



**NOTICE OF A REGULAR MEETING OF THE HISTORIC PRESERVATION COMMISSION
OF THE TOWN OF CLARKDALE
TUESDAY, JUNE 6, 2023 AT 6:30 PM**

In Person: Clark Memorial Clubhouse, 19 N. Ninth St., Clarkdale AZ

OR

Join Zoom Meeting

<https://zoom.us/j/9554994085>

Meeting ID: 955 499 4085

AMENDED

Town of Clarkdale Vision

The Town of Clarkdale connects our unique history, proximity to the Verde River, and small-town charm to a future with a vibrant economy.

We cultivate an environment where residents and businesses can thrive; providing services and jobs for our residents and capitalizing upon tourism.

We sustainably enhance our infrastructure, support the arts and education, and develop recreational opportunities to create a bright future for our entire community.

PURSUANT TO A.R.S. §38-431.02, NOTICE IS HEREBY GIVEN that the Historic Preservation Commission will hold a Regular Meeting open to the public on Tuesday, June 6, 2023, at 6:30 PM at 19 N. Ninth Street, Clarkdale, Arizona, Clark Memorial Clubhouse, Men's Lounge. A quorum of Town Council members may be present at this meeting; however, they will not deliberate or take action on any items. All members of the public are welcome to attend.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

The Historic Preservation Commission invites the public to provide comments at this time. Members of the Historic Preservation Commission may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01, action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date. Persons interested in making comments on a specific agenda item are asked to complete a brief form and submit it to

the Clerk or liaison during the meeting. Each speaker is asked to limit their comments to five minutes.

4. MINUTES

A. Approval of Minutes

Consider and act upon the draft minutes from the regular meeting held on March 7, 2023, and the special meeting held on April 18, 2023.

5. UPDATES

A. Bandstand - Gazebo

Mayor Prud'homme-Bauer will provide comments regarding the bandstand/gazebo.

6. REPORTS

A. Bandstand - Gazebo

Assistant Town Manager Ruth Mayday will provide an update on the bandstand/gazebo renovation.

7. DISCUSSION ITEMS ONLY - NO ACTION TAKEN

A. Historic Preservation Ordinance

Jon Froke will present the pre-final draft of the Historic Preservation Ordinance.

8. FUTURE AGENDA ITEMS

Historic Preservation Commission may propose items to be placed on a future agenda. This item is for discussion only.

9. ADJOURNMENT

Values

Values are the guiding principles that provide an organization with purpose and direction. The Town of Clarkdale's organizational values are:

COPPER

Customer focused

Open, transparent and equitable

Preserving our history, charm, and environment

Planning for a sustainable future

Economic and social resiliency

Resourceful and innovative

Mission

The Town of Clarkdale serves the community by providing amenities, infrastructure, services, and public safety to enhance quality of life. We are stewards of our history while we

sustainably and resiliently plan for the future with an emphasis on community engagement and transparency.

Persons with a disability may request reasonable accommodations by contacting the Town Hall at (928) 639-2400 (TTY: 1-800-367-8939) at least 72 hours in advance of the meeting.



Staff Report

Item Number: 4.A.

<u>Agenda Item:</u>	Approval of Minutes Consider and act upon the draft minutes from the regular meeting held on March 7, 2023, and the special meeting held on April 18, 2023.
<u>Staff Contact:</u>	Ruth Mayday, Community Development Director
<u>Meeting Date:</u>	June 6, 2023
<u>Strategic Goal:</u>	Not applicable.
<u>Background:</u>	Review of the draft minutes from the regular meeting held on March 7, 2023, and the special meeting held on April 18, 2023.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Staff recommends approval of the draft minutes from the regular meeting held on March 7, 2023, and the special meeting held on April 18, 2023.



**MINUTES OF A REGULAR MEETING OF THE HISTORIC PRESERVATION COMMISSION
OF THE TOWN OF CLARKDALE
TUESDAY, MARCH 7, 2023 AT 6:30 PM**

Members Present: *Chair Terry Gibson, Cindy Emmett, Michael Lindner, Ed Loesche, and Matthew Guebard.*

Other Municipal Officials Present: *Community Development Director Ruth Mayday, Senior Planner Tom Blanchard, Planning Technician Guss Espolt.*

Audience: *Twelve members of the public present.*

1. CALL TO ORDER - *Chair Gibson called the meeting to order at 6:30 p.m.*

2. ROLL CALL - *All members present.*

3. PUBLIC COMMENT

Ellen Taylor: *Financial implications; how much money does the Certified Local Government cost? A historic preservation ordinance adds another layer of bureaucracy for developers. Will there be an option for property owners to 'opt out' of the ordinance? Is single family residential exempt? The details of the proposed ordinance presented today are severe and restrictive and will add another layer of bureaucracy.*

Bill Regner: *Not clear on the language on the autonomy of the 'certificate of no effect'. Not clear on parameters of 'certificate of economic hardship'. Can you demolish a building? The term 'authority granted' should be reserved for the Town Council who represents the Town's interests. Any Board or commission reviewing projects should ask this question: 'Does this project support the story of Clarkdale, or does it detract from it?'*

4. MINUTES

A. Approval of Minutes

Discuss, consider and act upon the draft minutes from the regular meetings held on Jan. 3, 2023, and Feb. 7, 2023.

Motion by Lindner, second by Guebard to: *Approve the Jan. 3, 2023, and Feb. 7, 2023, minutes, with these revisions: The Historical Society provided photos that identified the historic doors and windows and purple glass.*

Approved: 5-0 Aye

Commissioner	Aye/Nay
Chair Gibson	Aye
Commissioner Emmett	Aye
Commissioner Lindner	Aye
Commissioner Loesche	Aye
Commissioner Guebard	Aye

5. NEW BUSINESS

A. Selection of Chair for the Historic Preservation Commission

Discuss, consider and act upon the selection of a Chairperson for the Historic Preservation Commission to serve a term of one year.

Motion by Lindner: *I would like to nominate Terry Gibson for Chair.*

Approved: 5-0 Aye

Commissioner	Aye/Nay
Chair Gibson	Aye
Commissioner Emmett	Aye
Commissioner Lindner	Aye
Commissioner Loesche	Aye
Commissioner Guebard	Aye

B. Selection of Vice Chair for the Historic Preservation Commission

Discuss, consider and act upon the selection of a Vice Chairperson for the Historic Preservation Commission to serve a term of one year.

Motion by Loeshe: *I would like to nominate Commissioner Guebard for Vice Chair.*

Approved: 5-0 Aye

Commissioner	Aye/Nay
Chair Gibson	Aye
Commissioner Emmett	Aye
Commissioner Lindner	Aye
Commissioner Loesche	Aye
Commissioner Guebard	Aye

6. DISCUSSION ITEMS ONLY - NO ACTION TAKEN

A. Historic Preservation Ordinance Update

Jon Froke, of Froke Urban Planning LLC, presented the draft Historic Preservation Ordinance and zoning code amendments needed to codify the Ordinance.

The Historic Preservation Ordinance (HPO) consultant Jon Froke presented zoning code amendments that will support the HPO. The HPO will be an overlay district, for approximately 30

commercial structures. The Commission will review the zoning code changes and email their comments to the HPC liaison, who will forward the comments to the HPO consultant Jon Froke. HPC will form a workshop to discuss details of the proposed zoning changes.

B. Bandstand Update

Community Development Director Ruth Mayday provided an update on the bandstand renovation. Construction bids have been received for the bandstand renovation and are under review.

7. FUTURE AGENDA ITEMS

- 1. Historic Preservation Ordinance update by HPO consultant Jon Froke.*
- 2. Bandstand update by CDD Ruth Mayday.*
- 3. Introduction of Commissioner Dan Biggins, who is replacing resigned commissioner Ed Losche.*

8. ADJOURNMENT - *Chair Gibson adjourned the meeting without objection at 8:32 p.m.*

Chairperson Terry Gibson
Historic Preservation Commission

Community Development Director Ruth Mayday



**NOTICE OF A SPECIAL MEETING OF THE HISTORIC PRESERVATION COMMISSION
OF THE TOWN OF CLARKDALE
TUESDAY, APRIL 18, 2023 AT 4:30 PM**

Members Present: *Chair Terry Gibson, Michael Lindner, Dan Biggins, Cindy Emmett, and Matthew Guebard*

Members Absent: *Ed Loesche*

Other Municipal Officials Present: *Community Development Director Ruth Mayday, Senior Planner Tom Blanchard, Planning Technician Guss Espolt*

Audience: *Approximately two (2) members of the public present.*

- 1. CALL TO ORDER** - *Chair Gibson called the meeting to order at 4:30 p.m.*
- 2. ROLL CALL** - *Guebard present, Biggins present, Lindner present, Gibson present, Emmett present.*
- 3. PUBLIC COMMENT** – *No public comment.*

4. DISCUSSION ITEMS ONLY – NO ACTION TAKEN

A. Draft Historic Preservation Ordinance

Discussion only with the Town Council, the Planning Commission and the Design Review Board regarding the Historic Preservation Ordinance.

Community Development Director Mayday presented a PowerPoint on how a Historic Preservation Ordinance (HPO) would provide beneficial tools such as 'design guidelines', that will help preserve the historic district by guiding rehabilitation and in-fill projects that will reflect Clarkdale's character-defining historic features.

After the presentation, the following comments and concerns were noted:

*HPO HARDSHIP: Does malfunctioning plumbing constitute a hardship?
Yes, if by natural occurrence (burst water pipe) would be a hardship.
Neglect (self-caused) is not a hardship.*

*HPO TIMELINE: Will HPO delay building permit approval?
Yes, if the developer submits incomplete information.
Most reviews will be staff level and when necessary, joint meetings to save time.*

HPO GRANTS: Adopting an HPO enables the Town to become a Certified Local Government (CLG) and apply for Federal grants.

Fear: Burden on staff and too expensive to hire grant administrator.

HPO BUREAUCRACY:

Fear: HPO will create another layer of bureaucracy and discourage developers.

Concerns were discussed.

After commenting, the Council, Commission and Board members participated in a 'dot voting' exercise, where members placed a green (yes) or red (no) dot on the six draft HPO sections, mounted on six easel boards. The members 'voted' as follows:

- 1. HPO Purpose: 13 Yes – 1 No*
- 2. Certificate of Eligibility: 9 Yes – 1 No*
- 3. Certificate of No Effect: 8 Yes – Zero No*
- 4. Design Guidelines: 11 Yes – 1 No*
- 5. Demolition and Moving of Structures: 4 Yes – 4 No*
- 6. Certificate of Hardship: 5 Yes – 6 No*

Members supported the HPO in all areas except Demolition and Certificate of Hardship, which were equally divided between Yes and No.

Staff will revise the HPO to reflect the concerns of the members and present a final HPO draft at the next HPC meeting.

5. FUTURE AGENDA ITEMS

Historic Preservation Commission did not propose items to be placed on a future agenda.

6. ADJOURNMENT - Chair Gibson adjourned the meeting without objection at 6:07 p.m.

Chairperson Terry Gibson
Historic Preservation Commission

Community Development Director Ruth Mayday

Section 3-170 Historic District (HD)

Section 3-170-010 Purpose

The purpose of this ordinance is to support the preservation of buildings, structures, and sites identified in the Historic Resource Survey of Clarkdale (Ryden, 1989) and the National Register of Historic Places Designation (January 1, 1988) and identify, preserve, and enhance the Town's significant historical, architectural, cultural, and archaeological resources in the interest of the welfare of the citizens of Clarkdale by:

1. Protecting, preserving, and enhancing the significant elements of the historical, architectural, cultural, and archaeological heritage of the Town;
2. Encouraging the identification and recognition of significant historic resources;
3. Encouraging the sensitive adaptation of historic properties to modern uses;
4. Ensuring that new construction, additions, alterations, and demolitions to both historic and non-historic properties within the Clarkdale Historic District is carried out in a manner which is not detrimental to the historic integrity of the district;
5. Encouraging the identification and protection of prehistoric and historic archaeological resources;
6. Supporting historic tourism;
7. Protecting and preserving those properties within the Town which are valuable to the preservation of the community character and identity; and
8. Preserving and enhancing the attractiveness of the Town to potential home buyers, and business interests, thereby supporting and promoting commercial development and economic benefit to the Town.

Section 3-170-020 Effect of Historic District Designation

The Historic District is an overlay zone. Permitted land uses and development standards shall be regulated by the underlying zoning district.

1. The development standards for the underlying zoning district may be superseded by the design guidelines adopted at the time of the district designation. This includes, but is not limited to, the size, height, locations and number of signs, the location of off-street parking, required screening and landscaping, the height of fences and walls, and the number of required off-street parking and loading spaces.

2. When a building permit is sought from the Town to demolish, alter, remodel, move, build, renovate or otherwise develop or landscape property in the Clarkdale Historic District, issuance of the permit shall be deferred until after a Certificate of No Effect is issued by the Historic Preservation Specialist or a Certificate of Appropriateness is obtained from the Historic Preservation Commission.
3. Plans showing the scope of the proposed work shall be submitted at the time of application for a Certificate of No Effect or a Certificate of Appropriateness. An approved plan shall be binding upon the applicant and their successors and assignees. No building permit shall be issued for any building or structure not in accordance with the plan, except that temporary facilities shall be permitted in conjunction with construction.
4. Nothing in this ordinance shall be construed to prevent ordinary maintenance, cleaning, repair, including painting, of any structure in the Historic District, which does not alter or modify the historic character of the structure.

Section 3-170-030 Certificate of No Effect

All requests for building permits located within the Clarkdale Historic District shall be referred to the Historic Preservation Specialist.

The Historic Preservation Specialist shall issue a Certificate of No Effect if it is determined that:

1. The proposed work is clearly within the design guidelines; and
2. The proposed work will not diminish, eliminate, or adversely affect the historic character of the subject property or its effect on the Clarkdale Historic District.

Approval of a Certificate of No Effect authorizes the issuance of permits required by the Building Official.

If a Certificate of No Effect is not issued, a Certificate of Appropriateness shall be required.

All requests for building permits located within the Clarkdale Historic District shall be referred to the Historic Preservation Specialist.

Section 3-170-040 Certificate of Appropriateness

The Historic Preservation Commission shall review the application and shall conduct a public hearing within ninety (90) days of the filing of an application for a building permit. Notice of the application shall follow statutory requirements for a public hearing.

The Historic Preservation Commission shall either grant or deny the application or grant it with stipulations. This application shall be deemed approved if the initial hearing is not held within ninety (90) days of the date of application.

The Historic Preservation Commission shall evaluate all proposals in accordance with the Secretary of the Interior Standards for Rehabilitation and the adopted design guidelines for the district. A Certificate of Appropriateness shall be granted if the Historic Preservation Commission determines that the proposed work is:

1. Is compatible with the relevant historic, cultural, educational, or architectural qualities characteristic of the property; and
2. Does not diminish or adversely impact the integrity of the Clarkdale Historic District; or
3. Qualifies for a Certificate of Hardship.

The applicant or any Town Council Member aggrieved by the decision of the Historic Preservation Commission may, within fifteen (15) working days of this action, appeal the decision to the Town Council. If appealed, the matter shall be set for a public hearing before the Town Council. Notice of the hearing shall be sent to the applicant at least fifteen (15) days prior to the hearing and shall be posted on the property fifteen (15) days prior to the hearing.

The Town Council shall render its decision within sixty (60) days of the filing of an appeal, or the application is deemed approved. At this public hearing, the Town Council may:

1. Affirm the decision of the Historic Preservation Commission;
2. Reverse the decision of the Historic Preservation Commission; or
3. Send the application back to the Historic Preservation Commission for reconsideration.

Approval of a Certificate of Appropriateness authorizes the issuance of permits required by the Building Official. A Certificate of Appropriateness expires one (1) year from the date of issuance if a building permit is not issued for the project.

Section 3-170-050 Certificate of Hardship

A Certificate of Hardship may be granted by the Historic Preservation Commission or by the Town Council on appeal. The purpose of a Certificate of Hardship is to grant leniency in applying standards or Historic Preservation Guidelines to a proposed rehabilitation project where a demonstrated economic hardship exists.

The basis to establish hardship for an income producing property within the Historic Preservation District shall be the inability of a property taken as a whole to obtain a reasonable rate of return in its present condition or if rehabilitated.

Demonstration of a hardship shall not be based on or include any of the following circumstances:

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

In order to properly assess a request for Certificate of Hardship, the Historic Preservation Specialist shall request and receive from the applicant all information it deems necessary. This shall/should include, but is not limited to, the following:

1. A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of the building(s) on the property, their suitability for rehabilitation, and possible new uses for the property;

2. The assessed value of the land and improvements according to the two (2) most recent assessments;

~~3. The real estate taxes paid during the previous two (2) years;~~

~~4. All appraisals obtained by the owner or applicant in connection with his purchase, financing, or ownership of the property;~~

~~5. Any listing of the property for sale or rent, price asked and offers received, if any;~~

3. All health, building and fire code violations which have been listed on the property for the last two (2) years.

4. Any federal, state, or local citation(s) which have determined the building to be a nuisance under applicable law.

~~8. One of the following to verify economic non-viability of project:~~

~~a. Annual gross income from the property for the previous two (2) years;~~

~~b. Itemized operating and maintenance expenses for the previous two (2) years; or~~

~~c. Annual cash flow, if any, for the previous two (2) years.~~

The procedures for obtaining a Certificate of Hardship shall be the same for obtaining a Certificate of Appropriateness.

If a Certificate of Hardship is issued, a Certificate of Appropriateness shall be granted.

Section 3-170-060 Demolition & Moving of Buildings & Structures

It is the intent of this ordinance to preserve the historic and architectural resources within the Historic District. However, it is recognized that there can be circumstances beyond the control of a property owner which may result in the necessary demolition of a structure within the Historic District. These circumstances include a building which constitutes an imminent safety hazard, which involves a resource whose loss does not diminish or adversely affect the integrity of the district, or which imposes an economic hardship on its owners as follows:

1. No permit shall be issued to move or demolish all or any part of a building, or other structure in the Historic District without approval of a Certificate of Appropriateness as established in Section 3-170-040.
2. A request for a demolition permit shall be exempt from these requirements if the Building Official determines, according to the criteria set forth in adopted codes, that the building is an imminent safety hazard to the public and that necessary repairs would be impractical. The Building Official shall first notify the Historic Preservation Specialist in writing before issuing the demolition permit.
3. If demolition approval is not granted, then no demolition permit shall be issued for a period of one (1) year. A subsequent demolition application may be made and granted for a property which has previously been the subject of a one (1) year demolition permit denial if new facts or circumstances can be presented in support of the application.
4. If demolition approval is granted on any basis other than that of an imminent hazard, hardship, or upon expiration of a restraint of demolition, a demolition permit shall not be issued until a redevelopment or reuse plan for the property has received a Certificate of Appropriateness. Vacant land or non-use shall not be considered responsive to this requirement. A redevelopment or reuse plan shall consist of a site plan illustrating the location of building, parking, walls, and landscaping, as well as building elevations which depict roof lines, doors, windows, and other architectural details. A redevelopment or reuse plan shall also meet the requirements of Design Review as outlined in Chapter 11.
5. A demolition approval may be conditioned on stipulations which provide for rights of access to the property for the purposes of documentation or for agreed upon removal of artifacts.

Section 3-170-070 Design Guidelines

Properties within the Clarkdale Historic District shall consider the surrounding context of the existing structures with respect to architectural style, building form, and building massing.

When designing new or remodeled buildings or considering an adaptive reuse of an existing building, incorporation of the following features is recommended:

Siting:

- a) Establishment of a relationship to adjoining spaces. One- and two-story buildings are encouraged.
- b) A main entrance from a public sidewalk.
- c) A strong pedestrian connection to existing sidewalks or extension of the sidewalk system.
- d) Continuity of streetscape along Main Street.
- e) The front yard setback shall be reduced to zero if the main building abuts a public sidewalk.



Example of a **Zero Setback** and Main Entrance from Public Sidewalk on Main Street



Public Right-of-Way

Lot line/Building Facade

Exterior Wall Design, Materials & Finishes:

- f) Incorporation of design features such as a parapet wall, cornice, frieze, dentil trim, canopy, clerestory window, transom window, display window, recessed doorway and a bulkhead is recommended.
- g) The use of brick and stone masonry is required.
- h) Masonry may be structural or veneer. Brick façades and/or partial brick inlays are encouraged. Painting of brick is discouraged.
- i) Stucco may be used as an accent.



Example of a **Frieze** on Main

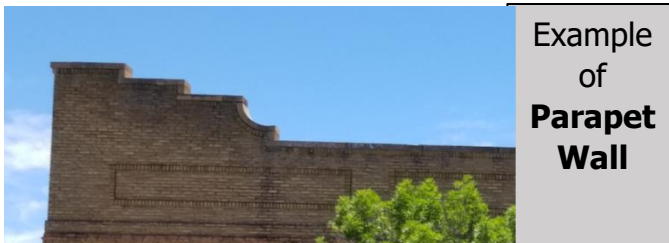
- j) Wood may be used as an accent.

Roof & Roof Parapet:

- k) Varied roof lines are recommended.
- l) Metal roofing is acceptable.
- m) Rooftop mechanical equipment shall be screened from public view from the front elevation.



Example of **Dentil Trim**



Example
of
**Parapet
Wall**



Example of **Varied Roof Lines** on Main Street



Example
of Greek
Key
Window
Detail

n) Large storefronts are recommended. The use of wood is recommended.

Windows should be glass and should be single, double hung, or fixed. Vertical windows are recommended.



Example of
**Clerestory
Windows
&
Transom
Windows**
on Main
Street

O) Clerestory windows and transom windows are recommended.

p) Rounded arches are acceptable, where appropriate.



Example
of
**Rounded
Arches**
on Main
Street



Example of an **Arched Entry**



Example of **Awnings** on Main Street

q) The use of wood for doors is strongly encouraged. Steel may be used for doors and windows if painted or anodized to be compatible with the rest of the building.

r) Awnings are permitted. The use of canvas awnings is recommended. Metal awnings are not recommended. Copper awnings are acceptable.

All other development and performance standards are as found in the underlying zoning district. (Prior code § 3-16-3).

(Created by Ordinance #xxx; approved x/x/23; Effective x/x/23) The Clarkdale Zoning Code is current through Ordinance #411, passed June 8, 2021.

Disclaimer: The Town Clerk has the official version of the Clarkdale Zoning Code. Users should contact the Town Clerk for ordinances passed subsequent to the ordinance cited above.

Town Website: www.clarkdale.az.gov

Town Telephone: (928) 639-2400

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