

**Application
Narrative
Cash Transmittal
Pre-Application
Pre-App Narrative
Pre-App Cash Transmittal
Development Standards**

Project Narrative

Villa Monterey Units 1-7 Townhouse Historic District HP Overlay Zoning Case

The Villa Monterey Units 1-7 Townhouse Historic District is proposed to be initiated for HP overlay zoning consideration by the City's Historic Preservation Commission (HPC) on December 9, 2010. No development or change in use is proposed by the City or homeowner's associations with this City-initiated case. The 757 homeowners in this age-restricted townhouse development repeatedly requested that the HPC and the City consider this recognition. Strong owner support for the proposed HP designation from homeowners in Villa Monterey Units 1-7 is documented by signed petitions from the majority of the owners in these seven HOAs.

Owner's representatives approached the Historic Register Committee and the HPC in 2007 asking that Villa Monterey be considered for HP designation as a significant historic townhouse development adjacent to the downtown on Miller and Chaparral Roads. The HPC and staff advised the residents that the City needed to undertake a city-wide survey of townhouses and attached housing developments before it could determine which developments merited considered for local register designation. A city-wide townhouse/attached housing survey of 56 projects containing almost 7000 homes was completed and presented to the HPC in 2009. The Commission identified five projects as meriting further consideration and research, including Villa Monterey. While the survey was being completed the neighbors circulated a petition to gauge support for HP designation. They were able to contact 620 owners in Units 1-7 and the vast majority, 605 of these (97.6%) supported Villa Monterey becoming a historic district.

An integrity assessment on a house-by-house basis was completed in the summer of 2010. The result was that about 99% of the homes in Units 1-7 are viewed as contributing – a very high integrity rating. Based upon the city-wide survey, the initial HPC interest in pursuing five developments, the strong local support indicated by the petition from Villa Monterey residents, and the very high integrity rating of the townhomes, the HPC has but the initiation of an HP overlay zoning case on their December 9, 2010 for potential action.

A "Historic Significance and Integrity Assessment Report" will be completed and presented as part of the staff report when this case goes to hearing. The city-wide historic context and survey on townhouses will be included in the case folders as background information.

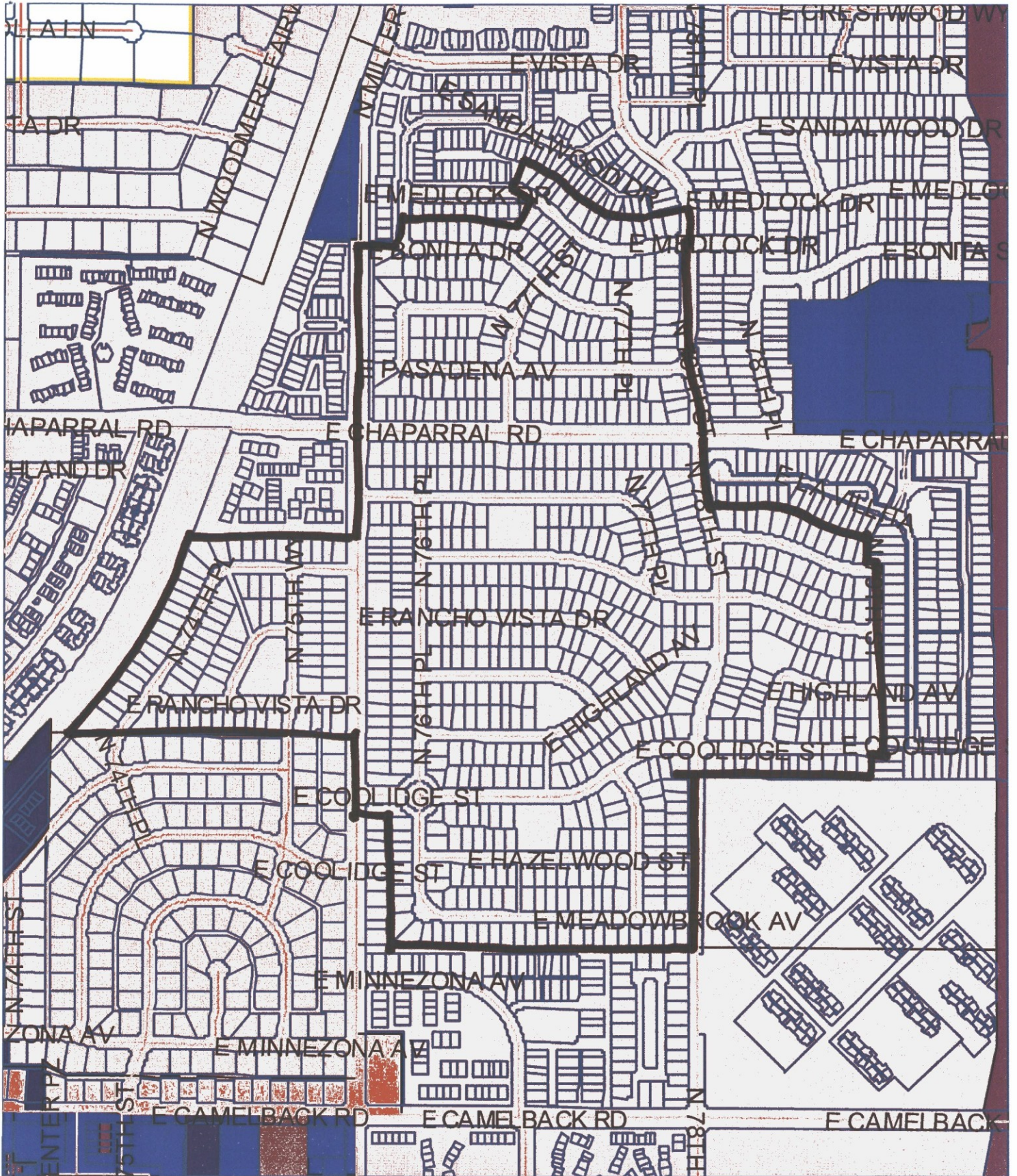
Prepared by Don Meserve, AICP, Historic Preservation Officer, November 2010
Staff liaison for the Historic Preservation Commission

**PROPOSED VILLA MONTEREY UNITS 1-7
TOWNHOUSE HISTORIC DISTRICT**

Unit/ HOA #	Subdivision Plat #(s) Area in Acres	Location/ Major Streets For Unit/HOA	Number of Homes	Number Common Tracts
1	VM Unit One 14.6837 ac.	East of Miller; Rancho Vista to Mariposa	87	1
2	VM Unit Two 21.1264 ac. (21.5341-.4077)	Miller to 78 th ; Meadowbrook to Coolidge	136	7
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7	VM Unit Seven Amended 7.8678 ac. VM Unit Seven-1 2.8951 ac.	Miller to 77 th ; Chaparral to Bonita	73	1
7 HOAs	Thirteen Plats (Units 1-7) 114.6884 ac.	Arizona Canal to 79th; Meadowbrook to Medlock.	757 Homes*	13 Common Tracts

The above HOAs and Plats in Villa Monterey Units 1-7 contain an estimated 114.6884 total acres (from ArcView) in the thirteen plats. Subdivision Villa Monterey 4-C, south of Coolidge Street on Miller Road, is not included in the table because it was built by a different builder using a different architectural style. The proposed HP district boundary includes the associated street rights-of-way, alley rights-of-way and/or easement rights-of-way included in the subdivisions. The right-of-way on Miller Road in front of Unit 4-C has been subtracted from the area for Unit 2. The proposed boundary is shown on a separate boundary map.

*Please note that the single family detached home on a lot on Miller Road built before Villa Monterey is included in these totals but it may be removed from the HP boundary and district during the public review process.



ZONING MAP FOR VILLA MONTEREY UNITS 1-7 HP OVERLAY ZONING



Project Pre-Application Questionnaire

The purpose of the Pre-Application process and this questionnaire is to provide preliminary information to the City's Planning Department on your proposed development project. This information and a Pre-Application meeting facilitate discussion on the development review process and related issues most likely applicable to your development project.

Pre-Application Process

Most development proposals are required to go through one or more application and/or entitlement processes, some of which involve public hearings. To process your pre-application and to enable your meeting to be productive, the attached forms and all required materials must be provided. At the pre-application meeting, city staff will highlight areas where you may need to pay particular attention, and which, if any, public hearing process(es) you will be required to go through. More information can be found at www.scottsdaleaz.gov/BldgResources/DevProcess

Completed pre-application application forms, all required materials and fees should be submitted in person to the One-Stop-Shop located at 7447 E. Indian School Road. Make checks payable to "City of Scottsdale."

After the pre-application packet has been accepted, the request is routed for assignment and scheduling. A staff member will contact you to schedule a pre-application meeting with staff.

Submittal Date: NOV. 30, 2010 Project No.: 730 -PA- 2010

Project Name: VILLA MONTEREY UNITS 1-7 HP Parcel No(s): 757 HOMES + 13 COMMON TRACTS
Address: APPROX. MILLER & CHAPARRAL RDS Quarter Section(s): 18-45, 18-46, 19-46

Property Details:

Single-Family Residential TOWNHOMES Multi-Family Residential Commercial Industrial Other

Lot Size: APPROX. 115 AC. Current Zoning: R-4 AND R-5 Current Use(s): TOWNHOMES + COMMON TRACTS

Has a 'Notice of Compliance' been issued? No Yes If yes, provide a copy with this submittal

Application Type:

Abandonment (AB) In-Lieu Parking Request (IP) Rezoning (ZN)
 Development Review (DR) Master Plan (MP) Text Amendment (TA)
 ESLO Hardship Exemption (HE) Master Sign Program (MS) Use Permit (UP)
 ESLO Wash Modification (WM) Notice of Compliance Variance (BA)
 General Plan Amendment (GP) Preliminary Plat Subdivision (PP) Other HP OVERLAY

Owner: 757 HOMEOWNERS Applicant: CITY OF SCOTTSDALE/HISTORIC PRESERVATION COMMISSION
Company: VILLA MONTEREY HOMEOWNERS Company: HISTORIC PRESERVATION OFFICE
Address: MULTIPLE Address: 7506 E. INDIAN SCHOOL RD.
Phone: _____ Fax: _____ Phone: 480-312-2523 Fax: 480-312-2455
E-mail: _____ E-mail: DMESERVE@SCOTTSDALEAZ.GOV

[Signature] for HPC 11/30/2010
Signature (circle one): Owner Applicant Date

Planning, Neighborhood & Transportation Division

7447 E Indian School Road Ste 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088



Project Pre-Application Questionnaire

Submittal Date: 11/30/2010

Project No.: 730 -PA- 2010

Please Note: All projects require a legally-assigned address; if an address is not currently assigned to your project, please submit a site plan to Records Division staff to obtain one. **This may take up to 5 days.** The Address Request form is available on-line at www.scottsdaleaz.gov/bldgresources/records.

All items listed below must be submitted to constitute a complete submittal.

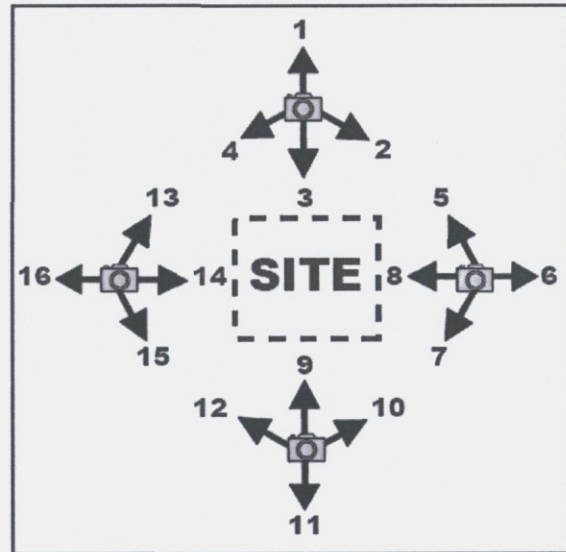
Submittal Requirements:

- 1. Completed Project Pre-Application Questionnaire & Fee** _____
(Fees subject to change every July)
- 2. Records Packet Fee** _____
The Records Packet Fee will be processed by staff. The applicant need not visit the Records desk to obtain the packet.
(Fees subject to change every July)
- 3. Conceptual Drawing(s)** – One (1) copy of conceptual site plan, plot plan, or schematic drawing representing your request (not required for Abandonments). If requesting Development Review Board approval, include elevations showing architectural character.
(24" x 36", 11" x 17", or 8.5" x 11" paper sizes only)
- 4. Project Narrative** – Attach a detailed descriptive narrative of the site layout that includes the following information:
 - Purpose of this request
 - Describe any and all pertinent information related to the request including, but not limited to, site circulation, parking and design, drainage, architecture, proposed land use, and lot design.
 - Any improvements and uses that currently exist on the property or on neighboring properties.
 - Explain how your proposal is compatible with the surrounding area.
 - Describe any unusual characteristics that may restrict or affect your development.
 - Targeted date to begin construction.

5. Site / Context Photographs

Provide color photographs showing the site and the surrounding buildings/properties in order to provide city staff with a visual impression of the current site conditions. Use the guidelines below for photos.

- Photos are to be taken looking in towards the project site and adjacent to the site.
- Photos should show adjacent improvements and existing on-site conditions.
- Refer to photograph number and direction of view.
- If your site is greater than 500 ft. in length, also take the photo locations shown in the dashed lines.
- Do not mount photos on large poster boards, cork boards, etc.



FOR ADMINISTRATIVE USE ONLY

A Pre-application meeting with Planning Staff has already occurred with MESERVE. Date: 11/30/2010

Planning, Neighborhood & Transportation Division

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Rezoning Application Checklist

At your pre-application meeting, your project coordinator will identify which items are required for submittal. Please note that ALL items checked will be required at the time of formal submittal.

PART I -- GENERAL REQUIREMENTS

All Graphics And Plans Shall Be To Scale And Dimensioned.

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all information in above section and without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Rezoning Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Completed Application Form <i>(form provided)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Proposition 207 information handout (sample agreement provided).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Zoning Application Fee \$ <u>N/A</u> (subject to change every July) - <i>CITY INITIATED</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Letter Of Authorization (from property owner(s) if property owner did not sign the application form) <i>PETITIONS SIGNED BY OWNERS IN CITIZEN INVOLVEMENT FOLDER</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Citizen Review Process Requirements: (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Current Title Report (requirements form provided) <i>N/A - OVERLAY ZONING NO PROJECT</i> <ul style="list-style-type: none"> • 8-1/2" x 11" – 1 copy • Include complete Schedule A and Schedule B.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Legal Description: (if not provided in Title Report) <ul style="list-style-type: none"> • 8-1/2" x 11" – 2 copies <i>11x17 PLATS FOR VILLA MONTEREY I.S. WILL PREPARE A LEGAL DESCRIPTION.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Site Location Map: <ul style="list-style-type: none"> • 8-1/2" x 11" – 1 copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Assessor's Map: (obtain from Records) identifying parcel(s); project location is to be clearly marked <ul style="list-style-type: none"> • 8-1/2" x 11" – 2 copies

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Rezoning Application Checklist

- 11. Provide a Combined Context Aerial and Context Site Plan:**
- 24" x 36"- **FOLDED-2** color copies
 - 11" x 17" – 1 color copy

→ CURRENT PLANNING WILL PREPARE FOR THIS CITY CASE

Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:

- _____ 750 feet
- _____ 1/4 mile radius from site
- _____ 1 mile radius from site
- _____ Other:

Show the proposed site plan in relation to surrounding development including the following:

- Building footprints and other site improvements such as drives, parking areas, site walls (indicate height of buildings and site walls);
- Label surrounding zoning and land uses;
- Streets including sidewalks, and any surrounding driveways or intersections;
- Show bike paths and trails; and
- Development plans approved by the Development Review Board during the past year that have not been constructed. (Approved plans are available at the Scottsdale Records Division at 7447 E. Indian School Road, Suite 105).

Massing Model: Scaled model indicating building masses on the site plan and the mass of any building within 500 feet (or other distance as required by the Project Coordinator).

- 12. Existing Conditions Photo Exhibit: Mounted or Printed on 8-1/2"x11" Paper** (Printed digital photos are OK) — *NUMEROUS PHOTOS AVAILABLE OF HOUSING.*
- Photos mounted on cardboard, foamboard, particleboard, posterboard or other material will not be accepted.
 - See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.
 - Provide 1 color original set and 1 - 8-1/2" x 11"

13. Project Narrative (form provided)

14. Draft Development Agreement (if applicable) *N/A*

15. Proposed Amended Development Standards (see provided sample) *NONE*
 should meet Maricopa County recording requirements
 _____ **Proposed amended development standards justification** (provided)

16. School District Notification – map provided (see Community Input Certification form)

17. Completed Airport Vicinity Development Checklist – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; **information packet provided**)

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Rezoning Application Checklist

18. Policy for Appeal of Required Dedications or Exactions (copy provided to applicant)

19. Archaeological Resources (information sheets provided) — NO LAND DISTURBANCE

- Certificate of No Effect / Approval Application Form (provided)
- Archaeology Survey and Report - 3 copies
- Archaeology 'Records Check' Report Only - 3 copies
- Copies of Previous Archeological Research - 1 copy

20. Historic Property (existing or potential historic property) — HISTORIC SIGNIFICANCE & INTEGRITY ASSESSMENT REPORT WILL BE COMPLETED FOR HEARINGS

Narrative describing proposal to preserve the historic character or compliance with property's existing Historic Preservation Plan

21. Site Posting Requirements (decal provided) and

- Affidavit of Posting for Project Under Consideration
(Affidavit must be turned in no later than 14 days after application submittal)
- Affidavit of Posting for Public Hearing
(Affidavit must be turned in 20 days prior to P.C. hearing)

X PART II -- REQUIRED PLANS & RELATED DATA — NO PROJECT
All Graphics And Plans Shall Be To Scale And Dimensioned.

1. Site Plan: (include all existing or approved site plan data on all adjacent property within 100+ feet of the site- see attached Plan and Report Requirements)

- 24" x 36" -12 copies, **FOLDED** N/A
- 11" x 17" - 1 copy (quality suitable for reproduction)
- Digital -1 copy (See Digital Submittal Plan Requirements)

2. Project Data Sheet (form provided)

3. Site Plan Worksheet including calculations (sample provided)

- 24" x 36" - 1 copy **FOLDED**

4. Conceptual Elevations: N/A

- 24" x 36" - 1 color copy **FOLDED**
- 11" x 17" - 1 color copy
- Digital - 1 copy (See Digital Submittal Plan Requirements)

5. Conceptual Landscaping Plan: N/A

- 24" x 36" - 1 copy **FOLDED**
- 11" x 17" - 1 copy

6. Floor Plans N/A

- 24" x 36" - 1 copy **FOLDED**
- 11" x 17" - 1 copy (quality suitable for reproduction)

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Rezoning Application Checklist

7. **Floor Plan Worksheet** including calculations **N/A**
- 24" x 36" – 1 copy **FOLDED**
 - Digital -1 copy (See Digital Submittal Plan Requirements)

8. **Drainage Report** **N/A**
- See the City's Design Standards & Policies Manual for specific submittal and content requirements for drainage report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial/topo maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.
- Demonstrate compliance with Army Corp. of Engineers with 404 compliance
 - Demonstrate compliance with National Pollutant Discharge Elimination Systems (NPES)
 - 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets
 - Digital- 1 copy (See Digital Submittal Plan Requirements)
- Planning & Development Services will not process project applications until the Drainage Report contains sufficient information in detail, scale and clarity for review.**

9. **Water Sampling Station** **N/A**
- Show location of sample stations on the preliminary plat.
 - Fax 8- 1/2 " x 11" copy of the preliminary plat with sampling stations to the Water Quality Division. Attn: Craig Miller- Fax: 480-312-5615, Phone: 480-312-5016

Part III. Additional Requirements

1. **Results of Alta Survey (42" x 36") FOLDED**
- 1 copy, shall not be more than 30 days old

2. **Topography Map:** (include 2'-0" minimum contours except where slopes exceed 15%)
- 24" x 36" 1 – copy **FOLDED**
 - 11" x 17" 1 – copy

3. **Site Cross Sections**
- Show existing and proposal grade lines, and all finished floor elevation of adjacent sites (at locations specified by Project Coordination Manager)
- 24" x 36" 1 – copy **FOLDED**
 - 8-1/2" x 11"- 1 copy (quality suitable for reproduction)

4. _____ **Transportation Impact & Mitigation Analysis (TIMA):** Contact the TIMA Coordinator, _____ at _____, for TIMA requirements.
- Name Phone
- At time of submittal, provide letter from the TIMA coordinator.
- _____ **Trip Generation Analysis- 3 copies**
- _____ **Traffic Impact Study- 3 copies**
- _____ **Traffic Evaluation- 3 copies (for Bars, Live Entertainment)**

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730 2010

Project Pre Application Number -PA-

Rezoning Application Checklist

- 5. **Parking Analysis**
 - 3 – copies (required for reduction of Ordinance requirements)
- 6. **Parking Master Plan**
 - 3 – copies (required for reduction of Ordinance requirements)
- 7. **Native Plant Submittal:** identifying significant concentrations on vegetation
 - 24" x 36" 1 – copy **FOLDED** (aerial with site plan overlay to show spatial relationships of existing protected plants to proposed development)
 - **See Sec. 7.504** of the Zoning Ordinance for specific submittal requirements.
- 8. **Phasing Plans** showing the proposed infrastructures and access to each phase of the development.
 - 24" x 36" 1 – copy **FOLDED**
- 9. **PRD Addendum** (refer to Zoning Ordinance) – 2 copies (**see sec. 6.204**)
- 10. **PCD Addendum** (refer to Zoning Ordinance) – 2 copies (**see sec. 5.2100**)
- 11. **PBD Addendum** (refer to Zoning Ordinance) – 2 copies (**see sec. 5.3061**)
- 12. **ESL Addendum** (refer to Zoning Ordinance) – 2 copies (**see sec. 6.1010**)
- 13. **Preliminary Art Plan & Schematic Design** showing location, type and scale of artwork (Required of Downtown Planned Block Developments)
- 14. Other copy of citywide survey & context report on townhouses.
- 16. **Submit all items pursuant to the Submittal Instructions provided.**
- 17. **An appointment must be scheduled to submit this application. To schedule your submittal meeting, please call 312-7000.**

[Signature]
Coordinator Signature

11/30/2010
Date

This application needs a: New Project Number or Old Project Number: _____

BOTH AN HP AND A ZN NUMBER + FOLDER

Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7088



Project Application

Project Number: 730 - PA - 2010

Case Number: - -

Date: 11/30/2010

Staff Signature required PRIOR to submittal

This Document Constitutes A Public Disclosure Under ARS Section 39-121, Inspection of Public Records

Applicant to Complete Section Below

- Case Type:
- | | | |
|--|---|---|
| <input type="checkbox"/> Abandonment (AB) | <input type="checkbox"/> Master Plan Map (MP) | <input checked="" type="checkbox"/> Rezoning (ZN) |
| <input type="checkbox"/> Changes to a Recorded Plat (PC) | <input type="checkbox"/> Master Sign Program (MS) | <input type="checkbox"/> Text Amendment (TA) |
| <input type="checkbox"/> Change to Existing Lots (PC) | <input type="checkbox"/> Minor Subdivision (MD) | <input type="checkbox"/> Use Permit (UP) |
| <input type="checkbox"/> Development Review (DR) | <input type="checkbox"/> Preliminary Plat (PP) | <input type="checkbox"/> Variance (BA) |
| <input type="checkbox"/> General Plan Amendment (GP) | <input checked="" type="checkbox"/> Other: <u>HP OVERLAY ZONING</u> | |

Project Name: VILLA MONTEREY UNITS 1-7 HP OVERLAY ZONING

Project Address: APPROX. 115 ACRES IN VICINITY OF MILLER + CHAPARRAL RD S.

Current Zoning District: R-4 + R-5 Parcel Number(s): MULTIPLE Quarter Section: 18 - 45

Request: DESIGNATE R-4 HP + R-5 HP AND PLACE ON SCOTTSDALE HISTORIC REGISTER.

The property owner shall designate an agent for the project. This person (the applicant) shall attend pre-application conferences and public hearings, will receive the agenda, recommendations, and case reports, and will communicate all case information to other parties as required. All contact for this project will be made through the applicant listed below.

Owner: SEVEN VILLA MONTEREY 1-7
 Company: HOMEDOWNERS ASSOCIATIONS (HOAs)
 Phone: _____ Fax: _____
 E-mail: _____
 Address: _____

Developer: N/A - NO PROJECT
 Company: _____
 Phone: _____ Fax: _____
 E-mail: _____
 Address: _____

Architect: N/A - NO PROJECT
 Company: _____
 Phone: _____ Fax: _____
 E-mail: _____
 Address: _____

Engineer: N/A - NO PROJECT
 Company: _____
 Phone: _____ Fax: _____
 E-mail: _____
 Address: _____

Applicant Contact: DON MESERVE - COS Phone: 480-312-2523
 Applicant E-mail: DMESERVE@SCOTTSDALEAZ.GOV Fax: 480-312-2455
 Applicant Address: 7506 E. INDIAN SCHOOL ROAD, SCOTTSDALE, AZ. 85251

Owner Signature: _____ Applicant Signature: Don Meserve for HPC

OFFICIAL USE ONLY

Staff Signature: _____ E-mail: _____@ScottsdaleAZ.gov 480-312-_____

This application needs a: New Project Number or Old Project Number: _____ Date: _____

Planning & Development Services Department

7447 E. Indian School Road, Suite 100, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088

4-HP-2010
1st: 12/09/2010

Project Narrative
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Staff liaison for the Historic Preservation Commission

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