



**AGENDA AND NOTICE OF THE REGULAR MEETING OF THE
WINSLOW HISTORIC PRESERVATION COMMISSION
THURSDAY, JANUARY 30, 2025 AT 4:30 P.M.
DOORS OPEN AT 4:00 P.M.**

AMENDMENT NO. 1

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Historic Preservation Commission of the City of Winslow, and to the general public, that the Historic Preservation Commission will hold a regular meeting on **Thursday January 30, 2025 at 4:30 P.M.** in the **Development Services Conference Room, 119 East First Street Winslow, AZ.** **Commission members will attend either in person or telephonically by dialing 928-289-8412 and entering pin #123321.**

- 1. CALL TO ORDER (PLEASE SILENCE CELL PHONES)**
- 2. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- 3. ROLL CALL – EXCUSE ABSENT MEMBERS**
- 4. DISCUSSION AND/OR ACTION TO APPROVE MINUTES – September 26, 2024**
- 5. STATUS REPORTS**
 - A. Update regarding Art's Council meeting related to Mural Project at 112 North Kinsley Avenue
- 6. COMMISSION CONSIDERATION AND POSSIBLE ACTION**
 - A. Discussion and/or Action Regarding 17.48 (Route 66 overlay), 17.96 (Preservation of Historic Sites and Structures) and Chapter 17.104 (Planning and Zoning Hearing Officer) of the Municipal Code
 - B. Discussion and/or Action Regarding possible creation of Historic Districts
- 7. DISCUSSION AND/OR ACTION REGARDING FUTURE AGENDA ITEMS**
- 8. ADJOURNMENT**

A copy of the agenda background materials already made available to the Historic Preservation Commission Members is available at the Development Services Conference Room, 119 East First Street, Winslow, Arizona between the hours of 07:30 a.m. and 4:30 p.m., Monday through Friday.

Pursuant to the Americans with Disabilities Act (ADA) the Historic Preservation Commission endeavors to ensure the accessibility of its meetings to all persons with disabilities or non-English speaking residents or for those who speak English other than very well. If you need an accommodation for a meeting, please the City Clerk's office at 928-289-1416 at least 48 hours prior to the meeting so that an accommodation can be arranged.

Notice is hereby given that pursuant to A.R.S. 1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Historic Preservation Commission are audio and/or video recorded, and as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at a time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. 1-602.A.9 have been waived.

These minutes are subject to approval and/or correction on October 31, 2024.

Minutes of the regular meeting of the Historic Preservation Commission held on Thursday, September 26, 2024 at 4:30 p.m. in the Development Services Conference Room, 119 East First Street, Winslow, Arizona.

MEMBERS PRESENT

Chairperson Law
Commissioner Emigh
Commissioner Evans
Commissioner Hartman
Commissioner Leary

MEMBERS ABSENT

Commissioner Tsosie
Commissioner Black

STAFF

Larrilynn Oso, Executive Assistant
Ashley Salyers, Recording Secretary

The meeting was called to order by Chairperson Law at 4:30 p.m. The Pledge of Allegiance was recited and a moment of silence was observed. Roll was called and Commissioners Black, Leary and Tsosie were absent.

Motion: Moved by Commissioner Evans, seconded by Chairperson Law, to excuse Commissioners Black, Leary and Tsosie. Motion passed unanimously with Chairperson Law and Commissioners, Emigh, Evans and Hartman voting yes. Commissioner Leary arrived at 4:32 p.m.

DISCUSSION AND/OR ACTION TO APPROVE MINUTES – July 25, 2024

Motion: Moved by Commissioner Evans, seconded by Commissioner Hartman, to approve the minutes as presented. Motion passed unanimously with Chairperson Law and Commissioners Emigh, Evans, Hartman and Leary voting yes.

STATUS REPORTS

A. Update regarding BEMO Bank (Bank of the West)

After Commissioner Emigh stated that she still needs to reach out to the bank president, Commissioner Evans referred to the agenda packet and provided additional information regarding the five Bank of the West branches. Chairperson Law directed that this update be continued until after the first of the year.

B. Update from Commissioner Leary Regarding Sign Payments

Commissioner Leary provided an update regarding the historical walking tour signs which have been completed and paid for. Commissioner Leary noted that city staff will assist with providing additional reinforcement to withstand the winds.

COMMISSION CONSIDERATION AND ACTION

A. Discussion and/or Action Regarding October 15, 2024 CLG Training

Item 4

Chairperson Law referred to the upcoming Certified Local Government Training and there was discussion regarding the proposed date of October 15th.

B. Discussion and/or Action Regarding Mural Project at 112 North Kinsley Avenue

After discussion regarding the proposed project, the decision was made that city staff will contact the Arts Council to invite them to a future meeting to further discuss details of the project.

C. Discussion and/or Action Regarding November and December Meeting Schedule

There was a brief discussion regarding cancellation of the November and December meetings due the upcoming holidays. It was noted that a special meeting could be called if one is needed.

Motion: Moved by Commissioner Evans, seconded by Commissioner Hartman, to cancel the November and December meetings and if required, a special meeting will be called with advance notice. Motion passed unanimously with Chairperson Law and Commissioners, Emigh, Evans, Hartman and Leary voting yes.

DISCUSSION AND/OR ACTION REGARDING FUTURE AGENDA ITEMS

Commissioner Evans requested that the City Council be advised of the condition of Brigham City to determine if emergency funding is available for repairs. There was a brief discussion regarding the anticipated cost of repairs.

ADJOURNMENT

Motion: Moved by Commissioner Hartman, seconded by Commissioner Evans, to adjourn at 5:02 p.m. Motion passed unanimously with Chairperson Law and Commissioners Emigh, Evans, Hartman and Leary voting yes.

Chairperson Law

ATTEST:

Ashley Salyers, Recording Secretary

Chapter 17.48 ROUTE 66 OVERLAY

Sections:

17.48.010 Purpose

17.48.020 Permitted Uses

17.48.030 Property Development Standards

17.48.010 Purpose

The purpose of this overlay is to encourage renovation and reuse of the existing structures within this corridor. Many of the City's historic resources are within this corridor. This overlay also includes many of the old motor hotels built during the time when Route 66 was the main cross-country transportation corridor. These structures present both opportunities and challenges. (Ord. 736 Art. IV § (A)(10)(a), 1997)

17.48.020 Permitted Uses

To allow maximum flexibility in innovation and creative reuse of these structures, all of the uses permitted in the underlying zone are permitted in the overlay, and additional uses are permitted in the Route 66 overlay as follows:

A. Within the Residential zones, offices/professional services and Class II home occupations shall be permitted.

B. Within the (C) Commercial zone, all listed permitted uses subject to the property development standards in the R1-12, R1-7, R-2 and MFR zones shall be permitted.

C. Within the (C) Commercial zone, all listed permitted uses in the Industrial zone may be permitted by conditional use permit.

D. Within the Industrial zone, all listed permitted uses subject to the property development standards in the R1-12, R1-7, R-2 and MFR zones shall be permitted; and all listed permitted uses in the (C) Commercial zone shall be permitted with the exception of sexually oriented businesses, which are not permitted.

E. All permitted conditional uses within all underlying zones shall be permitted conditional uses within the Route 66 Overlay subject to Chapter 17.68, with the exception of sexually oriented businesses in the Industrial zone, which are not permitted, and with the exception of one (1) family and two (2) family dwelling units in the (C) Commercial and Industrial zones, which are permitted as set forth in subsections B and D of this section.

F. Trees, shrubbery and other landscape features shall not be considered obstructions.

G. Landscape structures such as arbors, fountains or trellises are permitted in the required front yard up to a height of six (6) feet. Structures over six (6) feet require a conditional use permit. (Ord. 1149 (part), 2011; Ord. 1119 (part), 2010; Ord. 911, 2003; Ord. 736 Art. IV § (A)(10)(b), 1997)

(Manual, Amended, 04/15/2003)

17.48.030 Property Development Standards

All property development standards of the underlying zones shall apply in the Route 66 Overlay except the setback requirements for nonresidential uses in the (C) Commercial zone and (I) Industrial zone which shall be as follows:

A. Front Setback. Where the properties on both sides of the property in question are in the (C) Commercial zone or the (I) Industrial zone, no front setback shall be required. Where one (1) or both of the properties on either side of the property in question is in the more restrictive zone than (C) Commercial or (I) Industrial zone (i.e., MFR, MH-MF, R-2, etc.), the front setback of the more restrictive zone shall apply.

B. Side Setback. Where a side lot line in the (C) Commercial zone or (I) Industrial zone abuts the side lot line of a more restrictive zone (i.e., MFR, MH-MF, R-2, etc.), the side setback requirements of the more restrictive zone shall apply. Multi-story buildings adjacent to a Residential zone shall provide a side setback of ten (10) feet for each story of the building. On interior lot lines adjacent to (C) Commercial and (I) Industrial zones, there shall be no required side setback. On all exterior lot lines (adjacent to a public street), there shall be a side setback of ten (10) feet which shall not be used for parking.

Item 6A

C. Rear Setback. There shall be a rear setback of not less than ten (10) feet except that no rear setback is required where an alley exists at the rear of the lot. Buildings adjacent to a Residential zone shall provide a rear setback of twenty (20) feet except that a rear setback of ten (10) feet shall be provided where an alley exists at the rear of the lot. Multi-story buildings adjacent to a Residential zone shall provide an additional rear setback of ten (10) feet for each story of the building in addition to the first. (Ord. 1149 (part), 2011: Ord. 1119 (part), 2010: Ord. 841, 2000)

(Manual, Added, 12/19/2000)

Chapter 17.96 PRESERVATION OF HISTORIC SITES AND STRUCTURES

Sections:

- 17.96.010 Purpose and Findings
- 17.96.020 Creation of Historic Preservation Commission
- 17.96.030 Historic Overlay Zoning (HOZ)
- 17.96.040 Project Development Review
- 17.96.050 Development and Design Criteria
- 17.96.060 Enforcement and Penalties

17.96.010 Purpose and Findings

A. Winslow has an extremely rich and diverse history. Due to its proximity to a reliable water source, Winslow lies in the heart of an area that was home to some of the oldest civilizations on the continent. Throughout time its location has presented the opportunity to witness the many phases of westward migration, from the early wagon trains through the railroad years; the advent of the automobile and Route 66; and now Interstate 40. The architecture of most of these phases of development can still be seen throughout the city.

B. These phases in history combine to create the character of the community today. By preserving the significant sites and districts we can retain an appreciation for the past as we continue to develop into the next millennium.

C. By preserving entire districts we can create a sense of place that will enhance the community image; serve as a stimulus to economic development by attracting tourists; and increase the property values throughout the district.

D. A historic district is a single building, site, structure or object or group of buildings, sites, structures or objects, including signs, and which meet the criteria established by the National Register of Historic Places which states that the quality of significance in American history, architecture, archaeology and culture is present in districts, sites, buildings, structures and objects that possess integrity of location, design, setting, materials, workmanship, feeling and association and:

1. That are associated with events that have made a significant contribution to the broad patterns of our history; or
2. That are associated with the lives of persons significant in our past; or
3. That embody the distinctive characteristics of a type, period or method of construction or that represent the work of a master, or that possess high artistic values or that represent a significant and distinguishable entity whose components may lack individual distinction; or
4. That have yielded, or may be likely to yield, information important in prehistory or history; or
5. Relates to events, personages or architectural styles that are at least fifty (50) years old. However, outstanding examples less than fifty (50) years old should be evaluated on their own merits. (Ord. 736 XIX § A, 1997)

17.96.020 Creation of Historic Preservation Commission

A. Membership.

1. The Winslow Historic Preservation Commission shall be composed of seven (7) members, appointed by the Mayor and Council, all of whom have demonstrated interest, experience or knowledge in one of the following: history, architecture, planning, archaeology, historic archeology, real estate, historic preservation, law or related field.
2. To the extent available in the community at least two professionals from the disciplines of architecture, history, planning, architectural history, archaeology, or related historic preservation disciplines such as cultural geography or cultural anthropology should be members of the Historic Preservation Commission. Should no one be available from the community, the Council may hire a consultant.
3. Commission members shall be appointed by the City Council to serve no more than three (3), three (3) year staggered terms of office. In the event of the death, resignation or removal of a member, the vacancy may be filled for only the unexpired portion of the term. The terms of all members shall extend until their successors are qualified.
4. The Historic Preservation Commission shall meet at least four (4) times each year and follow the provisions of the Arizona Open Meeting Act.

B. Powers. Unless otherwise specified herein, the powers and duties of the Historic Preservation Commission shall be as follows:

1. Advisory to the Mayor and Council in all matters regarding historic preservation in the City of Winslow.
2. Review and make recommendations for nominations to the National Register of Historic Places.
3. Prepare, or cause to be prepared, and maintain a comprehensive inventory of historic buildings and districts in the City of Winslow that is compatible in form with the State Historic Preservation Office's planning requirements.
4. Increase public awareness of the value of historic, architectural, archaeological and cultural preservation by developing and participating in public information programs.
5. Make recommendations to the Mayor and City Council concerning the utilization of grants from federal and state agencies, private groups and individuals on the utilization of budgetary appropriations to promote historic preservation in Winslow. The Commission shall raise funds as necessary to promote its programs and activities.
6. Make known to the owners of historic properties the public standards for architectural review.
7. Evaluate and comment upon decisions by other public agencies affecting the physical development and land use patterns in historic districts as appropriate.
8. Hold public hearings as specified in this ordinance.
9. Any other functions which may be designated by resolution or motion of the Council.

C. Reporting and Notification Procedures:

1. The Commission shall follow notification procedures under the Arizona Open Meeting Law as well as those discussed in this ordinance.
2. The Commission shall keep written minutes.
3. The Commission shall prepare a written annual report of Commission activities that is provided to the Mayor and Council, the State Historic Preservation Officer and is available to the public.

D. The Historic Preservation Commission shall develop, propose and amend a Historic Sites and Structures Ordinance to be reviewed by the Planning and Zoning Hearing Officer for recommendation to the City Council.

E. Vacancies. The recording secretary of the Commission shall notify the Council whenever any member is absent for three (3) consecutive regular meetings; three (3) such absences without cause shall be sufficient for the Council to declare a vacancy in that office. When a Commission member moves from the City, the office shall at once become vacant. Vacancies shall be filled for unexpired terms in the same manner as prescribed for original appointments. (Ord. 1380 § 1(B), 2022; Ord. 1342 § 1, 2019; Ord. 1242 (part), 2014)

(Manual, Renumbered, 11/20/1998)

17.96.030 Historic Overlay Zoning (HOZ)

A. Intent. The intent of this zone is to promote the educational, cultural, economic and general welfare of the community, and to ensure the harmonious growth and development of Winslow by encouraging the preservation and rehabilitation of historic districts therein. The Historic Overlay Zone is to be superimposed over existing zones. This zone is intended to encourage the retention of historic properties and archaeological sites, preserve and keep them in active use and in their historic appearance, setting and placement rather than to modify uses in the underlying zones. It is also intended that new or remodeled buildings located within historic districts be designed and constructed to be compatible with buildings located within the immediate vicinity, in order to enhance property values, provide for future development and to promote and awareness of the heritage of Winslow among both residents and visitors to the community.

B. Definitions.

1. Alteration. Any significant aesthetic, architectural, mechanical or structural change to the exterior surface of any significant part of a designated property.
2. Construction. The act of building an addition to an existing structure or the erection of a new principal or accessory structure on a lot or property.
3. Demolition. The act or process that destroys in part or in whole a structure within an historic district.
4. Historic district. A designation, in the form of Historic Overlay Zoning formally adopted by the City Council, applied to all properties within an area with defined boundaries, where said properties express a distinctive character worthy of preservation. An historic district may also include or be composed of archeological sites.
5. Historic property or site. A designation, in the form of Historic Overlay Zoning formally adopted by the City Council, applied to an individual property, which expresses a distinctive character worthy of preservation, or an archeological site.
6. Ordinary maintenance and repair. Regular or usual care, upkeep or replacement/reproduction of any part, or putting back together that which is deteriorated or broken, when no building permit is required under current city codes.
7. Historic Structure. Any constructed or erected material or combination of materials the use of which requires location on the ground or attachment to something located on the ground, including buildings, mobile homes, stadiums, radio towers, sheds, storage bins, fences, and signs.
8. Historic Overlay Zone List. A list of zones approved by Council and maintained by the City Clerk. It shall include the Assessor's Parcel Number, legal description and description of the zone. The list shall be attached by reference to the Official Zoning Map.

C. Initiation or Amendment of Historic Overlay Zone.

1. Notwithstanding the provisions of Section 17.108.020 the procedure for establishing, amending or removing the historic overlay zoning designation shall otherwise be in accordance with the procedure for a rezone (this title).

(a) With the written consent of one hundred (100) percent of the property owners of record within the proposed boundaries, action to establish, amend or remove the Historic Overlay Zoning may be initiated by the Historic Preservation Commission or the Mayor and Council.

(b) The request for the Historic Overlay Zone shall be reviewed by the Historic Preservation Commission and the Planning and Zoning Hearing Officer. This shall be done at advertised public hearings, which may be joint hearings. Recommendations are then forwarded to the Mayor and Council for public hearing and action.

2. Upon action by Council the city shall make public record, by resolution, the decision to initiate or amend the Historic Overlay Zone. The City Clerk will maintain a list of all such resolutions. The Official Zoning Map will contain a reference to this public record.

3. Criteria for establishing a district, site, or object as historic:

In determining if an area, site, neighborhood or district shall be zoned as an Historic Overlay Zone the criteria of the National Register of Historical Places and the following criteria shall be applied. The property or site:

(a) Is documented as dating from a particular, significant period in Winslow's history; or

(b) Is associated with the lives of outstanding historical personages; or

(c) Is associated with significant historic events or occurrences; or

(d) Exemplifies the architectural period in which it was built and has distinguishing characteristics of an architectural style, method of construction; or

(e) Contributes information of archaeological, historical, cultural or social importance relating to the heritage of the community; or

(f) Relates to events, personages or architectural styles which are at least fifty years old. However, outstanding examples less than fifty years old should be evaluated on their own merits.

D. Permitted Uses. Use Requirements in the Historic Overlay Zone (HOZ) shall be as follows:

Any use permitted by the existing zones over which historic zoning is superimposed shall be allowed. The area zoned as an historic district shall be designated by its underlying zone name plus the acronym "(HOZ)". Example: C-66 (HOZ)

E. Appeal. An appeal to Mayor and Council's decision on a request to add, amend or repeal the Historic Overlay Zone shall be made in accordance with Chapter 17, Section 17.104.040 of the Winslow Municipal Code. (Ord. 1380 § 1(B), 2022)

17.96.040 Project Development Review

A. The City Inspector shall not issue a building, grading or demolition permit for the erection or construction of a new building or structure or any alteration involving the modification, addition, moving or demolition of any part of an existing structure which would affect the exterior appearance of any existing building or the installation or alteration of a sign or the construction or enlargement of a parking lot within an historic district or on a property containing an historic building without having the plans approved by the Development Review Committee and the Historic Preservation Commission except as provided in Section 17.96.050E.

B. Plans should follow the Secretary of Interior's Standards for Rehabilitation (attached by reference) and the criteria set forth in this ordinance. The potential for significant archaeological resources shall be considered before a permit is issued.

C. Plans shall be submitted to the City. City staff may require some or all of the following requirements:

1. Lot dimensions.
2. Location, size, height, use, and exterior materials of all buildings and structures.
3. Size and dimensions of yards and space between buildings.
4. Location and height of walls and fences.
5. Location, number of spaces, dimensions, circulation patterns and surface materials for all off-street parking and loading areas, driveways, access ways and pedestrian walkways.
6. The location, dimensions, areas, materials and lighting of signs.
7. Location and general nature of lighting.
8. Street dedications and improvements.
9. Existing and proposed grades and drainage systems.
10. The size and location of all existing and proposed public and private utilities. All easements must be shown.
11. Natural features such as mesas, rock outcroppings, or streams, and man-made features such as existing roads and structures, with indication as to which are to be retained and which are to be removed or altered.
12. Landscaping, including all surfacing material around building and in all open spaces.
13. A vicinity sketch showing the location of the site in relation to the surrounding street system. Adjacent properties and their uses shall be identified.
14. A legal (parcel) description of the land included in the site plan, and the name address, and telephone number of the owner, developer and designer.
15. Any other information which the Historic Preservation Commission or Development Review Committee may find necessary to establish compliance with this and other ordinances.

D. Preservation and Rehabilitation plans shall also include:

1. Drawings ("elevations") showing views of the existing structure as well as all proposed structures on the property.
2. Specific graphic information regarding exterior materials, colors and architectural details (trim, hardware, etc.), illumination, security, aesthetics.
3. A sign plan, drawn to scale, showing the design, color, lettering and methods of attachment of all exterior signs.
4. Any additional information that the Historical Preservation or Development Review Committee members may find necessary to establish compliance with this and other ordinances.

E. A hearing by the Development Review Committee shall be held within ten (10) days of the receipt of the complete application.

F. Appeal. The Historic Preservation Commission's and the Development Review Committee's decision may be appealed to the City Council by the property owner, or any aggrieved owner of property within three hundred (300) feet of the external boundaries of the property or district. Any appeal must be filed with the City Council within fifteen (15) days after the decision is rendered by the Historic Preservation Commission. (Ord. 1380 § 1(B), 2022)

17.96.050 Development and Design Criteria

A. Existing – Alterations to an existing, contributing, historic building, site structure or object located in an Historic Overlay Zone shall properly preserve the historical and architectural characteristics which make it unique, and any changes or additions shall conform to the intrinsic and unique character of the building or structure itself. The design should adhere to the Secretary of the Interior's Standards for Rehabilitation and will be permitted to reference the Uniform Code for Building Conservation.

B. New – New construction shall be compatible with the collective characteristics of the structures located within the zone. The criteria are:

1. Height.
2. Setback.
3. Proportion.
4. Roof Types.
5. Surface Texture.
6. Site Utilization.
7. Projections and Recessions.
8. Architectural Details.
9. Building Form.
10. Color.
11. Landscaping.
12. Enclosures.
13. Utilities.

C. Demolition of Structures.

1. No demolition permit shall be issued by the City Inspector for demolition of all or any part of a building, site, structure or object in the Historic Overlay Zone until a written request is submitted to the Development Review Committee and approved by the Historic Preservation Commission.

2. The Historic Preservation Commission may deny a demolition permit.

3. In making its decision, the Commission shall hold a public hearing to determine if the applicant has shown that the preservation of the structure is physically and/or economically infeasible.

4. The Commission shall also take into consideration post-demolition plans, including replacement structures for the historic zoned property.

(a) If preservation is found to be physically and/or economically infeasible, the City Inspector shall notify the applicant that the issuance of the demolition permit is approved by the Historic Preservation Commission.

(b) If the preservation of the structure is found to be feasible, the Commission shall either attempt to convince the owner to preserve the building, or if the owner does not so agree within 7 days, to advertise and attempt to identify a purchaser for the property at market value who will agree to preserve the building or structure for a period of at least five years. If no purchaser is found within three months the demolition permit shall be approved.

5. Nothing in this ordinance shall prevent the construction, reconstruction, alteration, restoration or demolition of any such feature which the city inspector shall certify is required by the public safety because of an unsafe or dangerous condition.

D. Post Demolition Requirements.

1. If a structure is demolished and the site left vacant, the area shall be maintained in a clean and inoffensive manner.
2. If a structure is demolished and the site converted to another use not requiring buildings (such as a parking lot), the area shall be buffered by landscaping and walls or fences that generally conform to the character of the other buildings and structures located within its historic district or historic site.
3. If demolished and a new structure erected, the structure shall generally conform to the character of the buildings located within its historic district as determined by using the historic district criteria as identified in this section.

E. Maintenance.

1. Nothing in this ordinance shall be construed to prevent ordinary maintenance or repair, including painting, of any exterior elements of any designated historic building, which does not modify the historic character of the structure.
2. The City Inspector shall be empowered to issue permits, without approval of the Historic Preservation Commission, in such instances where the repair or maintenance consists of limited in-kind replacement per the Secretary of the Interior's Standards.
3. Historic district properties shall be kept in good repair by the property owner so as to not detract from their exterior appearance. Deterioration caused by deliberate neglect of maintenance or repairs shall not be considered valid grounds for the approval of a demolition permit application. The condition of the property at the time of designation shall be the standard of reference for the evaluation of future deterioration.
4. The City Inspector shall advise the Historic Preservation Commission of cases of deliberate neglect or failure to meet minimum building code standards, particularly in regard to appearance, public safety and fire safety. The Historic Preservation Commission shall review such cases and make recommendations to the City Inspector.
5. If maintenance is necessary, the owner shall be notified.
6. If the Commission finds that deliberate neglect is occurring, the owner shall be cited by the City Inspector (Chapter 15.08 of the Winslow Municipal Code) and have up to 90 days to make the specific repairs necessary to correct the neglect.
7. If the repairs are not completed within 90 days, the City of Winslow may make the repairs and place a lien for the expenses against the property owner or enforce the penalties as contained in Chapter 17.112 of the Winslow Municipal Code.

17.96.060 Enforcement and Penalties

A. All work performed pursuant to the issuance of a building permit shall conform to the requirements of the permit and to the development plan. It shall be the duty of the City Inspector to inspect from time to time any work performed pursuant to the permit to assure such compliance. In the event work is not performed in accordance with the permit, the City Inspector shall issue a stop work order and all work shall cease per Chapter 15 of the Winslow Municipal Code. No person, firm or corporation shall undertake any work on such project as long as such stop work order shall continue in effect.

B. Any person violating any provisions of this code, except as otherwise provided above shall be deemed guilty of a Class I misdemeanor and in accordance with Chapter 17.112 of the Winslow Municipal Code.

Chapter 17.104 PLANNING AND ZONING HEARING OFFICER

Sections:

- 17.104.100 Creation–Term
- 17.104.110 Zoning Secretary
- 17.104.120 Conduct of Hearings
- 17.104.130 Records
- 17.104.140 Notice of Decision
- 17.104.150 Duties of the Planning and Zoning Hearing Officer

17.104.100 Creation–Term

There is created the office of Planning and Zoning Hearing Officer who shall serve at the pleasure of the Council. The Council may appoint a City resident to such position or, if the Council determines that the expertise of a professional is warranted, may appoint such professional in its discretion. (Ord. 1380 § 1(B), 2022)

17.104.110 Zoning Secretary

The City Manager shall appoint a Zoning Secretary who shall keep minutes, post notices, and handle all such secretarial duties for the Planning and Zoning Hearing Officer and coordinate an alternate Zoning Secretary to serve in the absence of the Zoning Secretary. (Ord. 1380 § 1(B), 2022)

17.104.120 Conduct of Hearings

All hearings conducted by the Planning and Zoning Hearing Officer shall be at such times as the Officer sets or at such other times as the City Council determines. All hearings shall be public and the Planning and Zoning Hearing Officer may administer oaths, take evidence, and compel the attendance of witnesses. (Ord. 1380 § 1(B), 2022)

17.104.130 Records

The Zoning Secretary shall keep minutes of the proceedings and shall file such minutes with the City Clerk. (Ord. 1380 § 1(B), 2022)

17.104.140 Notice of Decision

The Planning and Zoning Hearing Officer shall, within five (5) days after the conclusion of the hearing, file a written recommendation with the City Council entitled "notice of decision" unless the Planning and Zoning Hearing Officer determines that additional evidence or testimony must be taken. In such a case, the Planning and Zoning Hearing Officer shall adjourn the hearing to a later date not to exceed thirty (30) days from the date of the initial hearing. (Ord. 1380 § 1(B), 2022)

17.104.150 Duties of the Planning and Zoning Hearing Officer

A. The Planning and Zoning Hearing Officer shall hold public hearings when necessary and make recommendations to the City Council on all matters concerning annexations, lot splits, special developments (see special development option), amendments to the zoning code or zoning map(s), including the creation of zoning districts, the boundaries of zoning districts, and appropriate regulations to be enforced in such districts, recommendations regarding nonconforming uses, design review in compliance with adopted design standards and Design Review Board member duties, subdivision plats, General Plan review, recommendations and adoptions, and any other matter within the scope of the zoning power. The Planning and Zoning Hearing Officer shall fix a reasonable time for hearings and give notice as required by A.R.S. Section 9-462.04, as amended, City code, and other law as applicable.

B. The Planning and Zoning Hearing Officer is also responsible for hearing and deciding applications for conditional use permits. (Ord. 1381 § 1, 2022; Ord. 1380 § 1(B), 2022)