# Williams Historic Business District Design Guide

A Resource for the Management of the Williams Historic National Register District


## ABSTRACT

This document provides developmental guidelines to promote the educational, cultural, economic benefit and welfare of the community and to encourage preservation of the Williams Historic Business District. It also contains guidelines and submittal requirements on the maintenance, rehabilitation and remodeling of buildings within the historic preservation district to ensure harmonious development that will preserve the heritage of the district and the City of Williams.



Complied by
City of Williams Historic Commission

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## Introduction

The City of Williams has a unique stock of important historic buildings. The Williams Historic Business District, listed on the National Register of Historic Places, consists of seven blocks of buildings. They date from the late 1880s to the 1930s. The District has a high degree of significance as an important intermodal transportation hub connecting the South Rim of the Grand Canyon with the world. The interrelationship of Route 66 and the transcontinental and Grand Canyon railroads allows people to arrive by private car, bus and train.

The architecture of the Williams Historic Business District has a high degree of integrity. The vast majority of facades exhibit their original configurations and materials. This level of preservation of historic fabric is rare and deserves continued respect and conservation of original materials and components. These Design Guidelines provide guidance on maintaining the historic integrity, and preservation, of the architectural heritage of the Williams Historic Business District. Figure 1 (See Appendix B: Figures).

The City of Williams Historic Preservation Commission, which oversee the historic preservation of the district, will automatically review and update these guidelines every two (2) years. Or, when an update to the guide is deemed necessary by the Commission or the Williams City Council due to significantly changed circumstances that might affect the preservation of the historic district.

## Historic District Overview

<u>Location and Boundaries of the Historic District</u>

Boundaries for the Williams Historic Business District include all of the area associated with the commercial development of downtown Williams at the turn of the 20th-century (Hoffman, Williams Historic Business District National Register Nomination (NR Nom), p. 4). The north and south of the District are residential areas. To the east and west, along U.S. Route 66, are post-1945 commercial establishments (motels, gas stations, restaurants) which cater to the Williams tourism industry.

With the exception of the buildings which served the Railroad (Fray Marcos Hotel and ticket office, and track warehouses [currently known as the Grand Canyon Railway and Hotel), the District lies south of and adjacent to the railroad tracks. Since the 1920s, U.S. Highway 66 (a.k.a. Route 66), a major national highway, has run through the center of the District. (NR Nom, Appendix G)

The Williams Historic Business District has been the primary commercial center of Williams since 1880. It is divided into three zones: 1) Saloon row, extending along the south side of the Railroad Avenue from 1st Street to 2nd Street; 2) a commercial zone, and 3) Railroad properties, which lie north of Railroad Avenue on both sides of the railroad tracks. (NR Nomination)

District Boundary Map
(See Appendix A) Note: District boundary is at the centerline of the alley.

Williams Historic Business District History
The Williams Historic Business District has always been associated with the Santa Fe Railroad and the U.S. Highway 66. The business district of Williams was created in anticipation of the coming of the railroad, and remained and grew as the Santa Fe used the town to locate managerial offices and maintenance facilities, and for food, lodging, and recreational opportunities. The District is essentially a result of the National effort to connect the east and west coasts by rail, serving people involved in national transportation, the railroad enterprise, tourists, and those who served the tourists (NR Nomination).

Williams is located in northern Arizona surrounded by pine-covered hills and volcanic mountains, including Bill Williams Mountain to the south, the San Francisco Peaks to the east, and many grassy valleys, meadows and prairies. Much of the area, including Williams, was originally dedicated to sheep and cattle ranching. In addition, the forested area constituted the largest continuous stand of Ponderosa pine in the world, which by virtue of the arrival of railroad; lumber production became a profitable industry (Putt, p. 91).

One of the early settlers was Charles T. Rogers, a merchant from Prescott who ran cattle near Williams. In 1879, when Atlantic and Pacific Railroad made plans to extend its route past the north side of Bill Williams Mountain, Rogers purchased a ranch from John R. Vinton, close to what is now downtown Williams and established a home there. As the railroad progressed westward, construction camps were established followed by rail heads connecting to other communities to the south. The Atlantic and Pacific Railroad made steady westward progress extending their route, reaching Williams in 1882. By August 1883 offices of the Atlantic and Pacific Railroad were located in Williams, and the community was prospering. The arrival of the railroad opened the forest to logging and provided easier access to market for ranchers, than in other similar suitable environments, and thereby secured the sheep and cattle and timber industries in northern Arizona. Williams became an important shipment center for cattle, sheep, and wool and timber.

During the 1880's several businesses opened on land still owned by rancher Charles Rogers, which essentially became the town of Williams (NR Nom). The first post office was established on June 14, 1881 and Charles Rogers was appointed the first postmaster. The first major business was a store, opened by Mr. Rogers (NR Nom). The principle businesses were general merchandise stores, wholesale and retail liquor dealers, a saloon and a restaurant. Williams developed a reputation for being a "tough" town in the 1880s, catering to cowboys, sheepherders and railroad workers seeking relaxation. Business increased over time, including expansion of railroad facilities.

Mills to harvest timber sprung up to serve the construction of the railroad and related building construction. A portable lumber mill was installed in 1891, mainly to supply ties and bridge timbers for railroad construction. In the early years, logging was only legal on the railroad-owned land which had been allocated through a land grant provision of a Congressional charter which granted first claim on odd numbered sections within 50 miles of the railroad route to the Atlantic and Pacific Railroad (NR Nom). In 1892, the Saginaw Lumber Company, out of Saginaw, Michigan acquired logging rights to thousands of acres of timberland around Williams. They constructed two sawmills, the Saginaw Lumber Company was built along the west side of Williams and in Chalender in 1893 (NR Nom). The company supplied railroad ties for the Prescott & Phoenix Railroad (Putt: 96). The company used the railroad spurs to access timber stands and haul logs to the mill, as they had done

in Michigan. The Williams Mill, located near the site of present-day Williams High School, had a production capacity of 35,000 board feet of lumber per day (Putt: 97). The Saginaw Lumber continued to expand operations, and eventually closed the smaller mill in Chalender. By late 1897, timber resources were diminishing due to over logging. Nearly every tree along the Santa Fe Railroad was gone by the late 1880s. Forced to go further to obtain timber, the Saginaw Lumber Company financed the Saginaw Southern Railroad company in 1898 to operate between Williams and the Verde Valley, accessing previously inaccessible forests. The newly tapped resources allowed the Williams mill to operate at full capacity for several years (Putt: 98).

By 1898, extensive timber cutting had taken a toll on the forests, resulting in attempts to develop a systemic approach to managing the forests to "strike a balance between lumber demands and the forest's ability to grow trees" (Putt, p. 91). In 1899, the Saginaw Lumber Company merged with the Manistee Lumber Company, also out of Michigan. The new company was known as the Saginaw and Manistee Lumber Company. The increased worth of the combined companies allowed the new corporation to obtain larger loans which it used to remodel its mill in Williams and build new railroad spurs into the forest. By the early 1900s, the Saginaw and Manistee was the largest lumber producer in the Kaibab Forest. Due to the success of the timber industry, most of the accessible timber was cut, and the stands that remained in the Williams area were inaccessible to logging railroads and too far away to transport logs with horses. The loss of the timber resource, combined with a growing conservation movement, led to federal forest management plans, which included yield restrictions and forest restoration requirements (Putt: 93-113). By 1942, after 50 years of logging, the forests of the South Kaibab had been depleted of lumber, the Saginaw and Manistee's Williams sawmill and box factory closed (Putt: 121).

The town of Williams grew over the years, and by 1895 the population was 600. By 1900 it had doubled to 1200 people. To meet increasing needs of the residents, new businesses were established. Fires in 1895, 1896, 1901, 1903 and 1908 resulted in the loss of many business properties, but fortunately 1908 was the last major fire to occur in Williams (NR Nom: 4-5). By 1910, lumber, livestock and railroad industries provided the basis of the economy of Williams. By 1920, it was apparent that the best source of income from tourists traveling to the Grand Canyon.

In the 1920s, a federal highway was established along the route approximating the old Whipple Wagon Road. It became known as the National Old Trails Highway. Around 1928, it was renamed U.S. Highway 66 (a.k.a. Route 66). Route 66 construction, including federal support for highway maintenance, was significant in adding to the number of tourists who arrived in Williams since the highway was routed through the center of Williams (NR Nom, p. 8.7).

Most important of all to Williams is its tourist traffic. Although not all Grand Canyon tourists stop in Williams, not all those traveling on Route 66 are traveling to the Grand Canyon. However, the volume of traffic is such that tourism remains Williams' major industry. Auto tourist-related businesses grew and benefitted from the increased traffic flow to and through Williams, which created, and maintains, the Williams Historic Business District to this day.

Formation of the District

The Williams Historic Business District lies at the center of City of Williams, and includes portions of the Original Town Site, portions of the Scott Addition, businesses associated with the Atchison, Topeka, Santa Fe Railroad. The Williams Historic Business District was first inventoried in 1979, and listed on the National Register of Historic Places in 1983. Boundaries for the District were chosen to

include all of the area associated with the commercial development of downtown Williams around the turn of the 20th Century. Each of the areas of commercial development, and the buildings related to these enterprises, were taken into consideration in the formation of the District. Outside the proposed District there are buildings of required age (over 50 years old) and architectural integrity, but they were not connected with the development of the downtown in a commercial sense (see Boundary Map in Appendix A).

Authority over Activities in the District

The City of Williams entered into the Arizona Certified Local Government (CLG) Program in 1986, and established a Historic Preservation Commission in 1990. The Commission consists of members of the community who have an interest in or have knowledge of Williams History and/or individuals who have an economic interest within the Historic District. The Historic Preservation Commission provides recommendations to City Council and to business owners within the historic district.

## District Qualities and Design Elements

Architectural Overview

The architectural character of Williams has remained relatively intact over time, due to a later growth than other Arizona communities, including Flagstaff. As stated in the William Historic Business District National Register Nomination: "Williams remains a virtually unique museum of late 19th and early 20th century adaptive vernacular architecture, reflecting pan-United States tastes, the aspirations and life styles of the times in which they were conceived and the adaptation of those styles to the frontier environment… some of the finest examples in the region of vernacular frontier commercial architecture" (NR Nom, p. 1). Although fires repeatedly destroyed downtown Williams in the early years, after 1908 no major fires occurred, nor building booms, which has left a significant stock of early 20th century buildings. Downtown Williams is a time capsule of sorts of adaptive architectural styles from the late 1800s to the early 1900s (NR Nom, p.1).

Most of the buildings (all but four) in the District are single-story businesses in a Victorian Commercial style. Examples include recessed central entrances, with transom windows flanked by large glass front bays. The facades are topped by simple corbelled brick parapets. Vernacular buildings throughout the District include those with pressed metal siding or rock construction. All buildings in the District are rectangular in plan, with the exception of the Fray Marcos Hotel. Most fill a narrow lot (approximately 25 feet wide). The single most common design element, aside from the general character, is the rounded or segmental arch (NR Nom, p. 2).

The Williams Historic Business District is significant for its range of architectural styles, representing adaptation of styles of the "outside world" to the frontier environment. (NR Nom, p. 8.1). "It is a microcosm of turn-of-the-century architectural styles as interpreted in a frontier town" (NR Nom, 8.1).

All of the buildings within the District contribute to its sense of time and place. The District is an excellent collection of representative architectural styles form the late 19th century to the present day. The 19th century buildings that retain most of their original integrity are:

Tetzlaff Building
Grand Canyon Hotel
Cabinet Saloon

Those from 1900-1915 which retain most of the original integrity include:

The Fray Marcos Hotel
Duffy Brothers Grocery Store
The Old Parlor Pool Hall
Alternative Impressions (aka Dime Store)
Messimer's Insurance (aka Lebsch Confectionary)
Applegate Western and Casual Wear (aka Grand Canyon Drug)
Foster's Indian Store (aka Rittenhouse Haberdashery)
The Telegraph Office
Citizen's Bank
The Freight Depot
Pollock Building
Boyce-Belgard Building (aka Back and White Cleaners)

Other buildings which are significant historically (where the modifications are reversible, or the building has acquired a new significance of its own) include:

Babbitt-Polson Building (only example of Art Deco in the District)
The Sultana Building

Landscape/Streetscape

Generally, buildings in the District are built with a zero lot -line setback, with no landscape buffer. Buildings range in facade styles with a heavy emphases in the use of locally available sand stone veneers. Where gas stations, conveniences stores and motels appear in the District, some landscaping and parking is in place. Period style streetlights, original and period style neon signs and brick textured sidewalks are the main streetscape feature.

Traffic Flow, Pedestrian Circulation, Parking

The alternate one-way streets that transverse the east/west length of the District allow for a mixture of diagonal and parallel parking. This configuration, along with signage, provides a traffic calming/slowing effect that contributes to pedestrian safety and better viewing of storefronts. The strong Route 66 theme celebrates the automobile. The older gas stations in the District have been preserved and rehabilitated to play on the auto/Route 66 theme.

Relationship to Grand Canyon Railway and South Rim

In 1891, William W. Bass began a regular stage service between Williams and the Grand Canyon (NR Nom, p. 8.6). Work began in 1898 on a railroad from Williams to the Canyon. The addition of the railroad route from Williams to the Grand Canyon was an important economic stimulus for the town. In 1902, the slogan now used by Williams, "Gateway to the Grand Canyon," first appeared in the *Williams News*. It was officially adopted as the town slogan in the 1930's and trademarked in 1984.

During the early years of the 20th century accommodations for tourists were limited. The principal hotel was the Grand Canyon Hotel in Williams. The railroad completed the El Tovar Hotel at the Grand Canyon in 1905, placing it under the operation of the Fred Harvey Company, which had been

providing meals for tourist in converted railroad cars sidelined at Williams, because they did not have a hotel facility in Williams. In 1908, the Fray Marcos Hotel, a Harvey House, opened in Williams.

Travel to the Grand Canyon increased substantially in 1901, following the opening of a road between Williams and the Grand Canyon South Rim and the Grand Canyon Railway which was extended from the Anita Copper Mine area to the canyon. Auto travel from Williams to the Grand Canyon eventually exceeded that of the train (ca. 1927). By 1930, cars far exceeded the railroad in the number of tourists brought to the Canyon (NR Nom, p. 8.7). Although rail travel, generally, increased during WWII, the Grand Canyon tourist line was discontinued in July 1942. The Grand Canyon Railway, which had control of the line since 1901, was dissolved in 1943 and its property was transferred to the Atchison, Topeka and Santa Fe Railway Company. Service to the Canyon was restored after the war. In 1968 the railroad was abandoned due to ever increasing popularity of the automobile (NR Nom, p. 8.8). The Grand Canyon Railway resumed operations in 1989, and still takes tourists on a scenic trip to and from the Grand Canyon today.

## DISTRICT REQUIREMENTS

Alterations of existing structures or the construction of new structures must conform to the Williams City Code pertaining to the Historic Preservation District, Adopted Building Codes, Williams Historic District Streetscape Plan and the Secretary of Interior Standards for Rehabilitation as required in Section 158.106 of the Williams City Code (See Appendices attached to this document).

**Secretary of the Interior Standard for Rehabilitation**
https://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm

The Standards will be applied taking into consideration the economic and technical feasibility of each project.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will 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 elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

9. New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will 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.

## DISTRICT RECOMMENDATIONS **(All Figure referred to in the next sections are located in Appendix B of this document.)**

Elements Worthy of Preservation/Character-Defining Features

**Siting of Buildings**
All of the contributing buildings in the Williams Historic Business District have zero setbacks, which means they are aligned at the inner edge of the sidewalk. Figure 2

**Streetscape/Landscape**
The streetscape in the Williams Historic Business District is designed, and is still functioning, as a one-way configuration with cross streets and alleys. In some areas, businesses have taken over the open space between buildings for outdoor seating areas, business access, and parking.

The streetscape landscaping consists of exposed neon lighting, flowers and pot hanging from replicate historic streetlight fixtures. Locally available sandstone was used as a veneer on several buildings throughout the historic district. Figure 2 and Figure 24.

**Building Size and Scale**
Most roofs in the District are concealed behind a parapet. This is a strong character-defining element. Figure 3

**Doors and Windows**
Doors and windows are an important character-defining feature of historic buildings (and all buildings). Generally, the mass of historic buildings is balanced by an open and accessible first floor with vertical windows. Vertical windows were originally a climatic response in which transoms, operable openings above the doors, along with double hung windows, allowed the breezes to travel across the tops of rooms to remove the warm air. This combination of style and practicality should be respected and preserved in historic buildings. Street level storefronts are mostly glass with window area using 60-90% of the façade street frontage. Second story windows have a much lower percentage of window area, approximately 10-25% of frontage. Figures 4, 5, 6, 7, 8

## District Design Guidelines

The four major approaches to preserving historic buildings are defined by the National Register of Historic Places as Restoration, Preservation, Rehabilitation and Reconstruction. Rehabilitation is the most common approach, in which the historic, character-defining features which remain are preserved, but aesthetically compatible changes are made to allow the building to continue to be

utilized, often for a use different from the original use. This approach respects the character of the past while allowing for contemporary changes which do not damage or detract from the historic character of the building. Most of the buildings in the Williams Historic Business District have been rehabilitated, and that approach will likely continue.

As a comparison, Restoration is the process of accurately returning a building to a specific period in time and the same (or a very similar) use of the building, including restoration of missing or altered features, including windows, doors, materials, colors and other original design features.

Preservation is a process of retaining what remains of the character-defining features, but no reconstruction of missing features or attempt to replicate the character of the building at a point in time. All other elements of the building are repaired and maintained in their current condition.

Reconstruction is the accurate reproduction of historic property which has been demolished or is unsalvageable as it stands. Reconstruction is generally a last effort, saved primarily for properties which have a high level of significance as defined by the National Register of Historic Places (https://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_2.htm)

**Siting**

To maintain the historic pattern, all setback should be zero for at least 50% of the first floor and 100% for second and third floor facades (including the roofline). There is no requirement regarding depth, angle or shape of inset. (Exception: Historical gas stations). This allows up to one half of the first floor façade to be inset under the second floor, providing shelter, public safety and additional commercial display space. Figures 9 & 10

**Streetscape/Landscape**

Since there is a zero setback, landscaping on private property is not possible within the District.

Landscaping is not allowed at the front of the building within the front property line. Chairs, benches, pots, etc may be approved to be placed on the public sidewalk or hanging pots to the exterior of their building. They must meet design requirements, ADA access/clearances and supply the city with required insurance. Landscaping within the District is limited to the public right of way. Figure 11

Care should be taken that historic portions of the sidewalks are preserved. Such as the sandstone curbs that lines the sidewalks along Second Street, south of Route 66.

Any approved new attachments to an exterior wall; such as awnings or signs must be properly installed in a mortar joint as to not to damage the brick face.

**Building Scale, Massing and Proportion**

Maximum building height 35 feet (refer to City of Williams Land Development Code)

One-story buildings shall be between 16 and 24 feet in height (as measured from the front sidewalk to the uppermost part of the roof line)

Two story buildings shall be between 28 and 35 feet in height

The mass to void ratio defines the building character, and should be maintained. Figure 13

As a generally rule, the wider the building, the taller it should be. Figure 14

No roofs, roof materials, or mechanical equipment mounted on the roof shall be visible from the front elevation.

Flat Roof (low slope, draining to the back of the building) with parapets (a vertical extension of the façade above the roof) are an important part of the massing of buildings in the Historic District, and therefore should be maintained (repaired) or replaced in kind. Figure 12

**Doors and Windows**

The way the openings (doors and windows) are set in an elevation has a significant impact on the mass, style and gracefulness of a building. The arrangement of doors and windows was an important element in the original design of historic buildings in the district. (See Section 158.106 of the City of Williams Code for specifications on doors and window).

Preservation of Original Windows: Historic/original fixed and operable windows should be preserved as the preferred treatment. Repairs, if needed, should be performed in the gentlest manner possible.

- **Window Repairs**: Original sashes shall be repaired with "Dutchman" replacement pieces or epoxy filler. Exact replacement sash may be used if more economical to repair.

- **Storm window** inserts may be added in place of the screen sash for thermal energy performance improvement.

Window Replacement: If windows or window components are beyond repair, the following window replacement guidelines shall be followed:

- The use of wood windows and storefronts is strongly encouraged. Composite materials are acceptable if it gives the appearance of the material being replaced.

- Bare aluminum or metal are ***not acceptable*** for any application. Metal may be used for doors and windows if painted a compatible color with the building or anodized (Powder coated).

- Replacement with generic commercial windows must be compatible with the existing size and design and approved by the commission. If not windows shall be custom build to accommodate existing size and design.

- Windows: Proper orientation of window openings avoids the appearance of either being too delicate on one hand, or too imposing on the other. Windows types, orientation, quantity, and size guidelines are as follows:

- **Window types:** Windows should be single, double hung, or fixed. Casement windows are acceptable if they meet the vertical orientation criteria (see *Orientation*

below). Sliding, awning, hopper or jalousie windows are not acceptable. The use of wood for windows is strongly encouraged. Composite material is acceptable if the material gives the appearance of wood. Bare aluminum or metal is not acceptable. Figure 15

- **Orientation:** Windows shall be vertical in orientation. The height of each window opening should be at least one and one-half times the width (e.g. a 3-foot wide opening must be at least 4-1/2 feet tall). Figure 16

- **Second floor windows**: All the windows in the second and third floors should be between two and four feet wide. No single opening in the second or third floor should exceed four feet in width. Figure 17

- **Storefronts**: The first floor shall consist of "storefront" openings. The storefronts should have opaque (solid) lower panels one and a half to three feet high. The use of wood for storefronts is strongly encouraged. Composite material is acceptable if the material gives the appearance of wood. Cast iron storefronts are acceptable. Metal may be used for doors and windows if painted a compatible color with the building or anodized (powder coated). Bare aluminum or metal is ***not acceptable***. Figure 18

- **Glass panes**: Window panes shall be glass (not plastic or Plexiglas). The individual glass panes should have a vertical orientation (as described above under Window Orientation).

- **Transom windows**: Fixed transom windows above the doors and windows up to the bottom of the interior finished ceiling are encouraged. Transoms do not need to be operable. Figure 19

- **Window area**: Door and windows can be up to 75% of the front elevation; second and third floor windows openings can be up to 50% of the elevation.
  Large, continuous openings on the first floor are encouraged, but are not mandatory. Figure 20

Doors:

- **Door swing**: No door should swing into the public right of way (sidewalk).

- **Material**: The use of wood for doors is strongly encouraged. Composite material is acceptable if the material gives the appearance of wood. Bare aluminum or metal is not acceptable. Metal may be used for doors and windows if painted a compatible color with the building or anodized (Powder coated). Figures 21 - 23

**Wall Materials & Finishes**

The materials of a building contribute significantly to its character and is often the first identifying feature of a building. Much of the character of the buildings in the Williams Historic Business District has to do with the use of materials as it does with the siting and massing. Thus, the compatible use of materials is strongly encouraged to continue the design theme established at the turn of the 20th-century.

Existing materials shall be treated in the following sequence: 1) Repaired; if not reparable, 2) replaced in kind. See: NPS Preservation Briefs (https://www.nps.gov/tps/how-to-preserve/briefs.htm) for additional technical information on building materials, repairs and replacement. (See Section 158.106 of the City of Williams Codes for specifications on Wall Materials & Finishes).

Masonry: The use of brick and stone masonry is required. Figures 24 - 28

- Masonry may be either structural or veneer: fired clay brick or native stone
- Native stone of the area includes basalt and sandstone.
- Composite material must be pre-approved
- The façade material must be left in a natural condition with no glazing, paint or other applied finishes.

Stucco: Stucco shall be used as an accent only, except in existing circumstances. Figure 29,

- New or existing materials shall not be covered in stucco, gunite or other spray applied material.
- Stucco accents may be painted.

Wood: Wood may be used as an accent material only (trim, c.ornices, etc.). Figures 10, 18, 19, 26, 30, 31

- New or existing facades shall not be sheathed in wood, metal or vinyl.
- Wood may be stained or painted.

Roof and Roof Parapet: Figures 32

- Pressed metal cornice (prefabricated) shall be repaired or replaced in kind
- Metal roofing is acceptable.
- Most roofs in the District are concealed behind a parapet. This is a strong character-defining element that should be respected in rehabilitation
- The color of the roofing material that is visible within the historic district shall be an earth tone or match the color of the building to reduce glare.

**Awnings** Figures 33-36

Awnings shade in the summer and provide cover during rain; add an inviting human-scale to the front of a building that looks sheltering and inviting; provide an opportunity for color and variety to the building elevation; and a place for appropriate business identification at street level. (See Section 158.106(F)(7) of the City of Williams Code).

- The use of canvas awnings is recommended.
- Aluminum, plastic or vinyl or other shiny materials are **not acceptable**.
- Copper and metal awnings with a patina finish or aged metal (non-shiny metal surfaces) are acceptable.
- First floor awnings may extend over the public right of way (sidewalk).
- The width of the awning may be up to the width of the storefront or inset.

- The color should match or be complementary to the primary color of the façade. The color must not detract from the façade.
- Second floor awnings are also encouraged.
- One awning should be used for each window, although one awning may cover not more than two windows at a time.
- Awnings should be horizontal with an angle of approximately 45 degrees from the sidewalk to the façade. Curved awnings are permitted but not encouraged.

**Signage** Figures 2, 27, 37-39

Current signage within the district is eclectic, with just about any type of frontage sign imaginable. The largest sign is the Circle K, with the Arizona Motor Hotel a close second. The tallest sign is the Canyon Club. Most other signs are similar in size and character to each other. No digital or electronic message board signage is acceptable or permitted in the downtown Historic District. (See Section 158.195 of the City of Williams Codes for specifications on signs on the exterior of buildings and on the interior and exterior of windows).

- Many historic buildings include insets or other areas within the façade designed specifically for signage. Where this condition exists, the signage shall be constrained within this area and shall not extend beyond the provided borders.
- Signage should complement and not detract from the building.
- Signage shall be used for identification only, not for advertising.
- All signage should be placed flat against the façade. One suspended perpendicular sign per building is permitted if it complies with the rest of the requirements of these guidelines.
- Signage painted directly on the façade is only permitted where they exist or on buildings that are painted and must be done in a historically compatible style. Painted signage is not allowed on any unpainted brick.
- Signage painted on window glazing is acceptable and must comply with section 158.195(K)(10) of the City Code.
- Signage lighting is allowed but it must be of an output to comply with Coconino County Dark Sky Ordinances (https://coconino.az.gov/DocumentCenter/View/3004/Section17).
- Any enclosed lighting is acceptable if the source cannot be seen.
- Signage lettering may be painted or individually cut figures.
- All electrical wiring leading to signs will be enclosed as much as can be done safely and installed in a professional manner, including surveillance cameras.
- Exposed neon may be used for lettering if set into individually cut channel-type figures.
- Exposed neon of any kind is encouraged in the down town historic district.
- No LED tube or LED rope lighting mimicking authentic glass neon lighting is acceptable within the historic district.
- No rope lighting of any kind is acceptable within the historic district.
- No digital or electronic message board signs are acceptable within the historic district.
- Box-type or cabinet sign are acceptable. Lighting for cabinet requires the main panel be of an opaque color, not translucent.

**Colors** Figures 40

There is currently a wide range of colors in use in the Williams Historic Business District. Generally, the natural building colors range are red brick and sandstone (from the local area), and stucco and brick which have been painted any number of colors and color combinations. The styles of the turn of the 20th century buildings (late 1800s and early 1900s) were generally natural, neutral earth tones, with natural wood (stained) or painted wood trim. Buildings in the District from the 1930s and later, in keeping with the Route 66 theme, have bolder colors, and stronger contrast in colors, primarily black and white (of the Route 66 signage) with bright accent colors and neon lighting indicative of the new era of automobile travel.

- Generally, the two distinct eras of architecture in the Williams Historic District should be identifiable in the buildings of each time period, and the colors reflect the building colors of those time periods in which the building were constructed, utilizing time period appropriate colors and accent colors which do not detract from the architecture, but rather enhance the entire Historic District.
- All building colors shall be of an acceptable color of the era including neutral tones, compatible with the building design and the entire District.
- Accent colors of a strong contrast may be used in limited applications, such as in building signage and trim colors, subject to the approval of the Williams Historic Preservation Commission. Such color shall not detract from the architecture, but rather enhance it, and the continuity of the Historic District as a whole.
- The color of the roofing material visible within the Historic District shall be an earth tone or match the color of the building to reduce glare.

## Appropriate New Construction & Infill Design Guidelines

When new construction occurs in the Williams Historic Business District, the design shall be compatible with the adjacent historic buildings and the historic district character overall in applying the following guidelines:

- The mass to void ratio defines a building's character; therefore, new construction shall seek to emulate the mass to void ratio of surrounding historic buildings.
- Most roofs in the District are concealed behind a parapet. This is a strong character-defining element that should be respected and emulated in new construction.
- There are a number of vacant and/or open lots, where fire and demolition has caused buildings to be removed. These spaces provide for outdoor uses and in the case of gas stations and motels provide for vehicular traffic and parking. These spaces can be developed and improved for various uses:

    - Outdoor dining
    - Display of Route 66 artifacts, such as gas pumps, historic cars, etc.
    - Outdoor venues for events, wedding receptions, etc.
    - Pocket parks providing shade and/or interpretive information on the history of Williams and its flora and fauna
    - Adaptive reuse of gas stations and motel parking lots has the potential to add vibrant activities to the District. Car shows, swap meets, and farmers' markets can be accommodated while preserving historic fabric wherever possible

- New buildings should respect the scale of the District and all other aspects of the built environment, including the following:

  - Structures should be one and two-story.
  - Materials should be primarily masonry (brick and/or stone).
  - Window pattern and proportion (spacing, size, and percentage of solid wall to opening area) of doors and windows should match the scale and proportion of existing historic structures.
  - Buildings should be sited with zero front setbacks when possible, with parking behind the building.
  - Rooflines should be mostly hidden behind parapets. Note: The historic Freight Depot is a rare example of a hip roof with overhangs on all sides. Buildings in proximity to the Depot may reflect this feature.

  - Parapets on the front elevation (see design guidelines for existing buildings); note that design and shape of parapets is not stipulated. It may be flat, triangular or round as long as it is sufficiently tall to conceal the roof behind it.

- Details add character to a façade and are encouraged, in keeping with the design of the building and the character of the District as a whole. Details can range from simple brick patterns at the roof line or window openings, to whimsical faces cast into medallions in the façade. Figure 49-52 Details should be constructed of materials already in the building façade, or complimentary materials. They should add to, not distract from, the overall design of the building.

  - Details may include cornices (a projection at the top of a wall); friezes (areas below the cornice which may contain additional detailing); pediments (a triangular element resembling a gable at the building crown); accentuated lintels (the area above an opening); sills (the area below an opening); columns, parapet copings (caps at the top of the wall); arches above openings; brackets (a projection from the wall used to support a cornice); an corbelling (outward stepping at the top of a wall to form a ledge) Figures 49-52

- New construction should include awning bands into the design (bands set into the front façade, usually just above the storefront).
- There is also open space at the northwest corner of the District, largely railroad property. This area should be developed with consideration for the existing historic buildings and future needs in the District. This area is the largest opportunity for development of new buildings in the District.

**Circulation and Parking**

The street circulation in the Williams Historic Business District is designed is a one-way configuration with cross streets and alleys. Parking occurs along both sides of the main east/west one-way streets. Relatively wide sidewalks allow for ease of pedestrian circulation.

- The current streetscape landscaping consisting of flowers in planters and periodic benches along storefronts is encouraged.

- Pots hanging from replicate historic streetlight fixtures should be maintained and replaced in kind, when necessary. The maintenance and hanging of the pots is the responsibility of the City.
- The first floor shall be pedestrian oriented and used for functions only accessible by foot (stores, offices, entertainment, banking, etc.).
- No uses should allow or encourage automobiles to traverse the property or cross the public sidewalk. This includes parking garages, facilities with drive-thrus or drive up windows, etc.
- Automobile access should be at the back of the property for service to the building.
- Parking is discouraged anywhere on the property.

## Threats to District Integrity

Demolition

Demolition of historic properties results in a loss of historic character that cannot be replaced, affecting the visual appeal and historic attraction of the Williams Historic Business District. In turn, these losses can lead to a reduction in tourism and thereby the economic benefit to the City of Williams that tourists bring to the local economy.

- Rehabilitation is encouraged, preserving those features of the building which are most character-defining of that particular building
- If a building can't be rehabilitated as a whole, every attempt should be made to preserve the building exterior (shell), particularly the street façade(s), even if the interior is entirely new.
- See City of Williams Historic Properties demolition requirements in Section 158.107.

Changes to Building Appearance

Change is anticipated, but in Historic Districts, those changes can be either enhance the district or detract from it. Changes made to historic properties require particular attention and care to ensure that the qualities which made those properties eligible for listing on the National Register of Historic Places are not lost. The building should continue to convey its original character, while meeting the needs of the current use of the building and the overall historic quality of the Historic District as a whole.

Inappropriate New Construction

New construction (infill) in historic districts is an inherent threat to the character of a Historic District. Infill construction must be done in a sensitive manner to ensure that it doesn't detract from the aesthetic character of the surrounding historic properties. To do so threatens the integrity of the entire District. (See New Construction and Infill guidelines in this document).

Building Deterioration

Cyclical maintenance is critical for the preservation and continued quality of historic properties. Most of the historic buildings in Williams were constructed of natural materials that innately require additional care, particular in the Williams climate, in which temperature and precipitation extremes are the norm. A small effort in annual maintenance will insure that Williams' historic properties are protected and continue to provide the beauty and history for both residents and tourists. (See Cyclical Maintenance and Repair Considerations below).

## Sustainability Considerations

Sustainability in historic districts includes maintenance, additions, improvement and new construction that addresses the following:

- Retain as much of the original, historic building fabric, which preserves both the building character and the embodied energy of the materials used to construct it (energy used to extract, process, transport and install the building materials).
- Utilize natural, renewable materials (wood and metal vs. plastics) which are less environmentally harmful, and can be recycled.
- Select low water use plant materials for landscaping/streetscaping and planter boxes to reduce water consumption.
- Use non-toxic materials for construction to preserve environmental and human health (adhesives, paint, sealants, wood vs. plastic, etc.)

- Conserve energy by adding insulation at exterior walls and ceiling/roof (see Energy Conservation below).

## Energy Conservation: Improve Thermal Performance

Improving the thermal performance of an existing building will reduce heat loss in winter and overheating in summer, thereby using less energy (reduced cost to heat or cool) to maintain the same level of building comfort. This can be accomplished through the following building improvements:

- Install additional insulation in the attic or on the roof (min. R-30).
- Check ductwork to make sure all ducts are properly sealed; and insulated where they run through unconditioned areas.
- Seal any gaps (leaks) in windows and install weather stripping on doors. Add automatic door closers to minimize loss of conditioned interior air.

## Cyclical Maintenance and Repair Considerations

The climate of Williams is tough on buildings. Winter conditions bring snow and ice, and a daily freeze-thaw condition. For a good part of the year, protection from water intrusion and appropriate means for allowing building to breathe to remove water and water vapor are extremely important.

Buildings in the District are mostly well maintained and have withstood the test of time. Maintenance priorities include the following:

- Roofs and parapets should be inspected annually and repaired or replaced, as needed, to maintain a weathertight condition.
- Roof drainage should be directed away from foundations.
- Masonry coatings (seals and paints should be breathable to allow moisture to escape the substrate.
- Historic photos indicate that most buildings in the District did not have awnings over the storefronts. Over the years, awnings have been added. These awnings provide

shade and protection from the elements for the storefronts. If properly installed, these awnings are reversible and do not damage the historic fabric of the buildings.

## Report References

Fuchs, James R. 1953. *A History of Williams, Arizona: 1876 – 1951.* University of Arizona Bulletin, Vol. XXIV, No. 5: Social Science Bulletin, No. 23. University of Arizona, Tucson, Arizona.

Hoffman, Charles A., Ph.D. 1983. *Williams Historic Business District. National Register Nomination*, National Register of Historic Places, National Park Service, United State Department of the Interior, Washington, D.C.

Putt, Patrick John. 1991. *South Kaibab National Forest: A Historical Overview*. Northern Arizona University, Flagstaff, Arizona.

**General References**

Reference publications and recent articles on historic preservation, restoration and rehabilitation

Case Studies, NPS Tech Notes
https://www.nps.gov/tps/how-to-preserve/tech-notes.htm

Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings
https://www.nps.gov/tps/standards/rehabilitation/sustainability-guidelines.pdf

National Register of Historic Places Criteria for Listing Historic Properties
https://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_2.htm

NPS Technical Brief – Sustainability Case Studies
https://www.nps.gov/tps/sustainability/case-studies.htm

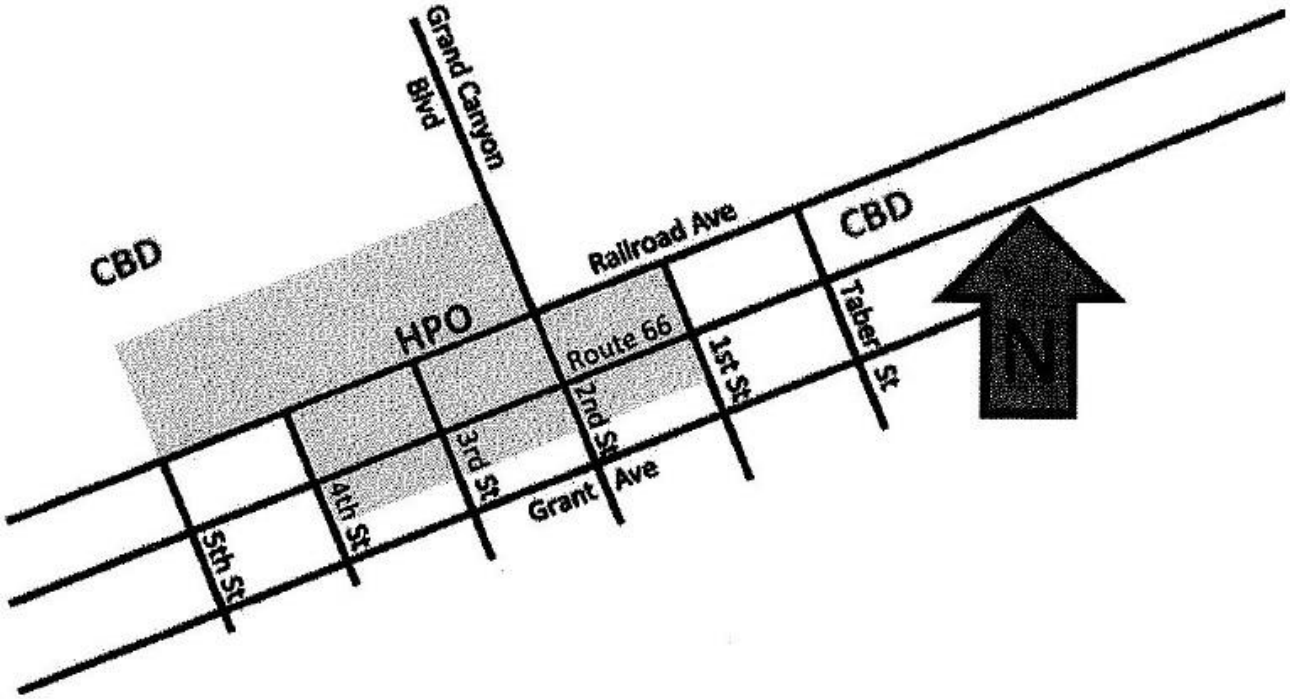
NPS Preservation Briefs
https://www.nps.gov/tps/how-to-preserve/briefs.htm

Revising Preservation Brief 14: Additions and Infill Design
https://www.nps.gov/tps/how-to-preserve/revisingPB14_pg2.htm

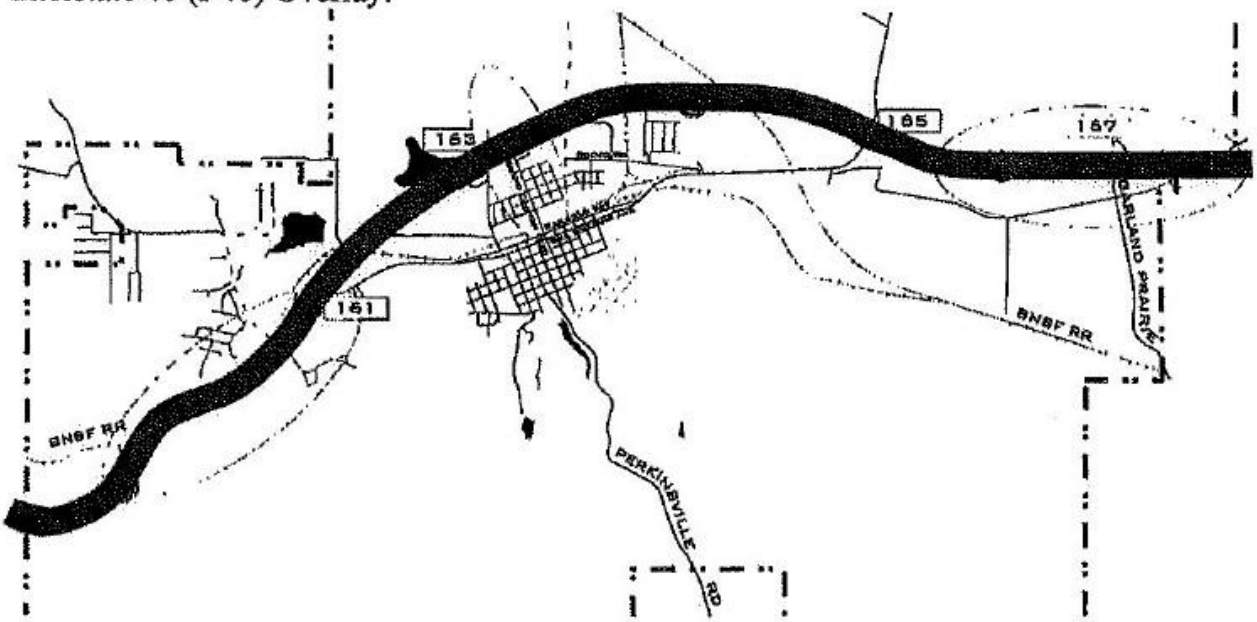
Secretary of the Interior's Standards for Treatment of Historic Properties
https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf

# Appendix A
# Williams Historic District Boundary Maps

(a) Historic Preservation (Overlay):




(b) Interstate 40 (I-40) Overlay:



# Appendix B: Figures (Photos)

Figure 1: Downtown Williams 1914

Figure 2: Streetscape/Zero Building Setback

Figure 3: Typical Roof Parapets

Figure 4: Windows

Figure 5: Storefront and Transom

Figure 6: Windows

Figure 7: Storefront

Figure 8: Storefront

Figure 9: Storefront

Figure 10: Storefront

Figure 11: Landscaping

Figure 12: Preservation of Existing Facade

Figure 13: One-Story Building Massing

Figure 14: Two-Story Building Massing

Figure 15: Preservation of Original Wood Window

Figure 16: Vertical Window with Transom

Figure 17: Second Floor Vertical Windows

Figure 18: Storefront with Transom

Figure 19: Storefront with Transom Windows

Figure 20: Window to Wall Areas - First and Second Floors

Figure 21: Wood Door (recommended)

Figure 22: Wood Door

Figure 23: Wood Door

Figure 24: Stone Veneer

Figure 25: Mixed Masonry Types (brick and stone)

Figure 26: Brick Facade/Wood and Glass Storefront

Figure 27: Painted Brick Facade
(acceptable but unfinished preferred)

Figure 28: Stone Facade

Figure 29: Stucco (as an accent only)

Figure 30: Wood Trim

Figure 31: Wood Trim

Figure 32: Parapet

Figure 33: Awning over Storefront

Figure 34: Awning over Doorway

Figure 35: Multiple Awnings over Doorway and Storefront

Figure 36: Second Floor Awnings

Figure 37: Building, Window and Projecting Signs

Figure 38: Building and Window Signs

Figure 39: Awning Sign

Figure 40: Projecting Sign

Figure 41: Neon and Window Signs

Figure 42: Natural Stone (signage and awning as color accent)

Dark contrasting trim color (common for utility buildings/gas stations)

White painted masonry block - typical gas station color

Signage painted on fascia of gas station canopy (restored bright colored pumps)

Original garage doors color painted bldg color

Figure 43: Gasoline Station (white with bold accent color)

Muted two-toned painted brick facade

Exposed brick preserved where stucco has fallen away

Storefront white and window trim matches wall color

First floor facade painted (only)

Figure 44: Two-Story Brick (neutral colors/white accent)

Light colored soffit (reflects light)

Trim color complimentary to brick and mortar color

Unfinished natural sandstone veneer

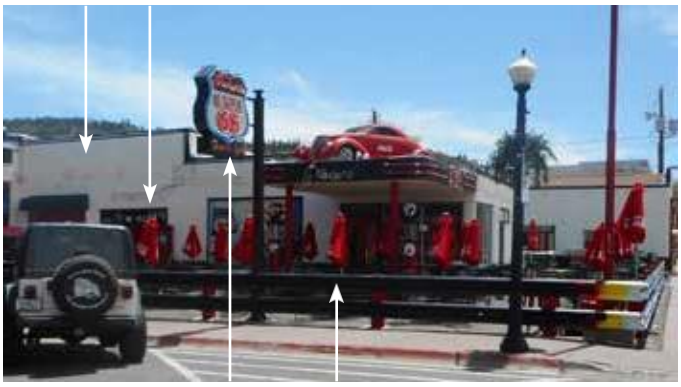
Painted wood door, frame and window trim match

Bronze colored kick plate compliments green door color

Figure 45: Sandstone (left unfinished; muted trim color)

White painted masonry block - typical gas station

Dark contrasting trim color (also common for utility buildings/gas stations of the era)



Historic Signage (Route 66) and bold colored streetscape fence and sun umbrella

Figure 46: Historic Gasoline Station to Restaurant

Natural brick (unpainted)

Trim color complimentary to brick & mortar colors with green accent band, sill and door transom frame

Unfinished sandstone veneer

Painted wood door color matches green trim bands

Figure 47: Brick & Stone with muted accent colors

Preserved "ghosted" historic signage painted on brick

Signage compliments the building color

Black trim with gold accents

Modern neon sign at window (interior)

Figure 48: Natural materials with bold accent colors

# Appendix C
# Chapter XV 158.095 Williams Historic Preservation Zone

## *HISTORIC PRESERVATION ZONE*

### *§ 158.095 PURPOSE.*

(A) The purpose 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 the municipality, by encouraging the preservation and rehabilitation of historic districts therein. The historic zone designation may be superimposed over existing zones where there are surviving properties in their original setting or which give a historic dimension to the city.

(B) This zone is intended to encourage the retention of historic properties and archaeological sites and to preserve and keep them in active use and in their original appearance, setting and placement, rather than to modify uses in the underlying zones.

(C) It is also intended that new or remodeled buildings, located within zoned historic districts, be designed and constructed to harmonize with buildings located within the immediate vicinity in order to preserve property values, to provide for future development and to promote an awareness of the heritage of the city among residents of and visitors to the community.
(Prior Code, § 12-17.01) (Ord. 747, passed - -1995; Ord. 892, passed - -2008)

### *§ 158.096 DEFINITIONS.*

Within zoned historic districts, for the purposes of this subchapter, unless the context otherwise requires, the following words and phrases shall have the following meanings.

***ALTERATION.***

(1) Any aesthetic, architectural, mechanical or structural change to the exterior surface of any part of an existing building.

(2) Applicants should follow the Secretary of the Interior's Standards for Rehabilitation and become familiar with the requirements for tax certification of rehabilitated historic buildings.

***CONTRIBUTING.*** A building, site, structure or object that adds to the district's sense of time and place and meets the above criteria.

***HEIGHT.*** The vertical distance measured between the highest part of a structure and the finished grade at the midpoint of the front facade of the principal building, excluding chimneys, mechanical equipment and other miscellaneous additions.

***NON-CONTRIBUTING.*** A building, site, structure or object that detracts from the district's sense of time and place and does not meet the above criteria.

***ORDINARY MAINTENANCE.*** Any work, for which a building permit is not required by law and where the purpose and effect of such work is to correct any deterioration or decay of or damage to a structure or any part thereof and to restore the same, as nearly as may be practicable, to its condition prior to the occurrence of such deterioration, decay or damage.

***PREVAILING SETBACK.*** The most frequently occurring distances from the front facades of all buildings in the historic district to the front property lines.

***PROPORTION.*** The relationship between the width and height of a building front facade, windows, doors and the like.

***RHYTHM.*** The ordered recurrent alternation of solids to voids in the front facade, streetscape and the like.

***SITE UTILIZATION.*** The spacing between the sides of buildings.

***ZONED HISTORIC DISTRICT.*** One or more buildings, sites, structures and/or objects, contributing and/or non-contributing, including signs affixed thereto, that are zoned historic preservation by the Mayor and Council under this subchapter, and that meet the criteria established by the National Register of Historic Places which states, "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; (4) That have yielded, or may be likely to yield, information important in prehistory or history; or (5) That relates to events, personages or architectural styles that are at least fifty years old." However, outstanding examples less than 50 years old should be evaluated on their own merits.
(Prior Code, § 12-17.02) (Ord. 747, passed - -1995; Ord. 892, passed - -2008)

### *§ 158.097 HISTORIC PRESERVATION COMMISSION.*

(A) *Membership.*

(1) The city's Historic Preservation Commission ("Commission") shall be composed of seven 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 archaeology; 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, architectural history, planning, archaeology or related historic preservation disciplines such as cultural geography or cultural anthropology should be members of the Historic Preservation Commission.

(3) The Commission must obtain expertise in that field when considering National Register nominations and other actions that will impact historic properties.

(4) Commission members shall be appointed by the City Council to serve no more than three three-year staggered terms of office.

(5) The Historic Preservation Commission shall meet at least four times each year and follow the provisions of the state's Open Meeting Act.

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

(1) Advise the Mayor and Council in all matters regarding historic preservation in the city;

(2) Adopt criteria consistent with the National Register of Historic Places for the identification of historic districts and properties;

(3) Prepare, or cause to be prepared, a comprehensive inventory of historic buildings and districts in the city;

(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 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 the city. The Commission shall raise funds as necessary to promote its programs and activities;

(6) Make known, to the owners of historic properties and to 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 chapter; and

(9) Perform any other functions that may be designated by resolution or motion of the Council.

(C) *Reporting and notification procedures.* The Commission shall prepare a written annual report of Commission activities that is provided to the Mayor and Council and to the state's Historic Preservation Officer, and that is available to the public.

(Prior Code, § 12-17.03) (Ord. 747, passed - -1995; Ord. 892, passed - -2008)

### § 158.098 INITIATION OR AMENDMENT OF DISTRICTS.

(A) A Historic Preservation Zoning District may be initiated by the owner of the proposed property, by the Historic Preservation Commission, by the Planning and Zoning Commission or by the Mayor and Council.

(B) The procedure for establishing or amending a Historic Preservation Zoning District shall be in accordance with Ch. 154 of this code of ordinances.

(Prior Code, § 12-17.04) (Ord. 747, passed - -1995; Ord. 892, passed - -2008)

### § 158.099 CRITERIA FOR ESTABLISHING A DISTRICT.

In determining whether an area, neighborhood or district shall be zoned as a Historic Preservation Zoning District, the criteria of the National Register of Historic Places shall be followed.

(Prior Code, § 12-17.05) (Ord. 747, passed - -1995; Ord. 892, passed - -2008)

### § 158.100 PERMITTED USES.

Use requirements in the HP, Historic Preservation, Zoning District shall be as follows.

(A) Any use permitted by the existing zones over which historic district zoning is superimposed shall be allowed.

(B) The area zoned as a Historic Preservation Zoning District shall be designated by its underlying zone name, plus the preface "H".

(Prior Code, § 12-17.06) (Ord. 747, passed - -1995)

### § 158.101 SIGNS.

Sign regulations within the Historic Preservation Zoning District are found in §§ 158.195 through 158.202 of this chapter.

(Prior Code, § 12-17.07) (Ord. 747, passed - -1995)

### § 158.102 HISTORIC DISTRICT DEVELOPMENT REVIEW.

(A) 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 that would affect the exterior appearance of any existing building; or the installation of a sign; or the construction or enlargement of a parking lot within a Historic Preservation Zoning District shall require plan review and approval in accordance with Ch. 154 of this code of ordinances. The Historic Preservation Commission and the Main Street Design Committee shall be invited to participate in any required Departmental Review Team (DRT) meeting for such work. If a DRT meeting is not required, a copy of any building permit application for such work shall be forwarded to the Historic Preservation Commission and to the Main Street Design Committee for review, comment and/or approval.

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

(Prior Code, § 12-17.08) (Ord. 747, passed - -1995; Ord. 892, passed - -2008)

### § 158.103 DEVELOPMENT PLAN REQUIREMENTS.

(A) Shall be in accordance with Ch. 154 of this code of ordinances;

(B) Drawings ("elevations") showing views of the existing structure as well as all proposed structures on the property;

(C) Specific graphic information regarding exterior materials, colors and architectural details (trim, hardware and the like); illumination, security, aesthetics;

(D) A sign plan, drawn to scale, showing the design, color, lettering and methods of attachment of all exterior signs; and

(E) Other information that the Historic Preservation Commission or Main Street Program members may find necessary to establish compliance with this and other ordinances.

(Prior Code, § 12-17.09) (Ord. 747, passed - -1995; Ord. 892, passed - -2008)

### *§ 158.104 COMPLIANCE.*

(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.

(B) It shall be the duty of the Building Inspector, the Historic Preservation Commission members and the Main Street Program members to inspect from time to time any work performed pursuant to the permit to ensure such compliance.

(C) In the event work is not performed in accordance with the permit the Building Inspector shall issue a stop work order and all work shall cease.

(D) No person, firm or corporation shall undertake any work on such project at along as stop work order shall continue in effect.

(Prior Code, § 12-17.10) (Ord. 747, passed - -1995; Ord. 772, passed - -1997; Ord. 892, passed - -2008) Penalty, see § 158.999

### *§ 158.105 APPEAL.*

The Historic Preservation Commission's decision may be appealed to the Board of Adjustment by the property owner or any citizen within 15 working days after the decision is rendered by the Historic Preservation Commission.

(Prior Code, § 12-17.11) (Ord. 747, passed - -1995; Ord. 892, passed - -2008)

### *§ 158.106 CRITERIA FOR THE ALTERATION OF EXISTING STRUCTURES OR THE CONSTRUCTION OF NEW STRUCTURES.*

(A) Conforms to the city's Historic District Streetscape Plan or Main Street architectural drawings;

(B) Conforms to the Secretary of Interiors Standards for Rehabilitation as follows:

(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. 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 historic 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 a 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; and

(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.

(C) NPS Technical Bulletins, Keeping Up Appearances and other technical references;

(D) Alterations to an existing, contributing historic building, site structure or object located in a zoned historic district 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;

(E) The design should adhere to the Secretary of the Interior's Standards for Rehabilitation and the owner or developer should be aware of current tax incentives when rehabilitation work is contemplated; and

(F) New construction within a Historic Preservation Zoning District shall require no specific architectural style; however, the following criteria should be considered in determining whether the proposed design of a new structure is compatible with the collective characteristics of the structures located within the Historic Preservation Zoning District.

(1) *Height.* Alterations to a zoned historic building may be no higher than the tallest comparable feature of the existing structure or adjacent structures.

(2) *Setback.* Alterations to a zoned historic building must maintain the original front setback of the existing structure or the prevailing setback existing within the Historic District; providing that, such a setback is compatible with the historic character of the existing building.

(3) *Proportion.* Alterations to a zoned historic building shall reflect the proportions of the existing building or can be demonstrated to be historically accurate.

(4) *Roof types.* Alterations to a zoned historic building shall have roofs compatible in configuration, mass and materials to that of the style of the existing building or can be demonstrated to be historically accurate.

(5) *Texture.* Surface texture of alterations to a zoned historic building shall be appropriate to the historical style of the existing building and the period in which it was constructed or can be demonstrated to be historically accurate.

(6) *Site utilization.* Site utilization shall be compatible with the historical period in which the existing building was built.

(7) *Projections and recessions.* Projections and recessions, such as porches, steps, awnings, overhangs, entrances, windows and the like, shall be compatible with the style of the existing building and/or the historical period in which it was built.

(8) *Architectural details.*

(a) Architectural details, such as cornices, lintels, arches, grill work, shutters, window and door trim canals and the like, shall be appropriate to the historical style of the existing building and/or the historical period in which it was built.

(b) An exception, for case by case review, will be grill work for security.

(9) *Building form.* Size, mass and scale of alteration to a designated historic building shall be compatible with that of the existing building or it can be demonstrated to be historically accurate.

(10) *Color.* Color of a building, including trim, roof and the like, shall be appropriate to the architectural style of the subject building and/or its historical period.

(11) *Landscaping.* Planting and other ornamental features shall reflect the historical period of the subject structure.

(12) *Enclosures.* Fences, walls or other physical features used to enclose open space or provide privacy shall be based on historic precedent or shall be compatible with the architectural style of the subject building and compatible with other historic buildings within the Historic Preservation Zoning District and reflect the historical period of the Historic Preservation Zoning District.

(13) *Utilities.* New power, telephone and cable television installation shall be reviewed for appropriateness and compatibility. No electric utility boxes shall be used on street side facades if any alternative location is feasible. Solar units and TV antennae dishes shall not be visible from the street level.

(14) *Alterations.* Alterations to a non-historic building within a historic district shall reflect the architectural style and characteristics of the existing building. In addition, such alterations shall generally conform to the above criteria of the buildings within the Historic District.

(Prior Code, § 12-17.12) (Ord. 747, passed - -1995; Ord. 892, passed - -2008)

### *§ 158.107 DEMOLITION OF STRUCTURES OR LANDMARKS.*

(A) No demolition permit shall be issued by the Building Inspector for demolition of all or any part of a building, site, structure or object which has been zoned as historic before review.

(B) The Historic Preservation Commission may deny a demolition permit.

(C) 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.

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

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

(F) (1) 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 30 days, to advertise and attempt to identify a purchaser for the property at fair market value who will agree to preserve the building or structure for a period of at least five years.

(2) If no purchaser is found within six months, the demolition permit shall be approved.

(Prior Code, § 12-17.13) (Ord. 747, passed - -1995; Ord. 892, passed - -2008)

### *§ 158.108 POST-DEMOLITION REQUIREMENTS.*

(A) If a structure is demolished and the area is left vacant, the area shall be maintained in a clean and inoffensive manner.

(B) If a structure is demolished and the area is 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.

(C) If a structure is demolished and a new structure is 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 chapter.
(Prior Code, § 12-17.14) (Ord. 747, passed - -1995; Ord. 892, passed - -2008)

### *§ 158.109 MAINTENANCE.*

(A) Nothing in this chapter shall be construed to prevent ordinary maintenance and repair of any exterior elements of any designated historic building.

(B) (1) Historic District properties shall be kept in good repair by the property owner so as to not distract from their exterior appearance.

(2) Deterioration caused by deliberate neglect of maintenance or repairs shall not be considered valid grounds for the approval of a demolition permit application.

(C) (1) The Building 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.

(2) The Historic Preservation Commission shall review such cases and make recommendations to the Building Inspector.

(D) If maintenance is necessary, the owner shall be notified.

(E) If the Commission finds that deliberate neglect is occurring, the owner shall be cited by the Building Inspector and have up to 90 days to make the specific repairs necessary to correct the neglect.

(F) If the repairs are not completed within 90 days, the city may make the repairs and place a lien for the expenses against the property owner or enforce the following penalties.
(Prior Code, § 12-17.15) (Ord. 747, passed - -1995; Ord. 892, passed - -2008)

### *§ 158.110 APPLICABILITY.*

It is unlawful to erect, construct, reconstruct or maintain any building, site, structure or object including signs in a Historic District Overlay Zoning District in violation of any existing ordinances or a stop work order issued by the Building Inspector or to not make specific repairs to correct deliberate neglect as cited by the Building Inspector.
(Prior Code, § 12-17.16) (Ord. 747, passed - -1995; Ord. 892, passed - -2008) Penalty, see § 158.999

# Appendix D
# Historic Preservation District Sign Code

## *HISTORIC PRESERVATION DISTRICT SIGN CODE*

(K) Within the historic preservation district (see map at the end of this section) the following regulations shall apply.

(1) Each principal building shall be limited to a maximum of two signs (one may be a wall sign and one may be a projecting sign) per each public street frontage and if the business has a rear parking lot, these signs are also allowed to the rear of the building.

(2) Freestanding signs may be used in lieu of projecting signs. The maximum size freestanding sign is 16 square feet and the maximum height is 16 feet. The minimum height above the ground level is eight feet.

(3) Projecting signs are limited to 16 square feet in area and must project no more than five feet. The minimum height above the ground is eight feet. The sign may project over public (city) rights-of-way with an approved sign permit pursuant to § 152.04(D)(2), of the city code.

(4) Wall and projecting signs may not extend above the top of the building facade to which affixed.

(5) Wall signs can be a maximum of two square feet for each linear foot of building frontage but in no event shall the sign exceed 75 square feet in area.

(6) Awning signage may be used in lieu of wall and/or projecting signage.

(7) Luminous paints are not allowed.

(8) Animated signs are not allowed.

(9) Holiday and seasonal decorations that employ lighting shall be erected no more than one month before the holiday and removed within 15 days after the holiday, with the exception of Christmas when decorations may be erected on October 15.

(10) Window signs to be attached to the interior of the window only are limited in size as follows:

(a) May not exceed 25% of the window area;

(b) May not exceed the total allowable signage for all types of signs; and

(c) EMC signs are allowed inside windows up to six square feet in area subject to requirements of this chapter.

(11) Sign installation shall not damage the building's facade.

(12) On unpainted masonry buildings, all facade penetrations shall be set into lead sleeves or other approved, engineered fasteners, and the sleeves shall be set into masonry joints.

(13) A portable sandwich sign, maximum size six square feet and minimum five-foot setback from the sidewalk, may be displayed as follows:

(a) Only on the private property for which it advertises; or

(b) On public (city) rights-of-way with an approved sign permit pursuant to § 152.04(D)(2) of the city code.

(14) Any existing historical sign must be maintained as close to its original form as possible.

(15) The reconstruction of a historic sign is allowed upon approval of the Historic Preservation Commission. The reconstruction is allowed based on a historic image of the sign itself and may be subject to conditions approved by the Historic Preservation Commission. The sign should maintain the original colors and style as much as is practical. The location of the historic sign may be in the original location or relocated anywhere in the Historic District subject to the approval of the Historic Preservation Commission.

(16) All signage must be approved by the Historic Preservation Commission including the

following:

(a) Signs illuminated with visible bulbs; and

(b) Signs illuminated with neon lighting, also known as “neon signs.”

(17) Promotional displays limited to grand openings, a change in business name, or a change in business ownership are allowed in the Historic Preservation District for 30 consecutive days with a permit.

# Appendix E
# Historic Preservation Application For Approval Permit

# HISTORIC PRESERVATION DISTRICT
# APPLICATION FOR APPROVAL TO PERMIT

**APPLICANT:** _____

**CASE NO:** _____ **DATE:** _____ / _____ / _____

**PROPERTY ADDRESS**_____ LEGAL DESCRIPTION_____

OWNER_____ ADDRESS_____ PHONE #( ___ ) ____-_____

TYPE OF IMPROVEMENT

_____ **ADDITION**
_____ **RESTORATION**
_____ **REHABILITATION**
_____ **NEW CONSTRUCTION**
_____ **DEMOLITION**
_____ **SIGN REVIEW**
_____ **NEW OCCUPANCY**
_____ **HISTORIC STRUCTURE**
_____ **SPECIAL USE PERMIT**

**APPROVALS: *** Any work which would change the exterior appearance of your building or property, all signage, and any new occupancy located within the Historic Preservation Zoning District must be approved and such approval signed by the Historic Preservation Commission before any permit or business license will be issued.

*All applications shall have plot plan, any signage or exterior change, must be accompanied with color rendering, and any additional information the Historic Commission find necessary to establish compliance. 10 copies for submittal.

| See WWW.Williams.Az.Gov for more information | Approved | Not Approved | N/A |
|---|---|---|---|
| 1., Height | | | |
| 2. Roof Type | | | |
| 3 Projections/Recessions | | | |
| 4. Surface Textures | | | |
| 5 Colors | | | |
| 6.Architectural Details | | | |
| 7. Building From | | | |
| 8. Lighting | | | |
| 9. Enclosures | | | |
| 10. Utilities | | | |
| 11. Signage | | | |
| 12 Sidewalk Furniture | | | |

**COMMENTS:**_____
_____
_____
_____

**NOTES: All demolitions, additions, restorations, and remodels require notifications to ADEQ/OAQ. Notification form must be completely filled out and signed by a certified asbestos inspector. EPA NESHAPS**

***THE HISTORIC PRESERVATION COMMITTEE MEETS ON THE SECOND TUESDAY OF EACH MONTH. YOUR APPLICATION MUST BE SUBMITTED BY THE FIRST OF THE MONTH TO BE REVIEWED THAT MONTH, ANY LATER AND IT WILL BE ON THE NEXT MONTH'S AGENDA.***

**APPROVAL TO PERMIT:** _____ **DATE:** _____ / _____ / _____

# Appendix F
# Building Permit Application

City of Williams

113 S. 1st Street, Williams, Arizona 86046 Phone 928-635-4451 Fax 928-635-4495

# BUILDING PERMIT APPLICATION

**OWNER**
Name: _____
Mailing Address _____
City State Zip _____
Telephone _____
Email _____

**CONTACT PERSON**
Name _____
Telephone _____
Work/Cell # _____
Email _____

**CONTRACTOR**
Name _____
Address _____
City State Zip _____
Telephone _____
License # _____
Email _____

**ARCHITECT/ENGINEER**
Name _____
Address _____
City State Zip _____
Telephone _____
Email _____

**PROPERTY INFORMATION**
Subdivision _____ Lot # ____
Assessor's Parcel # _____
Zoning _____ Floodplain _____ Sq ft Lot ____
Job Address _____

**TYPE OF IMPROVEMENT**
☐ New Building ☐ Addition ☐ Modular ☐ Plumbing
☐ Alteration ☐ Repair ☐ Re-Roof ☐ Mechanical
☐ Demolition ☐ Remodel ☐ Equipment ☐ Electrical

**PROPOSED USE**
☐ Single Family ☐ Commercial ☐ Restaurant
☐ Multi Family # of Units ____ ☐ Motel # of Units ____
☐ Garage - Attach ☐ Garage - Detached
☐ Other/Non Residential Specify _____

**OTHER PERMITS AND APPROVALS**
☐ Health Department # _____
☐ ADEQ/ Septic Permit # _____
☐ Highway Dept # _____
☐ Other _____

**ELECTRIC SERVICE TYPE:**
☐ Residential
☐ Commercial
☐ Sub Panel # ____

**SERVICE SIZE**
☐ 100 ☐ 200 ☐ 400
☐ Other

**PANELS & CIRCUITS**
☐ Sub Panel Size ____
☐ # Elect Circuits ____

**ELECTRIC APPLICANCES**
☐ Washer
☐ Dryer
☐ Water Heaters # ____
☐ Dishwasher
☐ Range
☐ Garbage Disposal
☐ Microwave
☐ Exhaust Fans # ____
☐ Pumps # ____
☐ _____
☐ _____

| **HEATING** | **#** |
|---|---|
| ☐ Electric Base Boards | ____ |
| ☐ Gas Furnace under 100K | ____ |
| ☐ Gas Furnace over 100K | ____ |
| ☐ Electric Furnace | ____ |
| ☐ Fireplace | ____ |
| ☐ Gas Fireplace | ____ |
| ☐ Unit Heaters | ____ |
| ☐ Wood Stove | ____ |
| ☐ Heat Pump/In floor | ____ |
| ☐ Passive Solar | ____ |
| ☐ Active Solar | ____ |
| ☐ _____ | ____ |
| ☐ _____ | ____ |

**GAS SERVICE**
☐ Natural
☐ Propane
☐ None

**GAS APPLIANCES**
☐ None
☐ Water Heater
☐ Dryer
☐ Range/Oven
☐ _____

**WATER SERVICE**
☐ City ☐ Haul ☐ Well

**DESCRIPTION OF WORK:** _____

**Valuation of Project: $**_____

**I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of this jurisdiction.**

Owner/contractor Signature _____ Date ____/____/____

12/15/2016 Master Building Permit 2005rev100208 Application

# Appendix G

## Williams Code of Ordinances: Sign §158.195 PURPOSE.

# Williams, Arizona Code of Ordinances: Signs

## *§ 158.195 PURPOSE.*

(A) The purpose of this chapter is to establish requirements and to encourage good design that meets the identification and informational needs of all land uses while maintaining the special character of the city. A basic tenet of adopting and applying these regulations is that unrestricted signs do not benefit either the private business owner or the community at large. Toward this end, the City Council finds that the city is a unique and historic community that has traditionally depended on tourism and that tourism is affected by the visual quality and character of the city.

(B) These sign regulations are intended to:

(1) Recognize that signs are a necessary means of useful communication for the convenience of the public;

(2) Maximize the value of signage as a means of locating and identifying businesses and properties;

(3) Protect, preserve, and enhance the unique aesthetic character, beauty, and charm of the city and its surrounding areas as a place to live, visit, and conduct business that encourages the continued development of tourism;

(4) Promote signs that are of appropriate scale and integrated with the surrounding buildings and landscape;

(5) Promote clear views of natural surroundings by minimizing visual clutter, reducing competition for airspace, and encouraging the construction of signs of natural materials, which are compatible with the historic, cultural and natural surroundings;

(6) Protect the public from hazardous conditions that can result from signs that are structurally unsafe, obscure the vision of motorists, create dangers to pedestrian traffic, or which compete or conflict with necessary traffic signals and warning signs;

(7) Eliminate distracting lighting, excessive glare, and light pollution by reasonably limiting the illumination of signs and buildings to subdued, adequately shielded, or concealed light sources;

(8) Impose reasonable time, place, and manner restrictions while not interfering with the free exercise of rights granted under the First Amendment of the Constitution of the United States of America; and

(9) Maintain and enhance the historic character of

Route 66. (Ord. 939, passed 3-27-2014)

## *§ 158.196 DEFINITIONS.*

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

***ADVERTISING FLAG.*** A flag intended to advertise a business, product, service or event, including a flag with a corporate mark or graphic symbol, with or without words.

***ALTERATION OF SIGN.*** The moving or modification, in any manner, of a sign including, but not limited to, changes to the sign structure, height, size, area, shape, or foundation, but excluding the exchange, replacement, or repainting of the sign faces of cabinet- type signs where there are no changes to the original cabinet. The changing of movable parts or components of a sign that is designed for such changes, or the changing of copy, display and/or graphic matter, or the content of any sign shall not be deemed an alteration.

***ANIMATED SIGN.*** A sign or display, other than an electronic message center (EMC), manifesting either kinetic or illusionary motion occasioned by natural, manual, mechanical, electrical, or other means.

***AWNING.*** An architectural projection that provides weather protection, identity, or decoration and is wholly supported by the building to which it is attached. An awning is comprised of a lightweight, rigid skeleton over which a covering is attached.

***BANNER.*** A temporary sign, printed on a flexible surface, mounted either horizontally or vertically, and used for special occasios or events.

***BEACON.*** Any light source with one or more beams directed into the atmosphere or directed at one or more points not on the same lot as the light source; also any light with one or more beams that rotate or move.

***BLIGHT.*** The state or result of being deteriorated or ruined: urban blight.

***BUILDING FACADE.*** That portion of any exterior elevation of a building extending from grade to the top of the parapet wall or eaves for the entire width of the building elevation or that portion comprising the exterior elevation of one business located in a multiple tenant structure.

***BUILDING GRAPHICS.*** A mosaic, mural, painting, graphic art technique or combination or grouping thereof, applied or implanted directly onto a building wall or fence.

***BUSINESS.*** An individual business enterprise or operation in a wholly-owned, leased, or rented space providing product(s) and/or service(s) to customers on premise.

***CANOPY.*** A roofed structure that covers an area, especially one that shelters a passageway between two buildings.

***COPY.*** The graphic content of a sign surface in either permanent or removable letter, pictographic, symbolic, or alphabetic form.

***DILAPIDATED.*** A sign on which:

(1) The lettering or background material or any part of the sign has flaked, broken off, or changed color;

(2) Structural supports or frame members are visibly corroded, stained, bent, broken, or dented; or

(3) Sign supports are twisted, leaning or at angles other than those at which the sign was originally erected.

***DIRECTIONAL SIGN.*** A sign erected solely to direct pedestrian or vehicular traffic.

***DIRECTORY SIGN.*** A sign that contains name and information for a multi-residential or multi-tenant development.

***ELECTRONIC MESSAGE CENTER*** or ***EMC.*** A sign that is capable of displaying words, symbols, figures, or images that can be electronically changed by remote or automatic means.

***FLASHING.*** A pattern of sudden alternation between a fully-illuminated frame and a frame without illumination, or a frame where the copy color and the background color alternate or reverse color schemes rapidly (less than every three seconds).

***FRAME EFFECTS.*** A visual effect applied to a message to transition from one message to the next. Transition methods include, but are not limited to the following:

(1) ***DISSOLVE.*** A frame effect accomplished by varying the light intensity or pattern, where the first frame gradually appears to dissipate and lose legibility simultaneously with the gradual appearance and legibility of the second frame.

(2) ***FADE.*** A frame effect accomplished by varying the light intensity, where the first frame gradually reduces intensity to the point of not being legible (i.e. fading to black) and the subsequent frame gradually increases intensity to the point of

legibility.

(3) ***SCROLL.*** A frame effect where the frame appears to move vertically across the display surface (usually used to describe a frame effect where the message is too large to ever be seen on the display surface at once).

(4) ***TRAVEL.*** A frame effect where the message appears to move horizontally across the display surface (usually used to describe a frame effect where the message is too large to ever be seen on the display surface at once).

***FREESTANDING SIGN.*** A sign not attached to any building and which is supported by one or more uprights set in a fixed position in the ground.

***GROUND SIGN.*** A sign mounted directly on the surface of the ground or on a suitable foundation thereon.

***HEIGHT OF SIGN.*** The vertical distance measured from the highest point of the sign to the adjacent street grade or surface beneath the sign.

***HISTORIC SIGN.*** A sign which has historical or cultural significance to the city as determined by the Historic Preservation Commission or which is listed on the National Register of Historic Places.

***INTERSTATE 40 (I-40) OVERLAY.*** That portion of a strip of land 2,200 feet in width, whose center line coincides with that of Interstate 40 within the city limits, and which is zoned as Central Business District or Highway Commercial District.

***LEADING EDGE.*** The portion of a sign that is closest, in any direction, to the adjacent property line or right-of-way line.

***MANUAL READER BOARD (MRB).*** A board whose display can be changed manually but not electronically.

***MARQUEE.*** A projecting structure over the entrance to a building or structure, especially a theater or hotel.

***MONUMENT SIGN.*** A lower profile sign where the base is on the ground and the maximum height can be eight feet and maximum length can be ten feet. This type of sign can only be installed in lieu of a freestanding sign.

***OBSCENE SIGN.*** A sign that contains offensive language, is hate based, is discriminatory, or on which the dominant theme of material taken as a whole appeals to a prurient interest in sex, or is patently offensive because it affronts community standards relating to the description or representation of sexual matters, and is utterly without redeeming social value.

***PHOTOMETRIC.*** The measurement of the intensity of light or of relative illuminating power.

***PROPERTY FRONTAGE.*** A side of a property that borders on a public street.

***ROOF SIGN.*** A sign that is placed on a roof or extends above a parapet or wall.

***SANDWICH-BOARD SIGN*** also known as ***A-FRAME SIGN.*** A portable advertising sign usually comprising two top-hinged panels, maximum size two feet by three feet.

***SECONDARY FRONTAGE.*** A side of a property that a faces a parkway (alleyway) or an interior park.

***SIGN.*** The means by which anything is made visibly known or used to identify, advertise or promote an individual, firm, association, corporation, professional business, commodity, service or product, that can be viewed from the public right-of-way. For the purposes of removal, ***SIGN*** shall also include all sign structures.

***SIGN AREA.*** The surface area of a sign usually measured in square feet and meant to represent the surface area of only one side of any two-sided sign (for irregular shapes, the area of the smallest rectangle, square, circle or triangle that encompasses the sign).

***SIGN WALKER.*** A person who wears, holds or otherwise carries a sign for commercial purposes, or who wears a costume intended for commercial advertising purposes.

***SKYLIGHTS AND SEARCHLIGHTS.*** Lights used to illuminate the sky for the purpose of drawing attention to a business or event.

***TEMPORARY SIGN.*** A sign or banner primarily intended to announce special functions or occasions and not for permanent use (restricted to three consecutive days per event).

***WALL SIGN.*** A sign painted on or attached flush to the exterior surface of a building. When attached directly to the surface of the building it can project no more than eight inches from the building surface and not above the wall.

***WINDOW SIGN.*** A sign mounted on the interior surface of a

window. (Ord. 939, passed 3-27-2014)

## *§ 158.197 SIGNS PERMITTED IN EACH ZONING DISTRICT.*

| | ***Residential Zones*** | ***Business Zones*** | ***Industrial Zones*** | ***Historic Preservation*** | ***I-40 Overlay*** |
|---|---|---|---|---|---|
| ZONES | RR, AR, ER, R1-43, R1-7, RMH-1, R2, & R3 | CBD, CR, & HC | I-1 & I-2 | HPD | I-40 |
| Animated | | | | | |
| Awning/Canopy | | | | X(K)(L) | |
| Canopy | | X(I) | X(I) | | X(I) |
| Directional | X(C) | X(C) | X(C) | X(C) | X(C) |
| Directory | X(D) | X(D) | X(D) | X(D) | X(D) |
| Electronic Message Center (EMC) | | X(N) | X(N) | | X(N) |
| Free Standing | X(F) | X(G) | X(G) | X(K) | X(G) |
| Ground | X(B) | X(B) | X(B) | X(B) | X(B) |
| Illuminated | X(J) | X(J) | X(J) | X(L) | X(J) |
| Manual Reader Board (MRB) | | X(P) | X(P) | X(P) | X(P) |
| Monument | | X(Q) | X(Q) | | X(Q) |
| Off Site | | X(M) | X(M) | X(M) | X(M) |
| Sandwich Board Sign | | | | X(P) | |
| Temporary | X(E) | X(E) | X(E) | X(E) | X(E) |
| Window | | X(O) | X(O) | X(K) | X(O) |
| Wall | | X(H) | X(H) | X(H) | X(H) |

Legend

X indicates the sign type is allowed.

C indicates the sign type is a conditional use (see conditional use, §§ 158.060 - 158.063)

Letters (A) - (Q) indicate additional requirements or clarification as listed in this chapter (see § 158.198). (Ord. 939, passed 3-27-2014)

## *§ 158.198 ADDITIONAL REQUIREMENTS AND CLARIFICATIONS.*

(A) Maximum size of nameplates is two square feet and fixed flat to the main wall of a residence building, not exceeding one per street frontage. Information on nameplates shall be limited to the name of the occupant and address.

(B) Ground signs are permitted subject to the following:

(1) Allowed for nonresidential uses; or at the entrance from a public street to a multiple-family residence development, or a mobile home park, or a subdivision. Maximum number is one per street frontage. Information is limited to the name of the facility, building or organization and address number. The maximum size is 24 square feet. The maximum height is six feet.

(2) In the Historic Preservation zone, the size is limited to six square feet. The maximum height is six feet.

(3) In the I-40 Overlay District for non-residential uses, maximum number is one per street frontage. Information is limited to the name of the facility, building, or organization, gas pricing board (if applicable), and address number. The maximum size is 100 square feet. The maximum height is 20 feet.

(C) Directional signs are allowed when required to assist the flow of traffic in multiple-residence development or other permitted uses containing multiple tenants or building groups. Not to exceed six square feet in area and three feet in height. Directory signs are allowed when required in multiple-residence development or other permitted uses containing multiple tenants or building groups. Not to exceed 24 square feet in area and six feet in height except in the historic preservation zone where the size is limited to six square feet.

(D) The following temporary signs are permitted in indicated zoning districts:

(1) *For sale, lease or rent*.

(a) For each single- and two-family residential use one freestanding for sale, lease or rent sign is allowed on each street frontage and on the property it advertises. The maximum size shall be six square feet in area and five feet in height.

(b) For all other uses one freestanding for sale, lease or rent sign is allowed on each street frontage and on the lot for which it advertises. The maximum size shall be six square feet in area and five feet in height. In addition, one for sale, lease or rent wall sign is allowed per each street frontage. The sum of the square footage of all allowed freestanding temporary signs shall not exceed 24 square feet in area.

(2) *On-site subdivision or development.* One ground sign is permitted at each entrance to the subdivision or development from a public street. The maximum size shall be 32 square feet. Each sign shall be located on the site for which it advertises and not closer than 50 feet to any existing residential dwelling unit outside of the subdivision or development. All signs must be removed if the subdivision or development is sold out or at the end of five years whichever comes first.

(3) *Off-site directional sign*. Off-site directional signs to a subdivision or development, open house, or other special

event are limited to six square feet in area and a maximum of three in number. Other special events include garage sales, yard sales, food sales, craft sales, bazaars, and auctions. Off-site directional signs are only permitted for four three-day special events in any one calendar year. All off-site directional signs can only be placed on private property with the permission of the property owner and must be removed within 24 hours after the conclusion of the event.

(4) *Promotional displays limited to grand openings, a change in business name, or a change in business ownership*. Banners are allowed for 30 consecutive days with a permit. Pennants, streamers, flags, and other attention-attracting devices associated with such events are allowed for a maximum of three consecutive days per week in any district except the Historic Preservation District, and must be well maintained.

(5) *Special daily event*. Special daily event for businesses, including but not limited to; dances, food or drink special, sale items, special activity or function, etc. are allowed one banner for a period not to exceed one day per week or three consecutive days per occurrence and not more than two occurrences per month.

(6) *Long-term special events*. Long-term special events such as community events and seasonal activities shall be allowed to display pennants, banners, streamers, flags, and other attention-attracting devices for a maximum of 30 consecutive days per year, and these items must be well maintained. Each distinctly different event shall be allowed a 30 consecutive day period. Such advertisement shall be allowed to be displayed no more than two weeks prior to the event for the duration of the event.

(7) *Political signs*. One freestanding sign per each street frontage per each candidate or measure is allowed on private property with the property owner's permission. The maximum sign shall be 16 square feet in size and a maximum of six feet in height if the sign is located in an area zoned for residential use, or a maximum of 32 square feet if the sign is located in any other zoning district. Signs must contain the name and telephone number of the candidate or campaign committee contact person. Political signs may be erected 60 days before an election day. The signs must be removed with 15 days after the specific election to which they refer. Political signs may be placed in a public right-of-way that is owned or controlled by the city, as long as it is not placed in a location that is hazardous to public safety, obstructs clear vision in the area or interferes with the requirements of the Americans with Disabilities Act (42 U.S.C. §§ 12101 - 12213 and 47 U.S.C. §§ 225 and 611). If the city deems that the placement of a political sign constitutes an emergency, the city may immediately relocate the sign. If a sign is placed in violation of division (E)(6) above and the placement is not deemed an emergency, the city may notify the candidate or campaign committee that placed the sign of the violation. If the sign remains in violation for at least 24 hours after notification, the city may remove the sign. A city employee acting within the scope of the employee's employment is not liable for an injury caused by the failure to remove a sign, unless the employee intended to cause injury or was grossly negligent.

(E) Limited to allowed temporary signs only.

(F) Freestanding signs are permitted subject to the following:

(1) For all districts other than the I-40 Overlay:

(a) One sign is allowed per each public street frontage; Each sign can be a maximum of 75 square feet in area;

(b) The maximum height shall not exceed 25 feet;

(c) Limited to a minimum height of ten feet above the ground surface immediately below the sign; and

(d) Each sign must be set back from any property line a minimum of 25 feet except signs for commercial uses in the Central Business District on Railroad Avenue and Route 66, where 25 feet cannot be accommodated, the setback shall be determined by staff. In no event shall any sign be closer than 30 feet to any residential zoningdistrict.

(2) For the I-40 Overlay District:

(a) One sign is allowed per street frontage;

(b) Each sign can be a maximum of 300 square feet in area, except as provided in division (G)(2)(c) below;

(c) For properties within the I-40 Overlay District that are at least ten acres in size and which have multiple independent businesses on the same property, the size of the sign may be increased, subject to an approved conditional use permit, by 100 square feet in area for each additional independent business to a maximum of 600 square feet (each individual business used to calculate additional signage area must be advertised on the larger sign and must provide its primary product(s) and/or service(s) to customers) on the premises). Advertising panels for vacant businesses must be removed from the sign structure within 60 days of such vacancy, and the removed panel must be replaced by opaque, blank panels to match the color and design of the structure;

(d) Maximum height shall be 75 feet;

(e) Limited to a minimum height of ten feet above the ground surface immediately below the sign; and

(f) Each sign must be set back from any property line a minimum of 25 feet and in no event shall any sign be closer than 30 feet to any residential zoning district.

(G) Wall signs are permitted subject to the following:

(1) For a building that contains a single business:

(a) A maximum of one sign is allowed per each public street frontage;

(b) If the business has a rear parking lot, a sign is also allowed to the rear of the building; and

(c) Each sign can be a maximum of two square feet for each linear foot of building frontage but in no event shall the sign exceed 75 square feet in area.

(2) For buildings that contain multiple businesses, i.e., strip malls, indoor malls:

(a) A maximum of one sign is allowed per each public street, private driveway or rear parking lot frontage, not to exceed two wall signs, and shall comply with division (H)(l)(c) above for square footage allowances; and

(b) Each business within the building is allowed one sign per each public street or rear parking lot frontage, not to exceed two wall signs. Each sign can be a maximum of one square foot for each linear foot of business frontage, but in no event shall the sign exceed 20 square feet in area.

(3) The maximum height shall be no higher than the building facade;

(4) Limited to a minimum height of eight feet above the ground surface immediately below the sign; and

(5) Each sign may project no more than eight inches from the surface of the wall to which it is attached.

(I) Copy may be affixed to a vertical face of a canopy (limited to logo and/or color scheme).

(J) Lighting including internal and external sources shall be installed so as to shield the light source and direct the light downward and to avoid any glare or reflection into any residential building or into any street, alley, or driveway if such glare or reflection might create a traffic hazard. Brightness level shall not exceed 0.3 foot-candles above ambient light measured using foot-candle (Lux) meter at a distance of 100 feet.

(K) Within the historic preservation district (see map at the end of this section) the following regulations shall apply.

(1) Each principal building shall be limited to a maximum of two signs (one may be a wall sign and one may be a projecting sign) per each public street frontage and if the business has a rear parking lot, these signs are also allowed to the rear of the building.

(2) Freestanding signs may be used in lieu of projecting signs. The maximum size freestanding sign is 16 square feet

and the maximum height is 16 feet. The minimum height above the ground level is eight feet.

(3) Projecting signs are limited to 16 square feet in area and must project no more than five feet. The minimum height above the ground is eight feet. The sign may project over public (city) rights-of-way with an approved sign permit pursuant to § 152.04(D)(2), of the city code.

(4) Wall and projecting signs may not extend above the top of the building facade to which affixed.

(5) Wall signs can be a maximum of two square feet for each linear foot of building frontage but in no event shall the sign exceed 75 square feet in area.

(6) Awning signage may be used in lieu of wall and/or projecting signage.

(7) Luminous paints are not allowed.

(8) Animated signs are not allowed.

(9) Holiday and seasonal decorations that employ lighting shall be erected no more than one month before the holiday and removed within 15 days after the holiday, with the exception of Christmas when decorations may be erected on October 15.

(10) Window signs to be attached to the interior of the window only are limited in size as follows:

(a) May not exceed 25% of the window area;

(b) May not exceed the total allowable signage for all types of signs; and

(c) EMC signs are allowed inside windows up to six square feet in area subject to requirements of this chapter.

(11) Sign installation shall not damage the building's facade.

(12) On unpainted masonry buildings, all facade penetrations shall be set into lead sleeves or other approved, engineered fasteners, and the sleeves shall be set into masonry joints.

(13) A portable sandwich sign, maximum size six square feet and minimum five-foot setback from the sidewalk, may be displayed as follows:

(a) Only on the private property for which it advertises; or

(b) On public (city) rights-of-way with an approved sign permit pursuant to § 152.04(D)(2) of the city code.

(14) Any existing historical sign must be maintained as close to its original form as possible.

(15) The reconstruction of a historic sign is allowed upon approval of the Historic Preservation Commission. The reconstruction is allowed based on a historic image of the sign itself and may be subject to conditions approved by the Historic Preservation Commission. The sign should maintain the original colors and style as much as is practical. The location of the historic sign may be in the original location or relocated anywhere in the Historic District subject to the approval of the Historic Preservation Commission.

(16) All signage must be approved by the Historic Preservation Commission including the following:

(a) Signs illuminated with visible bulbs; and

(b) Signs illuminated with neon lighting, also known as "neon signs."

(17) Promotional displays limited to grand openings, a change in business name, or a change in business ownership are allowed in the Historic Preservation District for 30 consecutive days with a permit.

(L) Under canopy signs limited to two square feet in area.

(M) Off-site signs limited to signs owned by a public or quasi-public entity. Off-site signs shall be permitted as follows: only along those property lines of Commercial or Industrial zoned property which are contiguous with the right of way lines of Railroad Avenue, Bill Williams Avenue, Rodeo Road and Grand Canyon Boulevard. All off-site signs are subject to the following limitations:

(1) All off-site signs shall be free-standing signs, not attached to any building, wall post, or other structure. Off-site signs shall be

attached to the ground with metal posts and footings that are designed and constructed in accordance with the sign code and the building codes of the city. Signs shall measure no more than six feet high by eight feet wide in a solid rectangular shape with the highest point of the sign no more than 12 feet above grade.

(2) Off-site sign shall be located no more than ten feet from the property line/right of way line along which they are allowed. No off-site sign shall be nearer than 300 feet from any other off site sign.

(3) Each off-site sign shall have space for at least four but no more than eight individual advertising copy panels, each of which shall be no more than 24 inches high by 36 inches wide. No individual off-site sign shall contain more than one advertising copy panel per business or use advertised thereon. No advertiser may advertise on an off-site sign unless all other signs in the city that advertise that particular user are in compliance with all applicable city codes and regulations.

(4) The background color of all off-site signs shall be reflectorized blue and shall include a 1-1/8 inch wide white border along the outside edges of the sign face except at the corners where it shall have a six-inch outside radius. The background color and border shall be identical in shade and composition as the background color and border on standard "Tourist Information" signs as erected by the Arizona Department of Transportation (ADOT). The color of each individual advertising panel will be at the discretion of the individual advertiser.

(5) All off-site signs must be maintained by the owner of such signs, with all parts of said signs, including faces, paint, structure, individual advertising panels, etc., kept in "like new" condition. Off-site signs, including sign faces and advertising copy panels, shall be constructed of aluminum or other metal materials not susceptible to weathering.

(N) Electronic message center EMQ signs.

(1) EMC signs are allowed in the following districts: Central Business District (CBD); Highway Commercial (HC); Interstate 40 (I-40) Overlay; and Industrial (I-1 and I-2) Districts, and in any zoning district for school and church marquee use. EMC signs located within 100 feet of any residential parcel shall not be displayed between the hours of 10:00 p.m. and 6:00 a.m.

(2) EMC signs are permissible subject to the following conditions.

(a) EMC signs may be incorporated into permitted signs so long as they contain static images that are displayed for a minimum hold time of eight seconds before transitioning from one static image and/or message to the next.

(b) Not more than one such sign shall be placed on property held in single and separate ownership unless the property fronts on more than one street, in which case one such sign shall be permitted on each separate street frontage.

(c) EMC signs shall be included as part of other allowed flush wall mounted or freestanding signs.

(d) EMC signs are only allowed in conjunction with a nonresidential use. EMC signs are not allowed in the Historic Overlay District, except EMC signs are allowed inside windows up to six square feet subject to the same requirements as all other EMC signs.

(e) The maximum allowable area of an EMC sign that is incorporated into a larger sign shall not exceed 35% of the allowable square footage.

(f) All EMC signs shall come equipped with automatic dimming technology which automatically adjusts the sign's brightness based on ambient light conditions.

(g) No EMC sign shall exceed a brightness level of 0.3 foot candles above ambient light as measured using a foot candle (Lux) meter at a preset distance depending on sign area at a position five feet to six feet above ground level and perpendicular from the face of the sign, measured as follows:

| ***Area of Sign (sq. ft.)*** | ***Measurement Distance (ft)*** |
|---|---|
| 10 | 32 |
| 15 | 39 |
| 20 | 45 |
| 25 | 50 |
| 30 | 55 |
| 32 | 56.7 |
| For Signs of Other Sq. Ft. Measurement: Distance = Square Root of the (area of Sign Sq. Ft. x 100); √ (100 x Area) | |

(h) Flashing, revolving, moving, rotating, or similar intermittent lights are prohibited on EMC signs.

(i) Frame effects shall not be allowed. All frame changes shall be instantaneous.

(O) Window signs are to be attached to the interior of the window and are not to exceed 25% of the window area, and may not exceed the total allowable signage.

(P) Manual reader boards (MRBs) are allowed as follows: within the Central Business District (CBD), Historic Preservation Overlay, Highway Commercial (HC) District, Interstate 40 (I-40) Overlay, and Industrial (I-1 and I-2) Districts; and in any zoning district for school or church use. MRBs shall not exceed 35% of the signage.

(Q) Monument signs are permitted subject to the following.

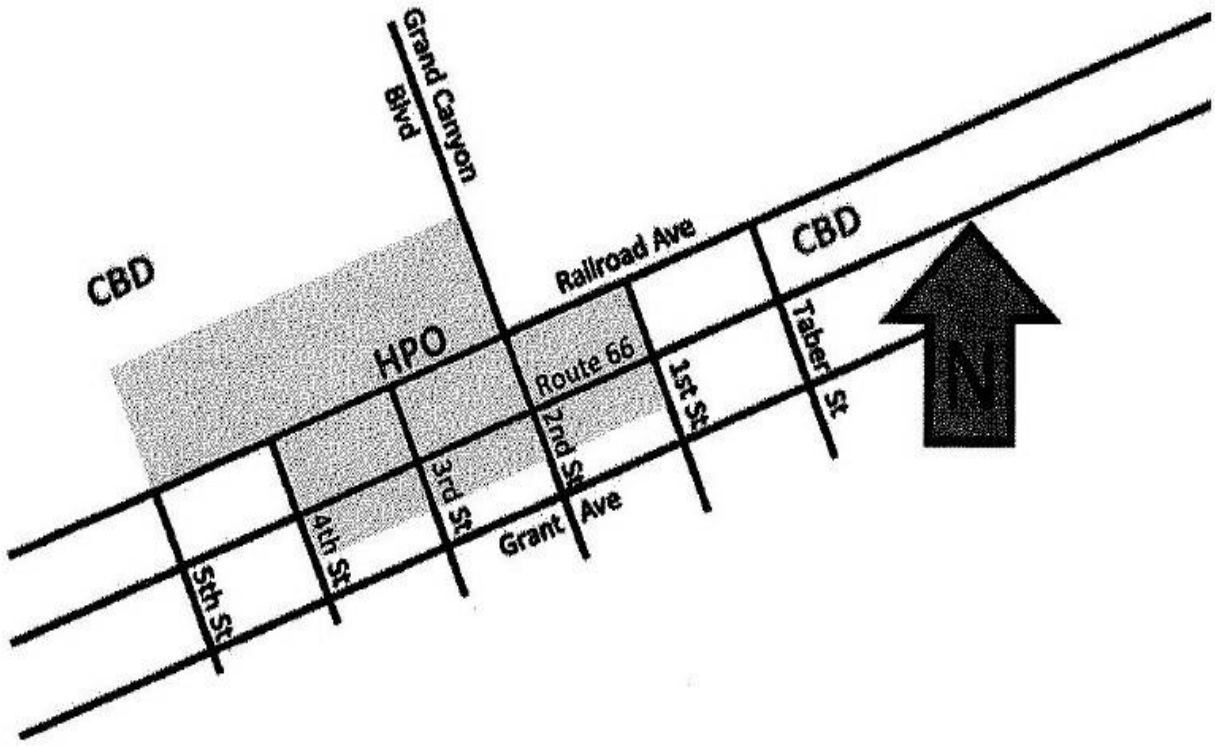
(1) One sign is allowed per each public street frontage in lieu of a freestanding sign.

(2) Each sign can be a maximum of 75 square feet in area, including the base.

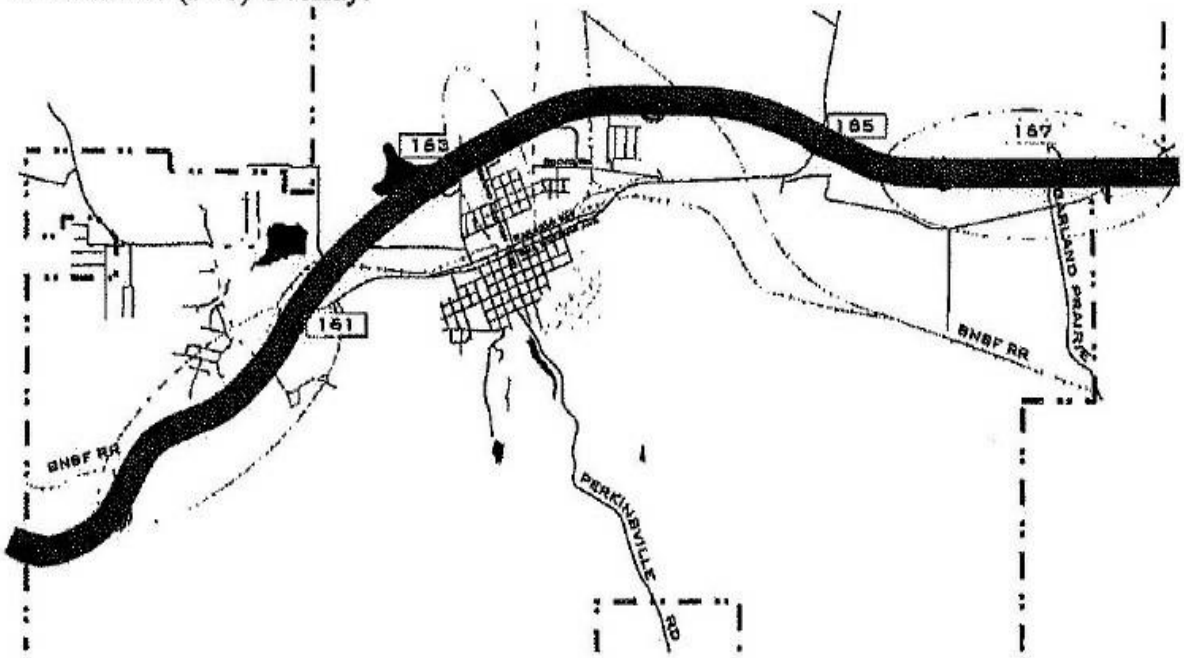
(3) The maximum height shall not exceed eight feet and the maximum length shall not exceed ten feet.

(4) Each sign must be set back from the property line not to interfere with pedestrian or traffic line of site as determined by staff.

(a) Historic Preservation (Overlay):




(b) Interstate 40 (I-40) Overlay:




(Ord. 939, passed 3-27-2014)

## § 158.199 GENERAL PROVISIONS.

(A) A sign building permit shall be obtained from the city prior to the construction of a new sign, or alteration of the size, shape or location of an existing sign, and/or display of any sign.

(B) All signs shall be constructed and attached, mounted, supported or erected in conformance with the adopted building codes of the city including the electrical code.

(C) All signs and sign structures shall be maintained to a safe condition. If the city determines that a sign is not maintained in a safe condition, the Zoning Administrator shall notify the sign owner to repair the sign within 48 hours. If the sign is not repaired or removed, the City Council may cause the sign to be repaired or removed with the cost of same to be assessed to the sign owner.

(D) Sign area shall be measured as follows:

(1) Each sign may be two-sided and the square footage shall be the measurement of one of the sides;

(2) For three or more faces the sign area shall be 50% of the sum of the areas of all faces. Spherical, free-form, sculptural, or other nonstandard shapes shall be determined by the Zoning Administrator;

(3) Individual letters or words or graphics mounted on a wall shall be measured by summing the rectangles that surround the individual letters, words or graphics; and/or

(4) The square footage of a panel, or background made to appear as a panel.

(E) Except when specifically allowed otherwise, each sign shall be located on the lot for which it advertises, informs or otherwise attracts attention.

(F) When located within a distance of 25 feet of a street and/or two feet of a sidewalk, the minimum height of the sign shall be eight feet above the grade immediately below the sign.

(G) When located above a sidewalk the minimum height shall be eight feet above the grade immediately below the sign.

(H) When located above a driveway the minimum height shall be 14 feet above the grade immediately below the sign.

(I) Except as provided in this chapter, signs shall not project beyond the

property lines. (Ord. 939, passed 3-27-2014)

## § 158.200 EXEMPT SIGNS.

The following signs are exempt from permit:

(A) Nameplate and address signs;

(B) Official signs of a public or governmental agency;

(C) On premise agriculture signs not exceeding six square feet;

(D) On premise bulletin boards for charitable or religious organizations provided the signs do not exceed 32 square feet;

(E) On premise real estate signs not exceeding six square feet;

(F) Open signs, mounted inside a window (may include lighting);

(G) Political signs as provided in this chapter;

(H) Private and commercial name plates and street address identification signs or no trespassing signs when such signs do not exceed two square feet;

(I) Public utility signs;

(J) Signs not visible beyond the lot or parcel on which they are located;

(K) Signs on a vehicle operated in the normal course of business;

(L) Holiday signs and decorations no more than 30 days prior to the holiday and removed within ten days following that holiday except for Christmas when the decorations may be erected on October 15. Holiday decorations shall be removed not more than 15 days after the pertinent holiday; and

(M) Temporary on-site signs such as

window signs. (Ord. 939, passed 3-27-2014)

## *§ 158.201 PROHIBITED SIGNS.*

Except when otherwise allowed the following signs are prohibited:

(A) All signs not specifically allowed herein;

(B) Animated signs;

(C) Audible signs with audible devices except for freestanding drive-through menu boards;

(D) Confusing sign that interferes with or confuses traffic or presents a traffic hazard;

(E) Dangerous signs;

(F) Obstruction: signs that obstruct any door or fire escape of any building;

(G) Portable signs except as allowed per this chapter;

(H) Portable signs mounted, attached or painted on trailers, boats, or motor vehicles when parked, stored or displayed in a manner intended to attract the attention of the public for advertising purposes;

(I) Signs located within, on, or projecting over any public right-of-way;

(J) Roof signs;

(K) Temporary signs except as allowed in this chapter;

(L) Temporary signs such as pennants, banners, balloons, flags and similar displays except as provided for approved temporary signs;

(M) Billboards and off-premise signs except as specifically allowed in this chapter;

(N) Menu signs exceeding 36 square feet for drive-through restaurant lanes or exceeding six square feet in any other location; and

(O) Obscene signs.

(Ord. 939, passed 3-27-2014)

## *§ 158.202 NONCONFORMING SIGNS.*

Nonconforming signs shall be subject to the following provisions.

(A) Nonconforming signs shall be maintained in good condition including the repair or replacement of worn or damaged parts in order to return it to original state.

(B) Nonconforming signs shall not be altered, reconstructed, replaced or relocated other than to comply with this section, except reasonable repair and maintenance limited to a maximum of a total of 50% of the cost to reproduce the sign.

(C) Nonconforming signs shall be removed or brought into conformance with this title when:

(1) The sign structure has been taken down, removed, damaged or deteriorated by more than 50% by any means;

(2) The use of the sign or the property on which it is located has ceased, or the property has become vacant or been unoccupied for a period of one year or more. The sign shall be removed within 30 days of notice to do so by the Zoning Administrator; and

(3) The property is developed or redeveloped and is the subject of a required building permit or other city development review procedure. Nonconforming signs shall be removed prior to the issuance of additional building permits on the property on which the nonconforming sign is located.

(Ord. 939, passed 3-27-2014)