the local retail outlet for fruit produced and marketed in co-op with local orchard farmers circa 1938. The Jordan brothers and others grew and shipped fruit around Arizona, to other states, and to the Army in World War II. Later this building was used as a lunch stand operated by Ruth Jordan, and became a local gathering place. The City of Sedona has designated this building as Sedona Historic Landmark #5.
3. Architectural association: Indigenous; good example of early use of local red sandstone.

(See page 2)

Arizona Historic Property Inventory Form (page 2)

Bibliography/Sources

1992 Sedona Historic Resource Survey by Ryden Architects for Sedona Historical Society; book
Those Early Days; Sedona Historical Society archives.

National Register Status

- Listed Date: _____
 - Individually eligible Potentially eligible as contributing property
 - Not eligible due to age
 - Not eligible due to integrity
- Are conditions reversible? ___yes ___no

Reference Files/Reports

1. _____
2. _____
3. _____

Surveyor: _____ Survey Date: _____ Date form completed: _____

Exhibit D:
Land Development Code, Article 15
(Historic Preservation)

Historic Preservation Ordinance Land Development Code Article 15



**City Of Sedona Community &
Economic Development Department**
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 • Fax: (928) 204-7124

Sections:

- 1501 Purpose.
- 1502 Relation to Community Plan.
- 1503 Definitions.
- 1504 Historic Property Register.
- 1505 Historic Preservation Commission.
- 1506 Incentives.
- 1507 Historic landmark designation process.
- 1508 Historic District designation.
- 1509 Certificate of Appropriateness.
- 1510 Maintenance and repair.
- 1511 Economic hardship.
- 1512 Appeals.
- 1513 Violations and enforcement.
- 1514 Severability.

1501 Purpose.

A. It is hereby declared as a matter of public policy that the City of Sedona joins with the United States of America and the State of Arizona in promoting the protection, enhancement, and perpetuation of properties and areas of historic, cultural, archaeological and aesthetic significance as being necessary for the economic, cultural, educational and general welfare of the public. This is done pursuant to the provisions of the National Historic Preservation Act of 1966 as amended, and A.R.S. Section 9-462.01.

B. Inasmuch as the identity of a people is founded on its past, and inasmuch as Sedona has many historic, archaeological and cultural resources which constitute its heritage, this article is intended to:

1. Identify and preserve the historic properties which represent distinctive elements of Sedona's historic, archaeological, architectural and cultural heritage. Maintain and foster their unique identities, which in turn helps to make the community a desirable place to live, work and visit;
2. Promote the use of historic properties for the education, pleasure, and welfare of the people of the city;
3. Foster civic pride in the accomplishments of the past;
4. Protect and enhance Sedona's attractiveness to visitors and the support and stimulus to the economy thereby provided;
5. Stabilize and improve property values of rehabilitated and protected sites;
6. Provide incentives for restoration by owners of landmarks or historic properties;
7. Provide standards for restoration of designated properties and new construction within Historic Districts.

1502 Relation to Community Plan.

The administration of this article shall be pursued in accordance with the recommendations set forth in the Sedona Community Plan.

1503 Definitions.

For the purpose of this article, certain words, phrases and terms used herein shall have the meaning assigned to them by this section. When not inconsistent with the context, words used in the present tense include the future; words in the singular include the plural and those in the plural include the singular. The word “shall” signifies mandatory; the word “may” is permissive.

“**Alteration**” means any aesthetic, architectural, mechanical or structural change to the exterior surface of any significant part of a designated property, as defined herein.

“**Archaeological site**” means a site containing any structure, articles or remains resulting from historic human life, habitation or activity, including but not limited to petroglyphs, pictographs, paintings, pottery, tools, ornamentation, jewelry, textiles, ceremonial objects, weapons, armaments, vessels, vehicles or human remains.

“**Building**” means a structure created to shelter any form of activity, such as a house, barn, church, hotel, or similar structure. “**Building**” may also refer to a historically related complex, such as a courthouse and jail, or a farmhouse and barn.

“**Cemetery**” means any site which contains at least 1 burial, marked or previously marked, considered a dedicated cemetery under Arizona state statutes, even though it may be currently suffering neglect and abuse.

“**Certificate of Appropriateness**” means a document issued by the Commission, following prescribed review procedures, certifying that proposed work on a designated property is compatible with the historic character of the property, and therefore may be completed as specified in the Certificate of Appropriateness, and any building permits needed to do the work specified in the Certificate may be issued.

“**Construction**” means the act of adding to a structure, or the erection of a new principal or accessory structure on a lot or property, which requires a city building permit.

“**Chairman**” means the Chairman of the Historic Preservation Commission or his/her designee.

“**City**” means the City of Sedona, Arizona.

“**Commission**” means the Historic Preservation Commission of the City of Sedona, Arizona, as described in this article.

“**Construction**” means any site preparation, assembly, erection, repair, alteration or similar action (excluding demolition) for or of sites, structures, public or private rights-of-way, utilities or other improvements.

“**Contributing**” means a classification applied to a building site, structure or object within a Historic District or landmark property signifying that it contributes to the defining characteristics of the Historic District or landmark.

“**Demolition**” means any intentional act or process, which totally or partially destroys a designated property.

“**Designated property**” means a property which has received city designation as a landmark, or as a contributing property within a Historic District, according to the provisions of this article.

“**Director**” means the Director of Community Development or his/her designee for the city pursuant to Article 3 SLDC.

“**Historic District**” means a geographical area whose boundaries are defined by a Historic District zoning designation which contains properties, structures, sites or objects which are considered to have historic or cultural value.

“**Historic Property Register**” means the listing and defining of designated properties of Sedona as provided in this article.

“**Historic Resource Survey**” means the official Historic Resource Survey books of the city as produced by the Commission, listing and describing properties, structures, sites or objects (whether designated or not) which are considered by the Commission to have historic or cultural value.

“**Integrity**” means a measure of the authenticity of a property’s historic identity, evidenced by the survival of physical characteristics that existed during the property’s historic or prehistoric period in comparison with its unaltered state. For example, a historic building of high integrity has few alterations or ones that can be easily reversed, and an archaeological site with high integrity is one that is relatively undisturbed; criteria evaluated include association, design, feeling, location, and materials.

“**Landmark**” means a designation, as a result of processes provided in this article, applied by the Commission to an individual property, structure, site or object, which has a historic value or expresses a distinctive character worthy of preservation.

“**Maintenance**” means regular, customary or usual care for the purpose of preserving a property and keeping it in a safe, sanitary and usable condition, without causing any alteration to the distinctive exterior character of the property.

“**Noncontributing**” means a classification applied to a property, site, structure or object within a Historic District or landmark property signifying that it does not contribute to the defining characteristics of the Historic District or landmark.

“**Planning and Zoning Commission**” means the Planning and Zoning Commission of the City of Sedona, Arizona.

“Preservation” means the act or process of applying measures to sustain the existing form, integrity and material of a 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 materials.

“Preservation covenant” means a deed restriction filed with the appropriate county, which identifies the property as a landmark or a contributing property within a Historic District.

“Reconstruction” means the act of reproducing by new construction the exact form and detail of a vanished structure or object, or part thereof, as it appeared at a specific period of time.

“Rehabilitation” means 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.

“Removal” means any relocation, in part or whole, of a structure on its site or to another site.

Renovation. See **“Rehabilitation.”**

“Repair” means any physical change that is not alteration, construction, removal or demolition.

“Restoration” means 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 the removal of later work or by the replacement of missing earlier work.

“Review criteria” means the standards, tests, norms or guidelines applied by the Commission during any review process, including but not limited to surveys, designations, or Certificates of Appropriateness.

“Secretary of the Interior Standards” means standards developed and published by the office of the United States Secretary of the Interior, as part of the Department of the Interior regulations. They pertain to historic buildings of all materials, construction types, sizes and occupancy, and encompass the interior and exterior.

“Stabilization” means the act or process of applying measures designed to reestablish a weather-resistant enclosure and the structural stability of an unsafe or deteriorated property, while maintaining the essential form as it exists at present.

“Structure” means anything constructed or erected, the use of which requires a permanent or semi-permanent location on or in the ground, including but not limited to bridges, dams, water distribution systems, buildings, garages, fences, gazebos, advertising signs, antennas, satellite sending or receiving dishes, paved parking or circulation areas, sculpture, and recreational facilities.

1504 Historic Property Register.

A Historic Property Register is hereby established for the purpose of listing and defining the landmarks and Historic Districts to be designated under the provisions of this article.

This Register may be periodically amended by the Commission and shall be held available for public reference and historical study.

1505 Historic Preservation Commission.

Pursuant to Ordinance 97-09, there is hereby created a Commission to be known as the Sedona Historic Preservation Commission of the city.

1505.01 Membership.

A. The Historic Preservation Commission shall be composed of 7 members, 5 of which shall be residents of the city, and up to 2 of which need not be residents of the city; provided, that the City Council finds at the time of their appointment that they have substantial ties within the corporate limits of the city, such as owning real property, owning a business, being employed within the city limits, or based on any other factors deemed relevant by the Council. The members of the Commission shall be appointed by the Mayor and Council.

B. Prospective members should have demonstrated significant interest in and commitment to the field of historic preservation, evidenced either by involvement in a local historic preservation group, current nonconflicting or previous employment or volunteer activity in the field of historic preservation, or other serious interest in the field. To the extent possible, it is desirable that 2 members be current or previous professionals in the areas of architecture, history, planning or archaeology.

C. Immediately prior to assumption of the duties of office, each member shall take and subscribe to the oath of office.

D. All Commission members shall serve without pay, except that members may be reimbursed for actual expenses incurred in connection with their duties, upon authorization.

1505.02 Term of Office.

A. Membership appointment to the Commission shall be for a period of 3 years. Terms shall be staggered so that no more than 3 members' terms shall expire in any given year. All terms shall begin on December 1 and shall end on November 30 or until a successor is appointed and qualified.

B. In the event of a resignation, removal or death of a member, the Council shall fill the vacancy for the unexpired term.

C. The Council may remove any member of the Commission by a majority of the Council, or as otherwise provided by ordinance or the City Code.

1505.03 Officers.

A. The members of the HP Commission shall elect from among themselves a Chairperson and a Vice Chairperson. These officers shall serve a 1-year term and until their successors are elected. Officers may serve successive terms, if so chosen by the Commission.

B. The Chairperson shall preside at meetings and exercise the usual rights, duties and prerogatives as the head of similar organizations. The Chairperson shall serve as Commission liaison with the city staff, and shall also be responsible for other duties as described in this article.

C. The Vice Chairperson shall perform the duties of Chairperson in the latter's absence or disability.

D. The members shall fill a vacancy in either office for the unexpired term through a new election.

1505.04 Meetings.

A. The Commission shall meet a minimum of 4 times per year, and more often if needed.

B. Four members shall constitute a quorum. The affirmative vote of the majority of members present shall be required for passage of any matter before the Commission. Any member may abstain from voting on a matter by declaring a conflict of interest, in which case such member shall step down and take no part in discussions or deliberations on that matter.

1505.05 Rules.

A. The Commission shall make and publish rules to govern its proceedings, subject to ratification by the City Council. All meetings of the Commission shall be open to the public and noticed as provided by Arizona law.

B. Minutes shall be kept of all meetings. The minutes shall include all issues considered and shall record the individual votes of members on each action item.

1505.06 Powers and Duties. The responsibility of the Commission is to promote the purposes and objectives of this article and shall include, but not be limited to, the following:

A. Maintain and periodically update, as needed, a plan for historic preservation.

B. Maintain review criteria to assure fair and impartial evaluation and designation of properties as landmarks and Historic Districts. The Commission shall periodically review these criteria, and make such adjustments or updates as may be required.

C. Maintain criteria to assure fair and impartial review of applications for Certificate of Appropriateness. Such criteria shall be subject to review by the Planning and Zoning Commission and ratification by the City Council.

D. Review properties proposed for designation as landmarks, explain to the owners thereof the potential effects of designation as known to the Commission at that time and make a decision to designate, conditionally designate, or deny designation.

- E. Review property nominations for designation as a Historic District, explain to the owners thereof the potential effects of designation as known to the Commission at that time and make recommendations regarding rezoning to a Historic District to the Planning and Zoning Commission and City Council.
- F. Propose design guidelines appropriate to individual Historic Districts.
- G. Review and approve, conditionally approve or deny applications for a Certificate of Appropriateness.
- H. Maintain the Historic Property Register.
- I. Determine and cause to be created a system of markers for designated properties.
- J. Recognize the owners of designated properties. Issue commendations to owners of historical properties who have rehabilitated their property in an exemplary manner.
- K. When City Council approval is appropriate, make recommendations to the City Council regarding the acquisition of property suitable for preservation. Such acquisition may include the purchase or acceptance of donated property.
- L. Make recommendations to the City Council regarding the utilization of federal, state, city or private funds to promote historic preservation.
- M. Make recommendations to the City Council to accept gifts, grants, funds, contributions, and bequests from individuals and public and private entities, agencies, foundations, trusts, corporations, and other organizations or institutions.
- N. Cooperate with and enlist the assistance of persons, organizations, foundations and public agencies in matters involving historic preservation, renovation, rehabilitation and reuse, with City Council approval as appropriate.
- O. Increase public awareness of the values of historic, cultural, archaeological and architectural preservation, by developing and participating in public education programs.
- P. Annually prepare written reports of Commission activities; submit such reports to the City Council and the State Historic Preservation Office (SHPO). These reports shall be available for public review.
- Q. Conduct detailed studies and surveys of properties and areas and assess their potential for designation.
- R. Periodically review the Historic Resource Survey and consider the inclusion of any properties, which may have come to meet the requirements herein, and the deletion of any properties which may no longer exist.
- S. Work with and assist departments of the city in matters affecting historic preservation.
- T. Assist property owners, on request, on the restoration, rehabilitation, alteration, decoration, landscaping, or maintenance of any historic property.
- U. Encourage and assist property owners of historic properties on procedures for inclusion on state historic listings and the National Register of Historic Places.
- V. Carry out such other duties as may be determined by the City Council, and present other such recommendations as may be deemed pertinent.

1505.07 Committees. Advisory Committees may be created by the Chairperson or by the Commission to study and report on pertinent matters. Such Committees may include citizens who are not members of the Commission, but shall include at least 1 Commission member who shall serve as Chair of the Committee. Committees appointed for a specific task shall dissolve when the task is completed and its report has been presented to the Commission.

1506 Incentives.

It is the intent of the city to make ownership of a landmark or contributing property within a Historic District as beneficial as possible. In addition to the intangible benefits of owning a property recognized as an important community resource, the Commission may, when applicable and possible, provide such owners with 1 or more of the following:

- A. Recommendation to the Department of Community Development that an alternate or transitional use be considered;

- B. Advice in locating potential sources of financial assistance and tax credits;
- C. Advice in preparing grant applications and potential third party sponsorship;
- D. Technical information and referrals;
- E. Assistance in locating buyers and/or sellers;
- F. Assistance in the formulation of a neighborhood association;
- G. Assistance in obtaining other benefits as may become available;
- H. Waiver of fees. Fees for applications as they pertain to this article may be waived or reduced by the Director upon a request from the property owner, or an authorized agent or by the Commission, if it is determined that such a waiver or reduction of fees would further the intent and purpose of this article.

1507 Historic landmark designation process.

The Commission may designate as a landmark an entire property, an identified portion of a property, or 1 or more individual structures on a property.

1507.01 Application Submittal and Review Requirements. An application for a landmark designation shall be submitted by the owner of the subject property or agent and involves the following steps:

- A. Pre-Application Consultation. Prior to the submittal of an application for a landmark designation, the applicant should consult with the Director to explain the application submittal requirements.
- B. Application Submittal Requirements. An application for a landmark designation shall contain at a minimum the following, any of which may be waived by the Director:
 1. Completed application.
 2. Location and description of property.
 3. Filing fee.
 4. Statement or letter of authorization from the property owner, if different from the applicant.
 5. An ownership map of property owners within 300 feet of the exterior boundaries of the subject property as shown on the last assessment of the property. A list of these property owners shall also be provided on mailing labels and keyed to the map showing the location of the identified properties.
 6. A written description of the proposed property. Description should include special aesthetic, cultural, architectural, archaeological or engineering interest or value of a historic nature, including information about the architecture, notable construction features and other information indicating the historical significance of the property. Sketches, drawings, photographs, or other descriptive materials.
 7. A written statement of condition of property and/or structure(s) including any known threats.
 8. Other information as may be requested.
- C. Incomplete Applications. Incomplete applications may be returned to the applicant and not processed until all materials have been submitted. If all the required materials have been submitted, the application shall be considered complete and shall be accepted by the Director. Following acceptance of a complete application, the Director shall conduct a formal review and prepare a comprehensive report which shall be submitted to the Commission and made available to the applicant, media and general public at least 7 days prior to the Commission's public hearing on the landmark application.
- D. Application Acceptance. Upon acceptance of a complete application, no building or demolition permits affecting the proposed landmark shall be issued by the city until the process as described herein has been completed and the Commission has made its decision.

1507.02 Notice of Commission Hearing.

A. Upon receipt of a complete application for a landmark designation, the Chairperson of the Commission shall place it on the agenda for a public hearing within 60 days. Public notice of this hearing shall be given as prescribed by Arizona law. The city shall give notice of the date, time, and place of a public hearing for consideration of a proposed landmark, including general explanation of the matter to be considered and a general description of the area affected at least 15 days before the hearing in the following manner:

1. Publication at least once in a newspaper of general circulation in the city.
2. Posting on the affected property so that the words "Public Hearing" and the date and time of the hearing are visible from a distance of 100 feet. It shall be the responsibility of the applicant to maintain the posting once erected.
3. Notification by first class mail shall be sent to each real property owner as shown on the last assessment of the property within 300 feet of the property to be landmarked.
4. In addition to notice by the means set forth above, the city may give notice of the hearing in a specific case in such other manner as it deems necessary or appropriate.
5. As provided in A.R.S. Section 9-462.04(A)(7), or any successor statute, the failure of any person or entity to receive notice as set forth in the statute or SLDC 400.05 shall not constitute grounds for any court to invalidate the actions of the city.

B. Persons with specific issues or concerns regarding a proposed landmark are encouraged to contact the Department of Community Development in writing, by phone or in person prior to the hearing.

1507.03 Landmark Designation Criteria. The Commission shall evaluate each structure, site, building or property within an area that is included in an application and may designate it as a landmark if it is determined to possess integrity of location, design, setting, materials, workmanship, feeling and association; and, being at least 50 years old or having achieved significance within the past 50 years if the property is of exceptional importance; and exhibits 1 or more of the following:

- A. Association with events that have made significant contributions to the broad patterns of our history; or
- B. Association with the lives of persons significant in our past; or
- C. Embodiment of distinctive characteristics of a type, period or method of construction, or representing the work of a master, or high artistic values or representing a significant and distinguishable entity whose components may lack individual distinctiveness; or
- D. Information important in the understanding of the pre-history or history of our community.

1507.04 Commission Public Hearing and Designation.

A. The Commission shall hold at least 1 public hearing on each landmark application. At the public hearing, the Commission shall review the proposal with consideration given to the review criteria. Approval, conditional approval or denial of a landmark application shall be based on the findings of the Commission as they relate to the criteria.

B. The Commission's decision shall be final unless appealed to the City Council as provided for in this article. A recommendation for approval may be subject to conditions as the Commission deems applicable.

1507.05 One-Year Bar on Refiling. If the Commission denies an application, the Commission may refuse to accept another application for the same or substantially the same landmark on the same property or any part of it within a year of the date the original application was filed on the same property or a portion of it.

1507.06 Removal of Landmark. The procedure to remove a landmark status to a property shall be the same as the procedure to designate. However, in the case of removal of a landmark designation, the Commission may initiate the application.

1507.07 Effect of Landmark Designation.

- A. Upon approval of a landmark designation, the affected property shall be included in the Historic Property Register and on any other applicable documents as appropriate for its preservation.
- B. No person shall carry out any exterior alteration, restoration, renovation, reconstruction, new construction, demolition or removal, in whole or in part, on any landmark, without first obtaining a Certificate of Appropriateness from the Commission.
- C. No person shall make any material change in the exterior appearance of any landmark, its color, materials, light fixtures, signs, sidewalks, fences, steps, paving or other elements which affect the appearance of the property without first obtaining a Certificate of Appropriateness.
- D. Each property designated as a landmark shall be maintained in good condition and faithful to its historic character.
- E. Nothing in this article shall be construed to prevent normal maintenance and repair, which does not involve change in the exterior design, material, color or appearance. [Ord. 2009-15, 10-13-2009].

1508 Historic District designation.

- A. A rezoning approval is required in order to receive a Historic District designation. The rezoning process to receive a Historic District designation is set forth in Article 4 SLDC, Review Procedures.
- B. The Historic District is an overlay zone which designated properties retain the uses of and are subject to the regulations of the underlying zoning. The underlying zoning, which relates primarily to land use and density, continues to be administered by the Planning and Zoning Commission. The Historic Preservation Commission administers the regulations as they relate to the Historic District designation. In the case where historic preservation and zoning regulations conflict, the Historic Preservation Ordinance takes precedence.
- C. The Commission, the Planning and Zoning Commission, City Council, a property owner or agent of property owner of the area subject to the request may initiate a request to rezone to a Historic District.

1508.01 Application Submittal and Review.

- A. Pre-Application Consultation. A pre-application consultation with the Director is required in order for the Director to explain the rezoning review process and application submittal requirements.
- B. Application Submittal Requirements. In addition to the submittal requirements set forth in SLDC 400, all Historic District rezoning applications shall include the following:
 - 1. Written description of the proposed Historic District. Description should include approximate construction dates, special aesthetic features, cultural, architectural, archaeological or engineering interest or value of a historic nature, including information about the architecture, notable construction features, and other information indicating the historical significance.
 - 2. Identification of prospective contributing properties and how they each meet 1 or more of the Historic District criteria.
 - 3. Current sketches, photographs or drawings.
 - 4. Statement of condition of all structures.
 - 5. Explanation of any known threats to any property or structures involved.

1508.02 Notice of Public Hearing. Notice of the Commission's public hearing shall be the same as set forth in SLDC 400.

1508.03 Historic District Designation Criteria. Each structure, site, building or property within an area that is included in a Historic District rezoning application will be evaluated using the following criteria to determine if it has historical or other cultural significance or integrity, and is suitable for preservation:

- A. Association with events that have made significant contributions to the broad patterns of our history.

- B. Association with the lives of persons significant in our past.
- C. Embodiment of distinctive characteristics of a type, period or method of construction, or representing the work of a master, or high artistic values or representing a significant and distinguishable entity whose components may lack individual distinctions.
- D. Yielding information important in the understanding of the pre-history or history of the community.
- E. Being at least 50 years old, or having achieved significance within the past 50 years if the property is of exceptional importance.
- F. Possessing integrity of location, design, setting, materials, workmanship, feeling or association.

1508.04 Adoption of Historic District.

A. Action by the Historic Preservation Commission. Upon completing its public hearing on the Historic District application, the Historic Preservation Commission shall transmit its recommendation to the Planning and Zoning Commission. The Historic Preservation Commission's recommendation shall include the following:

1. A map showing the proposed boundaries of the Historic District and identifying all structures within the boundaries, including classification as contributing or noncontributing.
2. An explanation of the significance of the proposed district and description of the cultural resources within the proposed boundaries.
3. A set of findings documenting the recommendation of the Historic Preservation Commission.
4. Proposed design guidelines for applying the criteria for review of Certificate of Appropriateness to the nominated Historic District.
5. The recommendations of the Historic Preservation Commission may include reasonable additional conditions and/or modifications to the proposed district property boundaries as deemed necessary to promote the purpose of the district.

B. Action by the Planning and Zoning Commission. The Planning and Zoning Commission shall hold a public hearing to consider the Historic Preservation Commission's recommendations. Following conclusion of its public hearing, the Planning and Zoning Commission shall transmit its recommendation to the City Council.

C. Action by the City Council. Following conclusion of its public hearing, the Council may approve the Historic District as recommended or in a modified form, stipulating those conditions it deems necessary to carry out the purpose of this district and this Code.

D. Approval and Adoption. The supporting statements, design guidelines and documents submitted with the application for a Historic District shall be approved and adopted by the Council and included in the ordinance establishing the Historic District.

1508.05 Effect of Historic District Designation.

A. Upon approval of a Historic District designation by the City Council, the affected property(ies) shall be included in the Historic Property Register and on any other applicable documents as appropriate for its preservation. The City's Zoning Map shall be updated to reflect the new zoning district boundaries. The city's parcel information database shall be updated to include those properties identified within the Historic District as contributing and noncontributing.

B. No person shall carry out any exterior alteration, restoration, renovation, reconstruction, new construction, demolition or removal, in whole or in part, without first obtaining a Certificate of Appropriateness from the Commission.

C. No person shall make any material change in the exterior appearance of a designated property, its color, materials, light fixtures, signs, sidewalks, fences, steps, paving or other elements which affect the appearance of the property without first obtaining a Certificate of Appropriateness.

D. Each property designated as a contributing property shall be maintained in good condition and faithful to its historic character.

E. Nothing in this article shall be construed to prevent normal maintenance and repair which does not involve change in exterior design, material, color or appearance.

F. In addition to any other required review and/or approval, any proposed construction within a Historic District shall also be subject to Commission review according to any design guidelines which may have been applied to that district and other applicable criteria.

1509 Certificate of Appropriateness.

A Certificate of Appropriateness is required before commencing any exterior improvements or development, including alteration, restoration, renovation, reconstruction, new construction, demolition or removal, in whole or in part, of any landmark or property located within a Historic District, whether or not the work will require a building permit. Building permits for exterior work on landmarks or properties within Historic Districts cannot be issued without first obtaining a Certificate of Appropriateness. If a building permit is sought from the city without a Certificate of Appropriateness, the issuance of the permit shall be deferred until after a Certificate of Appropriateness is issued by the Historic Preservation Commission.

1509.01 Application Submittal and Review Procedure. An application for Certificate of Appropriateness shall be submitted by the owner of the subject property or agent and involves the following steps:

A. Pre-Application Consultation. Prior to the submittal of an application for a Certificate of Appropriateness, the applicant should consult with the Director to explain the application submittal requirements.

B. Application Submittal Requirements. An application for a Certificate of Appropriateness shall contain at a minimum the following, any of which may be waived by the Director:

1. Completed application.
2. Location and description of property with photographs of areas affected by proposed project.
3. Filing fee.
4. A letter of intent describing the overall project specifically addressing architectural style, its compatibility within its context area, building materials, colors, exterior lighting, signage and landscaping if applicable.
5. Site Plan identifying all existing and proposed structures.
6. Scaled illustrations showing all existing and proposed site improvements and conditions, landscaping, signage and building elevations.
7. Samples of all proposed exterior paints or stains and colors and samples of roof and other exterior materials to be used, with an explanation on how they relate to existing colors and materials.
8. If the proposal includes signs or lettering, a scale drawing showing dimensions, lettering, colors, materials and any illumination.
9. Any additional information which the Commission may require to visualize the proposed work.

C. Acceptance of Application. Upon receipt of an application for a Certificate of Appropriateness, the Director shall complete a preliminary review within 2 working days to ensure that all the required materials have been submitted. Incomplete applications may be returned to the applicant and not processed until all materials have been submitted. If all the required materials have been submitted, the application shall be considered complete and shall be accepted by the Director.

1509.02 Notice of Public Hearing.

A. Upon receipt of a complete application for a Certificate of Appropriateness, the Chairperson of the Commission shall place it on the agenda for a public hearing within 30 days. Public notice of this hearing shall be given as prescribed by Arizona law. The city shall give notice of the date, time and place of a public hearing for

consideration of a Certificate of Appropriateness, including a general explanation of the matter to be considered and a general description of the area affected at least 15 days before the hearing in the following manner:

1. Publication at least once in a newspaper of general circulation in the city.
2. Posting on the affected property so that the words "Public Hearing" and the date and time of the hearing are visible from a distance of 100 feet. It shall be the responsibility of the applicant to maintain the posting once erected.
3. Notification by first class mail shall be sent to each real property owner as shown on the last assessment of the property within 300 feet of the subject property.

B. Following acceptance of a complete application, the Director shall conduct a formal review and prepare a comprehensive report, which shall be submitted to the Commission and made available to the applicant, media and general public 7 calendar days prior to the Commission's public hearing. Commission members shall make every effort to inspect the property prior to the hearing.

C. At the hearing, concerned persons may present testimony and/or documentary evidence which will become part of the record of the hearing and the deliberations of the Commission.

1509.03 Commission Review and Decision.

A. It is the intent of this article to ensure, insofar as possible, that properties designated as a landmark or a property within an Historic District shall be in harmony with the architectural and historical character of the property or district.

B. When reviewing an application for a Certificate of Appropriateness, the Commission may approve, conditionally approve or deny a Certificate of Appropriateness based on the following:

1. The proposed work does not detrimentally alter, destroy or adversely affect any architectural or landscape feature; and
2. The proposed work will be compatible with the relevant historic, cultural, educational or architectural qualities characteristic of the structure or district and shall include but not be limited to elements of size, scale, massing, proportions, orientation, surface textures and patterns, details and embellishments and the relationship of these elements to one another; and
3. The proposed work conforms with review guidelines and/or other applicable criteria; and
4. The exterior of any new improvement, building or structure in a designated Historic District or upon a landmarked site will not adversely affect and will be compatible with the external appearance of existing designated buildings and structures on the site or within a Historic District.

C. Review Guidelines and Criteria.

1. The Commission may utilize the following documents and criteria as guidelines when considering an application for a Certificate of Appropriateness:

- a. Approved design guidelines for a designated Historic District.
- b. Secretary of the Interior's Standards for Rehabilitation.
- c. Secretary of the Interior's Preservation Briefs and other information developed by U.S. Department of the Interior Park Service, Arizona Historic Preservation Office, National Trust for Historic Preservation, National Alliance of Preservation Commissions, Association of Preservation Technology, and the Old House Journal.
- d. Any other guidelines as adopted by the city.

D. No change shall be made in the approved plans of a project after issuance of a Certificate of Appropriateness without resubmittal to the Commission and approval of the change in the same manner as provided.

E. A Certificate of Appropriateness expires 6 months from the date of issuance unless work is started within that time.

F. If work exceeds that specified in the Certificate of Appropriateness, the Certificate of Appropriateness shall be revoked.

G. The Certificate of Appropriateness required by this article shall be in addition to any other permit(s) or review required for the proposed project.

1509.04 Demolition of Historic Landmark or a Contributing Property within a Historic District.

A. No person shall demolish a landmark or contributing property within a Historic District or cause or permit such demolition to be done, nor shall any permit for such demolition be issued, unless the demolition is approved by the Commission and a Certificate of Appropriateness is issued.

B. A landmark or contributing property may be demolished if:

1. The Chief Building Official has determined that an imminent safety hazard exists and that demolition of the structure is the only feasible means to secure the public safety; or

2. The Commission finds, after review, that maintenance, use and/or alteration of the designated property in accordance with the requirements of this article would cause immediate and substantial hardship on the property owner(s) because rehabilitation in a manner which preserves the historic integrity of the resource:

a. Is infeasible from a technical, mechanical, or structural standpoint; and/or

b. i. Would leave the property with no reasonable economic value because it would require an unreasonable expenditure taking into account such factors as current market value, permitted uses of the property, and the cost of compliance with applicable local, state and federal requirements.

ii. Costs necessitated by the neglect or failure of the current owner(s) to maintain the property need not be considered in making this finding; or

c. The Commission finds that the demolition of a contributing property would not have a substantial adverse impact on the historic significance or integrity of a Historic District.

C. The applicant shall bear the burden of proof for all findings required for approval of a Certificate of Appropriateness for demolition.

D. If demolition is approved, the property owner(s) may be required to publish notice at least 10 days prior to the scheduled demolition date, in a newspaper of general circulation, of the availability of materials for salvage. Upon request, the Commission may make this information available to persons who may be interested in contacting the owner(s) to arrange for possible salvage of historic building materials.

1510 Maintenance and repair.

Each property designated as a landmark, and properties designated as contributing properties within a Historic District, shall be maintained in good condition and faithful to its historic character.

Nothing in this article shall be construed to prevent normal maintenance and repair of any exterior feature of any structure designated as a landmark or contributing property within a Historic District, which does not involve change in design, material, color or outward appearance. The Commission shall not consider the interior arrangements or alterations to the interior of a building, unless designation specifically includes the interior or a portion thereof.

1511 Economic hardship.

An application for demolition or removal of a landmark or property within a Historic District may, if appropriate, be accompanied by a request for relief from economic hardship.

Before granting such request, the Commission shall study the historic or cultural value of the property and shall review options including incentives to the owner for restoration or recommendation to Council that the city purchase the property.

Separate standards and application requirements may be established by the city for granting economic hardship relief for income-producing properties and for non-income-producing properties.

A. Investment or Income-Producing Properties. Economic hardship relief may be granted if the applicant satisfactorily demonstrates that a reasonable rate of return cannot be obtained from a property which retains features which contribute to its distinctive character in its present condition nor if rehabilitated, either by the current owner or a potential buyer.

B. Non-Income-Producing Properties. Economic hardship relief may be granted if the applicant satisfactorily demonstrates that the property has no reasonable use as a single-family dwelling or for institutional use in its present condition or if rehabilitated, either by the current owner or a potential buyer. Economic hardship relief shall not be granted due to any of the following circumstances: willful destructive acts committed or caused by the owner; purchase of the property for substantially more than its fair market value; failure to perform normal maintenance and repair; or failure to diligently solicit and retain tenants or provide normal tenant improvements.

1512 Appeals.

Any person or group of persons aggrieved by a decision of the Commission may appeal to the City Council within 10 working days of the Commission's action, by filing with the City Clerk written notice of appeal and any applicable fee as may be adopted. The Council shall render a decision to sustain, conditionally overrule or overrule the Commission decision. The Council may choose to hold a public hearing if deemed appropriate.

1513 Violations and enforcement.

All work performed pursuant to a Certificate of Appropriateness under this article shall conform to requirements thereof. Compliance shall be confirmed by inspections made by the Building Inspector and the Commission Chairperson or his designee. Certain requirements of the Certificate, such as signs, lighting, landscaping and site development, shall be reviewed for compliance.

Any action regarding a violation of any provision of this article shall be brought to the City Attorney. Any person, firm, corporation or other entity found to be in violation of any provision of this article shall be guilty of a Class 1 misdemeanor, punishable in accordance with Article 14 SLDC.

Any person who causes unauthorized demolition, alteration, construction, or permits degradation or disrepair of a designated property as defined in this article may be required to restore the property and site to its condition prior to the violation. The civil remedy shall be in addition to, and not in lieu of, any criminal prosecution and penalty.

1514 Severability.

This article and its sections are hereby declared to be severable. If any section, subsection, clause, word or phrase of this article is held to be void, unlawful or unconstitutional, such holdings shall not affect the validity of the remainder of this article or of the Land Development Code.