



**NOTICE OF A REGULAR MEETING OF THE HISTORIC PRESERVATION COMMISSION
OF THE TOWN OF CLARKDALE
TUESDAY, SEPTEMBER 5, 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

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, September 5, 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

Discuss, consider and act upon the draft minutes from the regular meeting held on July 18, 2023.

5. DISCUSSION ITEMS ONLY - NO ACTION TAKEN

A. Bitter Creek Bridge

Discussion only regarding a Staff progress update for the Bitter Creek Bridge.

B. Historic Preservation Ordinance

Discussion only regarding the draft Historic Preservation Ordinance.

C. Bandstand

Discussion only regarding a Staff progress update on the Bandstand.

6. FUTURE AGENDA ITEMS

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

7. 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 Discuss, consider and act upon the draft minutes from the regular meeting held on July 18, 2023.
<u>Staff Contact:</u>	Ruth Mayday, Community Development Director
<u>Meeting Date:</u>	September 5, 2023
<u>Strategic Goal:</u>	Not applicable.
<u>Background:</u>	Review of the draft minutes from the regular meeting held on July 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 July 18, 2023.



**SUMMARIZED MINUTES OF A REGULAR MEETING OF THE
HISTORIC PRESERVATION COMMISSION
OF THE TOWN OF CLARKDALE
TUESDAY, JULY 18, 2023, AT 6:30 PM**

(To watch the full video of the meeting, please visit www.clarkdale.az.gov – agendas & minutes)

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

Members Absent: None

Other Municipal Officials Present: *Community Development Director Ruth Mayday, Senior Planner Tom Blanchard, Town Clerk Charity Brooks, Town Manager Susan Guthrie; Town Attorney Stephen Polk; Parks and Recreation Director Joni Westcott; Community Development Admin Guss Espolt; Police Chief Randy Taylor*

Audience: *Approximately five members of the public present.*

Zoom: *Three members of the public present.*

1. CALL TO ORDER - *Chair Gibson called the meeting to order at 6:29 p.m.*

2. ROLL CALL - All board members present.

3. PUBLIC COMMENT – No Public comment.

4. MINUTES

A. Approval of Minutes

Discuss, consider and act upon the draft minutes from the meetings held on March 7, April 18 and June 6, 2023.

Motion by Guebard, second by Emmett to: *Approve the draft minutes from the meetings held on March 7, April 18 and June 6, 2023.*

Approved: 5-0 Aye

Commissioner	Aye/Nay
Chair Gibson	Aye
Commissioner Emmett	Aye

Commissioner Lindner	Aye
Commissioner Biggins	Aye
Commissioner Guebard	Aye

5. DISCUSSION ITEMS ONLY - NO ACTION TAKEN

A. Town Code 17-8-2: Historic Preservation Commission

Review and discussion of Town Code Chapter 17, Boards and Commissions, Article 17-8 Historic Preservation Commission.

Assistant Town Manager Ruth Mayday gave a PowerPoint presentation detailing Town Code Chapter 17, Boards and Commissions, Article 17-8 Historic Preservation Commission. Town Attorney Stephen Polk was present and answered questions from the Board to further clarify terminology in various sections of the Town Code.

B. Broadway Phase II Improvements

Discussion only regarding the Broadway Phase II Improvements.

Assistant Town Manager Ruth Mayday provided an update on the Broadway Phase II Improvements and the history of that section of road.

Questions were raised by the Commission regarding the historic status of the road, and it was determined more research would be conducted and the item would be on a future agenda.

C. Condemned Structures

Discussion only regarding condemned structures in the Town of Clarkdale.

Assistant Town Manager stated the town has not condemned any structures in the Town of Clarkdale in the past three years.

Commissioner Lindner requested a list of demolition permits that have been issued in the past three years.

D. Bitter Creek Bridge

Discussion only regarding the Bitter Creek Bridge.

Assistant Town Manager Ruth Mayday provided an update regarding the design phase of the new Bitter Creek Bridge and how the current historic Bitter Creek Bridge will be preserved and used as a walking bridge.

E. Historic Preservation Ordinance

Discussion only regarding the Historic Preservation Ordinance.

Jon Froke provided an update on the final draft version of the Historic Preservation Ordinance.

Questions were raised by the board regarding the Ordinance and another draft will be presented to the board at a future meeting.

Public Comment:

Commissioner Lindner read a letter submitted by Clarkdale resident Ellen Taylor. Ms. Taylor suggests that rather than trying to tweak a one-size-fits-all ordinance, the Historic Preservation Commission might want to consider adapting existing provisions in the general plan located on page 216.

Clarkdale resident Drake Meinke spoke in support of the Historic Preservation Ordinance as it will allow business and property owners to apply for grants.

F. Bandstand

Discussion only regarding the Bandstand.

Assistant Town Manager Ruth Mayday provided an update on the status of the restoration of the Bandstand.

6. FUTURE AGENDA ITEMS

Historic Preservation Commission proposed the following items to be placed on a future agenda.

- 1. Broadway Historic Designation*
- 2. Bitter Creek Bridge*
- 3. Historic Preservation Ordinance*
- 4. Bandstand*

7. ADJOURNMENT

Motion by Lindner, second by Biggins to: *adjourn the meeting at 8:33 p.m.*

Approved: 5-0 Aye

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

Chairperson Terry Gibson
Historic Preservation Commission

Assistant Town Manager Ruth Mayday



Staff Report

Item Number: 5.A.

<u>Agenda Item:</u>	Bitter Creek Bridge Discussion only regarding a Staff progress update for the Bitter Creek Bridge.
<u>Staff Contact:</u>	Ruth Mayday, Community Development Director
<u>Meeting Date:</u>	September 5, 2023
<u>Strategic Goal:</u>	This agenda item supports the following Clarkdale Strategic Goal Area: • Goal Area 1 - Preserve and celebrate Clarkdale's unique, complex history. • Goal Area 3 - Enhance the quality and availability of parks, recreation and cultural opportunities.
<u>Background:</u>	The Town received a \$6.3 million appropriation from the Arizona Legislature to construct a new bridge and convert the existing historic bridge to a bike/pedestrian facility. During the June 27, 2023, regular meeting of the Clarkdale Town Council, Resolution No. 1697 was approved. This Resolution sets forth the Interlocal Agreement distributing the funds from the Arizona Department of Transportation (ADOT) to the Town of Clarkdale. Public Works, Community Development, and the Town Manager continue to work through design and engineering processes, and identifying qualified contractors for the construction phase of the project. Detailed topographical surveying should be underway soon to determine preferred and alternative alignments.
<u>Budget Impact:</u>	The \$6.3 million grant will cover costs.
<u>Recommendation:</u>	No recommendation. Discussion only.



Staff Report

Item Number: 5.B.

Agenda Item: **Historic Preservation Ordinance**
Discussion only regarding the draft Historic Preservation Ordinance.

Staff Contact: Ruth Mayday, Community Development Director

Meeting Date: September 5, 2023

Strategic Goal: This agenda item supports the following Clarkdale Strategic Goal Area:

- Goal Area 1 - Preserve and celebrate Clarkdale's unique, complex history.

Background: Assistant Town Manager Ruth Mayday will present a revised pre-final draft Historic Preservation Ordinance (HPO) per commission comments from the July 18, 2023 HPC meeting.

This is the eighth public meeting regarding the HPO, with the first meeting was held on Jan. 3, 2023, followed by several public meetings including a joint meeting with the Town Council, the Design Review Board and the Planning Commission on April 4, 2023.

Budget Impact: No budget impact.

Recommendation: No recommendation. Discussion only.

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
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.

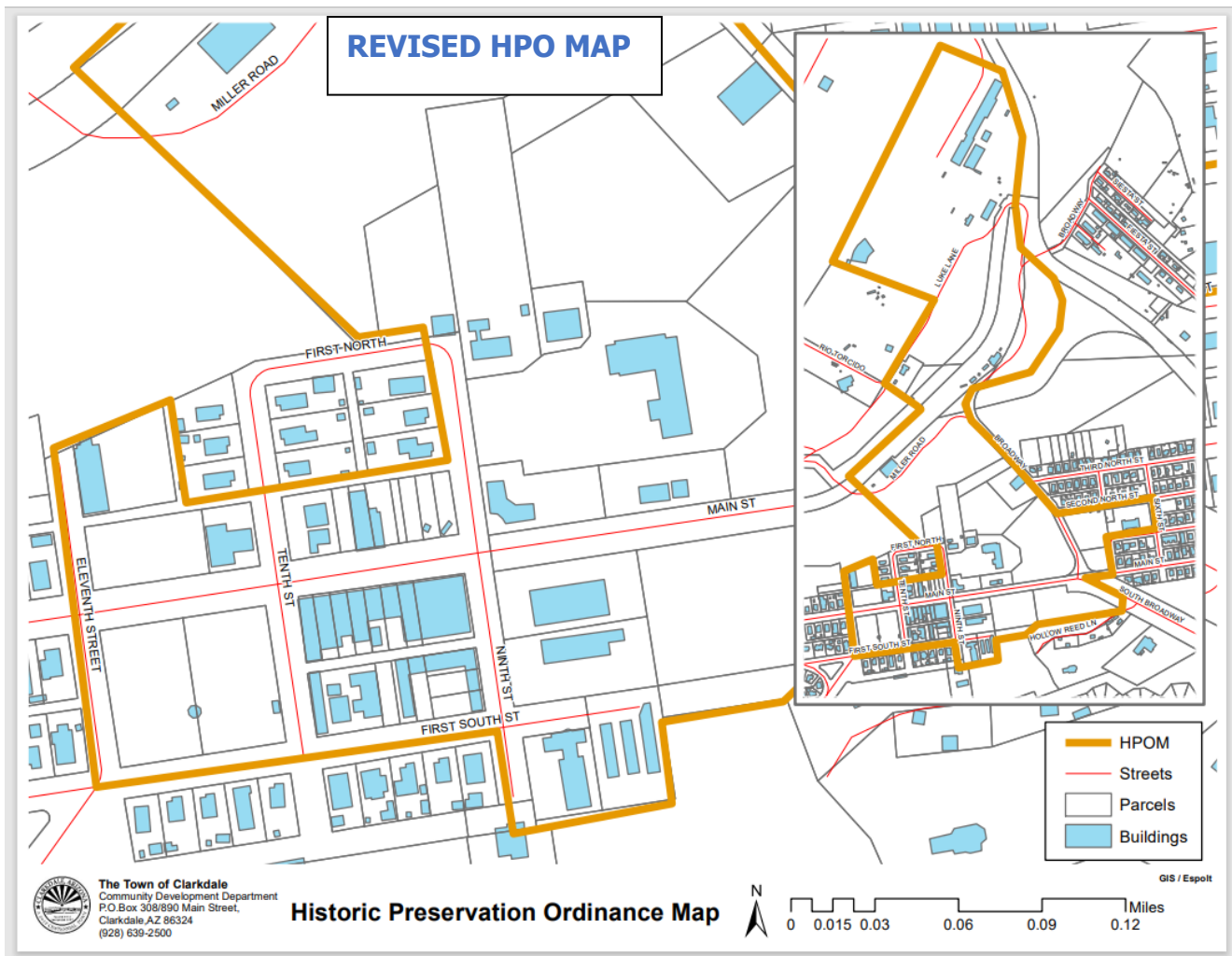
Section 3-170-020 Historic District Designation

~~The Historic District is an overlay zone. Overlay zones build upon the underlying zoning by establishing additional requirement that are applied to the underlying zoning district.—~~

A. Historic District Boundaries

The core of the Historic District is the historic downtown area, which is located on Main Street, Extending to First North Street to the north, Broadway Road to the east, First South Street to the South and 11th Street to the east.

The Historic Preservation Ordinance applies to the historic downtown, Town administration Buildings, the Verde Canyon Railroad and industrial buildings north of Luke Lane.



B. Development Standards

The Historic District is an overlay zone. Overlay zones build upon the underlying zoning by establishing additional requirement that are applied to the underlying zoning district. If there are conflicts, the more restrictive ordinance shall apply.

1. Properties within the district can include the on-street parking as part of their parking counts.
2. Permits with special circumstances that would generally require a variance, including but 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. Such variances shall meet the following findings of fact:
 - a. Not contrary to health, safety, or best interest of the public.
 - b. Literal enforcement of the provision shall cause an unnecessary hardship that is neither economic or self-imposed harm.
 - c. Condition unique to the property which was not created by the property owner.

- d. NO adverse effect on surrounding properties.
 - e. Variance is not contrary to the intent of the HPO.
-
- 3. When a building permit is sought from the Town to 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.
 - 4. Plans showing the full scope of the proposed work shall be submitted at the time of application for a Major or Minor 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.
 - 5. 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.
 - 6. The HPC shall serve as the Design Review Board for historic properties in the district. (Add Map)

~~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. Approval of Certificate of No Effect also serves as Design Review approval.~~

~~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 3-170-030 Review Process

A. Prior to submitting a building permit application, in the commercial Historic District, the applicant will schedule a Pre-Application Review (PAR) meeting with the Community Development Department Staff to review the required application submittals and review process.

B. All commercial building permit or demolition applications located in the Historic District shall be reviewed by Community Development Department Staff for classification of either a Minor or Major Certificate of Appropriateness as follows:

1. Minor work includes replacement of architectural features with the same materials and design, or the construction of yard fences and walls. If minor work projects also meet Historic Preservation Design Guidelines (Section 3-170-070), then the Director may approve the project.

2. Major work includes significant work such a new construction, exterior renovations and demolition or conflict with the Historic Preservation Design Guidelines (Section 3-170-070), shall be forwarded to the Historic Preservation Commission for review.

Section 3-170-040 Certificate of Appropriateness

A. Applications for Certificates of Appropriateness shall be submitted to the Town of Clarkdale Community Development Department. Staff will review the application for completeness and provide review comments to the Commission.

Applications shall include the following items:

1. **Site Plan** to include topography, vegetation, property lines, building and adjacent building footprints, streets, right of ways, curb cuts, driveways, sidewalks, signage, lighting, fences and walls.
2. **Exterior Elevations** to include doors, windows, architectural features and elevation marks from finished grade to highest point of eaves, roof ridge, or parapet walls.
3. **Building Sections and Exterior Details** as appropriate, to provide additional information.
4. **Floor Plans** for reference only, to help understand the overall plan.
5. **Material and Color Board** to graphically depict proposed building façade.
6. **Historic Photographs** to provide project context, elements and compatibility with adjacent properties.
7. **Color Renderings** of finished project to illustrate post-improvement compatibility with adjacent properties.
8. **Landscape Plan** may be required.

B. Minor Certificate of Appropriateness

The Minor Certificate of Appropriateness (mCOA) is subject to the review and approval of the Community Development Department and the Building Official. All proposed work will not diminish, eliminate, or adversely affect the historic character of the subject property or its effect on the Clarkdale Historic District as per the following Minor Certificate Standards:

1. The proposed work is clearly within the Design Guidelines.
2. Limited to work that does not significantly alter the character and appearance of the property
3. Approval authorizes the issuance of permits required by the Building Official.
4. Approval of mCOA also serves as Design Review approval.
5. If a mCOA is not issued, a Major Certificate of Appropriateness (MCOA) shall be required.

C. Major Certificate of Appropriateness

The Major Certificate of Appropriateness (MCOA) shall be subject to the review and approval of the Historic Preservation Commission (HPC) and the Building Official for all major new construction, alteration, significant restoration, demolition, or other major construction activity in the Clarkdale Historic District. Interior space construction may require a Major Certificate when the space was an important component in approval to the structure's historic designation.

1. All proposed work will not diminish, eliminate, or adversely affect the historic character of the subject property or its effect on the Clarkdale Historic District as per the following Major Certificate Standards:
2. Anything that represents significant work, including alteration, restoration, new construction, demo, or other significant activities.
3. The Major Certificate of Approval requires a public hearing before the Historic Preservation Commission.
3. Once approved, the MCOA serves as design review approval.
4. The Historic Preservation Commission shall provide 'Findings of Fact' for their decisions:
 - a. Substantially conforms to the Design Guidelines for the Historic District.
 - b. Meets the intent of the Secretary of Interior's Standards for Rehabilitation.
 - c. Meets all applicable, adopted building codes of the Town of Clarkdale.
 - d. Is compatible with the relevant historic character of the property.
 - e. Does not diminish or adversely impact the integrity of the Historic District.

5. The application shall then be forwarded to Town Council with a recommendation of approval or approval with stipulations by the HPC at a regular meeting, and forward to Town Council for final approval.

6. If denied, the application shall be forwarded to Town Council with a recommendation for denial.

7. The Historic Preservation Commission may also send the application back to staff for further review/work.

~~A. 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.~~

~~a. 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.~~

8. Once approved, the Certificate of Appropriateness serves as Design Review approval.

D. 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.

E. 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.

F. 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

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. A Certificate of Hardship may be granted by the Historic Preservation Commission or by the Town Council on appeal.

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 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 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;
5.
 - a. Vacant land or non-use shall not be considered responsive to this requirement.
 - b. 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.
 - c. A redevelopment or reuse plan shall also meet the requirements of Design Review as outlined in Chapter 11 [and Section 3-170-070 Design Guidelines](#).
6. 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

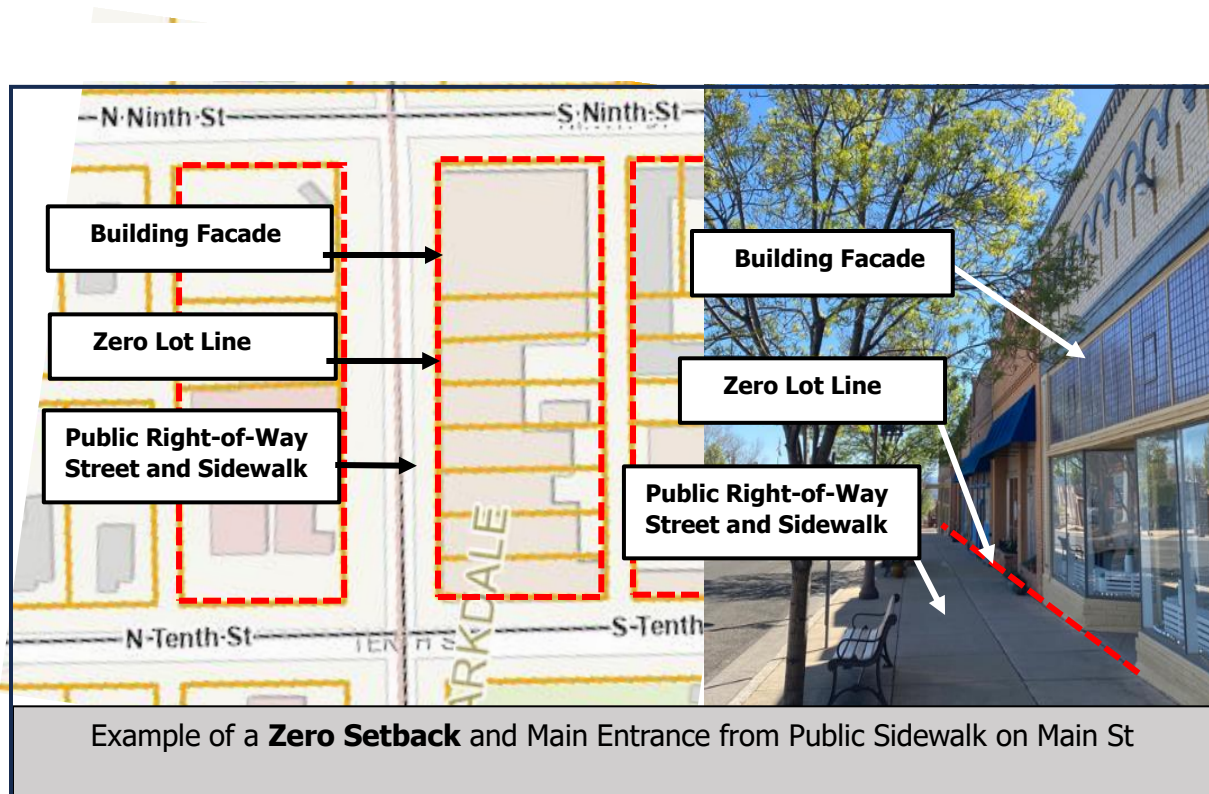
Properties within the Clarkdale Historic District shall consider the surrounding context of the existing structures with respect to architectural style, building form, and building massing. [When possible, projects are to comply with the Secretary of the Interior's standards for Rehabilitation of historic buildings.](#)

When designing new or remodeled buildings or considering an adaptive reuse of an existing building, incorporation of the following design features and elements will be reviewed:

1. Siting
2. Exterior Wall Design, Materials and Finishes
3. Roof and Roof Parapet
4. Storefront, Doors, Windows and Awnings
5. Signs
6. Landscaping

1. 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.



2. Exterior Wall Design, Materials & Finishes:

- ⌘ a) 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.
- ⌘ b) The use of brick and stone masonry is required.
- ⌘ c) Masonry may be structural or veneer. Brick façades and/or partial brick inlays are encouraged. Painting of brick is discouraged.
- ⌘ d) Stucco may be used as an accent.
- ⌘ e) Wood may be used as an accent.

3. Roof & Roof Parapet:

- ↪ a) Varied roof lines are recommended.
- ↪ b) Metal roofing is acceptable.
- ↪ c) Rooftop mechanical equipment shall be screened from public view from the front elevation and front and side for corner lots.



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



Example of **Parapet Wall** on Main Street

4. Storefronts, Doors, Windows & Awnings:

- a) Large storefronts are recommended. The use of wood is recommended.
- b) Windows should be glass and should be single, double hung, or fixed. Vertical windows are recommended.
- c) Clerestory windows and transom windows are recommended.
- d) Rounded arches are acceptable, where appropriate.
- e) 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.



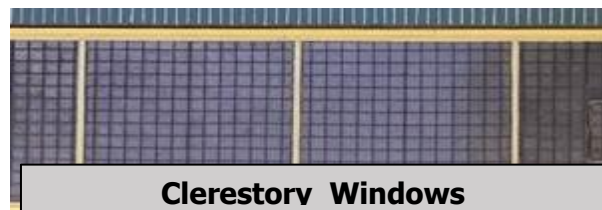
Decorative Frieze Trim



Rounded Arches



Wooden Door



Clerestory Windows



Canvas Awning on Main Street



Metal Awnings on Main Street



Large Storefront Windows

f. Awnings are permitted. The use of ~~canvas awnings is recommended~~. metal ~~and copper~~ awnings are ~~not~~ recommended. Canvas awnings are acceptable.

5. Signage:

A. The purpose of this section is to regulate all exterior signs to protect the public's health, safety and welfare, property values, the historic, cultural, educational, or architectural qualities and characteristics of properties in the Historic District. All signage shall be compatible with and shall not diminish or adversely impact the integrity of the Clarkdale Historic District.

B. Sign permit applications will be submitted for all signs and will be reviewed and approved by The Community Development Director or designee, and meet the requirements of the Town of Clarkdale Zoning Code, Chapter 7, Signs and the following criteria:

1. Signs shall be in appropriate scale, proportion, color and design while maintaining the architectural character of the building, structure or site and not detract from the historic character of the structure or the historic district.
2. Historic signage fifty years old or older, shall be maintained and restored to the original design, materials and character whenever possible.
3. Internally illuminated signs shall be:
 - a) Muted to reduce glare.
 - b) Externally illuminated signs illumination is limited to the sign area and the light must be directed downward.
 - c) Illuminated signs shall be extinguished by 9:01 p.m. or at the close of business, whichever ever is later.
 - d) All internal and external sign illumination shall comply with the Town of Clarkdale Zoning Code, Section 7-030.
4. The Historical Preservation Commission will provide guidance for identifying historical landmark, memorial, building and identification signs.

HISTORIC SIGNS ON MAIN STREET



Historic Projecting Signs



Historic Freestanding Sign

EXAMPLES OF SIGNS ON MAIN STREET



Wall Sign and Freestanding Sign



Window Signs



Projecting Signs



Wall Sign



Portable Sign



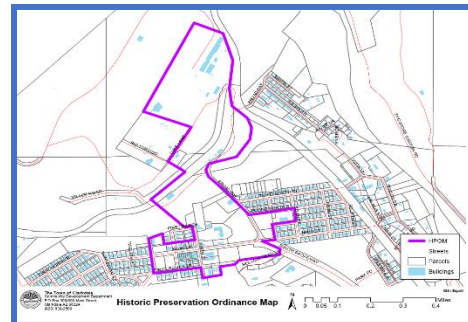
Monument Sign on Main Street

6. Site Features:

A. The purpose of this section is to provide guidance for site features that reflect the landmark or historic district's significance, such as walkways, benches, street lighting, paving materials, walls, stairs and landscaping that is appropriate to the scale and character of the historic features as follows:

1. Landscaping shall be drought tolerant, may be in planter beds or containers and drip irrigation is recommended. Property owner is responsible for maintenance.
2. Lighting shall not detract from the historic character of the historic district and compliant with the Town of Clarkdale Zoning Code, Section 8-070.
3. Benches shall be of similar form and character with existing benches on Main Street and shall be securely fastened to concrete footings or sidewalk and shall not detract from the historic character of the historic district.
4. Outdoor sidewalk cafes are allowed and regulated through a permit application and shall be compliant with the Town of Clarkdale Zoning Code, Section 4-160.

THIS MAP REMOVED AND REPLACED WITH
REVISED HPO MAP ON PAGE 2 OF 18



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.

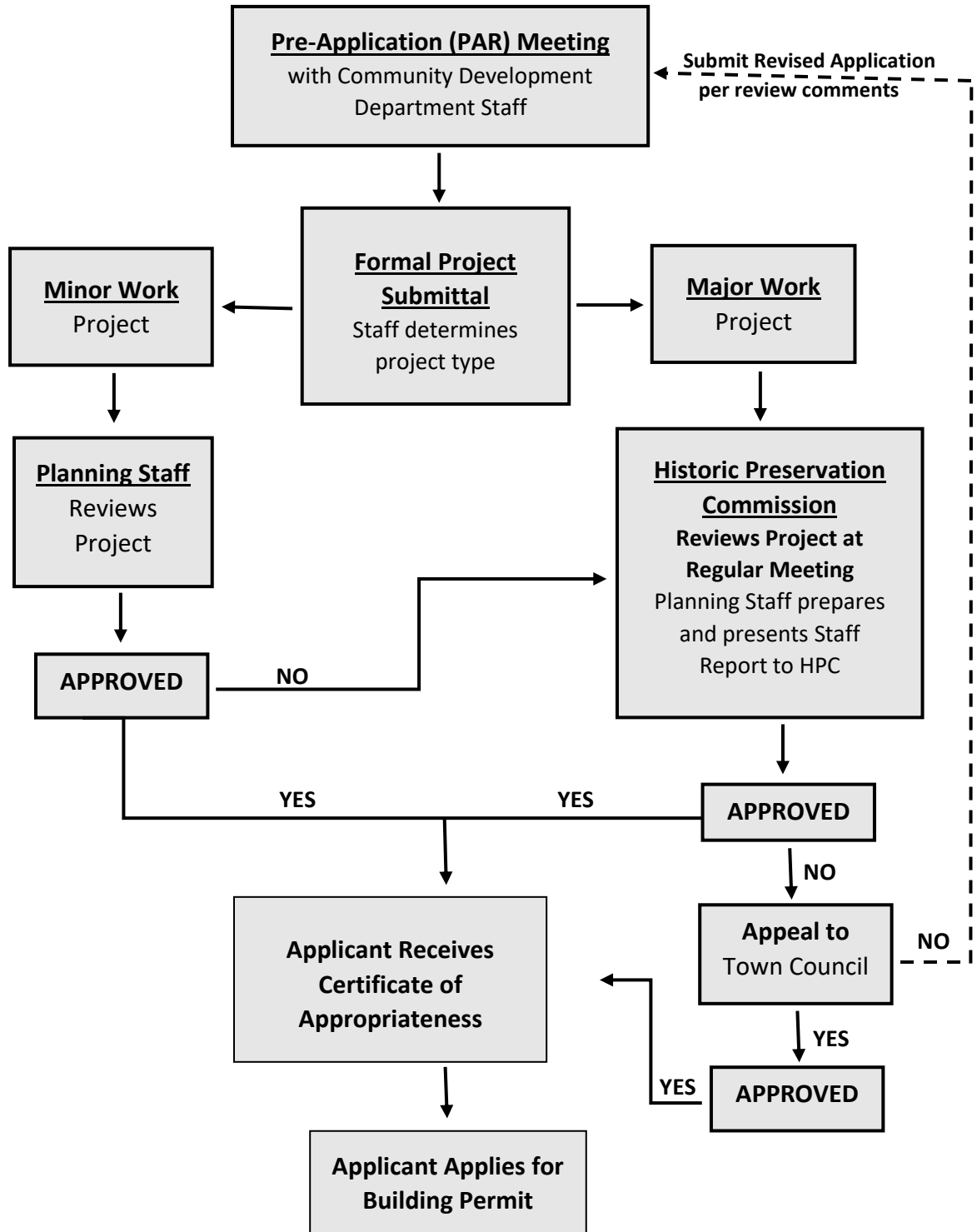
Disclaimer: The Town Clerk has the official version of the Clarkdale Zoning Code. Users should contact the Town Clerk for ordinances passed subsequent to the ordinance cited above.

[Town Website: www.clarkdale.az.gov](http://www.clarkdale.az.gov)

Town Telephone: (928) 639-2400

[Code Publishing Company](#)

Historic District Certificate of Appropriateness Flow Chart





Staff Report

Item Number: 5.C.

Agenda Item:**Bandstand**

Discussion only regarding a Staff progress update on the Bandstand.

Staff Contact:

Ruth Mayday, Community Development Director

Meeting Date:

September 5, 2023

Strategic Goal:

This agenda item supports the following Clarkdale Strategic Goal Area:

- Goal Area 1 - Preserve and celebrate Clarkdale's unique, complex history.
- Goal Area 3 - Enhance the quality and availability of parks, recreation and cultural opportunities.

Background:

On July 12, 2023, Town of Clarkdale staff met with several members of the Arizona State Historic Preservation Office (SHPO), along with representatives from Advanced Structural Engineering (ASE) and Diamond Ridge Development Company, a subcontractor for Woodruff Construction, whose bid for reconstruction of the bandstand was accepted by Town Council on May 9, 2023. Staff notes from the meeting are attached.

Based on issues with the previous structural engineering report, staff reached out to Gordian and Woodruff Construction to retain their recommended structural engineering firm to assess the bandstand and produce a second report that details the condition of the existing structure, recommended restoration activities, and a maintenance program.

ASE has also provided to staff an Agreement for Professional Services between ASE and Diamond Ridge Development, a copy of which is attached for review by the HPC. Once the Agreement is signed, ASE will begin their review of the structure and provide recommendations for restoration.

Budget Impact:

\$13,041 for additional structural analysis.

Recommendation:

No recommendation. Discussion only.

Bandstand Meeting Report – July 12, 2024

Present: Michael Puhlmann, Advanced Structural Engineering (ASE)
Jim Green, Woodruff Construction
Dave Doyle, Gordian
Bill Otwell, Historic Architect
Susan Larson, Architect, State Historic Preservation Office (SHPO)
Eric Vondy, Preservation Programs Manager, SHPO
Arianna Urban, CLG/SPT Coordinator, SHPO
Jessica LaPota, Grants Coordinator, SHPO
Susan Guthrie, Town Manager
Ruth Mayday, Assistant Town Manager
Tom Blanchard, Senior Planner
Bob Pipkin, Town of Clarkdale Certified Building Official
Terry Norman, Public Works Supervisor, Town of Clarkdale

The above attended the meeting held at the Bandstand in the Town Park at 10 a.m. on Wed., July 12, 2023. Assistant Town Manager Ruth Mayday thanked everyone for their attendance and asked all participants to introduce themselves. After introductions, Ms. Mayday explained that the purpose of the meeting was to have ASE provide a proposal for a structural engineering assessment of the Bandstand, and having all parties involved in the restoration process discuss options for repairs and/or replacements for the structure that would help ensure the proposed repairs would be structurally sound while minimizing impact on the Bandstand.

Michael Puhlmann, Ruth Mayday, and Bob Pipkin discussed the existing structural report, with Ruth and Bob detailing their concerns with the over spanning of the deck, girdling of posts, burned floor joists, and undersized repairs of the hand constructed rafters and trusses. Michael agreed and expressed concern with the heavy water damage and progression of the decay since the last assessment. Michael had reviewed the PowerPoints on the Town website and agreed that they, among other things, were relevant concerns that would be included in ASE's proposal. They also discussed using a newer, fire-resistant shake on the roof rather than untreated cedar that appears to be in use currently and had been included in both the original Request For Proposal (RFP) and the April 2023 Job Order Contract (JOC). Finally, they turned to the exterior walls as the framing had undergone some work that was not to code nor constructed to bear the load that it does currently.

Ruth Mayday, Eric Vondy, Arianna Urban, Jessica LaPota, and Susan Larson crawled under the Bandstand to examine the fire-damaged floor joists and other structural issues that have been noted in staff presentations. Eric, Susan, and Arianna commented on the fire damage, as evidenced by the appearance of the wood and missing portions of the joists. They also noted that the butterfly strong ties were used to reinforce the damaged joists, but they were not the correct tie for that application. Discussion also ensued regarding the sistered joists, which were toe-nailed in place. Ms. Mayday explained her concerns regarding the instability of the toenailing and that some of the fire damaged joists were still bearing load. SHPO staff strongly recommended adding joist hangers for the sister joists. All agreed that the damaged joists could remain in place but should not bear the load.

The conversation then turned to the central support beam and the removal of the two (2) auxiliary side support beams during the 2004 renovation, also noted in staff presentations. Susan Larson felt that the structural report would recommend reinstalling the side beams. She also noted that the ends of the

existing beam had been cut off and was not tied to the structure like they should be and felt that this too would be addressed in the structural report.

The stairs were discussed next, with all agreeing that additional stringers and blocking would extend the life of the stairs. The stringers and blocks should be set on concrete to minimize moisture uptake; appropriate strong-ties should be incorporated to reduce shifting and twisting of the framework.

After crawling out from underneath the bandstand, attention was turned to the railings and bringing those in compliance with current International Building Code (IBC) standards. Historic photos confirm that the railings have always been configured with the crossed balusters; as the existing railing was installed in 2004, replacing it and using additional cable to ensure code compliance will not detract from the historic appearance of the bandstand.

The posts were also a source of concern, given the girdling of the posts where they meet the deck (floor), the significant water damage at the bases, and evidence of termite damage. Bill Otwell suggested a Dutchman repair which Eric Vondy stated would work; however, all agreed to wait for the structural report to make a final determination on repairs to these members.

Lastly, the group turned to the attic to examine the truss work, rafters, and roofing. The hand-built trusswork is impressive; SHPO staff suggested not replacing the ceiling and uplighting the attic area to highlight the craftsmanship. Concerns were expressed regarding some of the repairs (undersized materials and inappropriate fasteners) and the cracked rafter; replacement of the rafter is justified as it is nearly split in half lengthwise. Given the confined space, it would be difficult to add a sister rafter. Michael also recommended replacement of a number of tail rafters as those that were split, and missing sections would not adequately maintain a square alignment of the fascia boards. Replacement of the damaged ornamental corbels was also recommended.

Bob Pipkin discussed his concerns regarding International Building Code compliance with both Michael Puhlmann and Jim Green. Ruth joined the discussion and asked about temporary support framing for the structure during construction. Jim felt that temporary framing could be used that would adequately support the structure so that it would not have to be dismantled; however, he did warn that he would have to wait until initial demolition work could be done to ensure that there were no unseen structural issues.

Ruth again discussed the main support beams missing under the bandstand with Michael. He agreed that they would need to be replaced. He also expressed concerns with other issues that were identified in photos displayed at the bandstand; those photos were taken from staff presentations regarding the safety and construction of the structure. Along with Bob, they discussed the degree to which the bandstand can be moved by pushing on the railing in its current condition. When repairing and/or replacing ornamental corbels, incorporating butterfly strong ties was discussed as it would further stabilize and reinforce the joints.

Overall, SHPO staff were pleased with the discussions with staff, Michael Puhlmann, and Jim Green regarding the proposed restoration of the bandstand and the suggested methodologies. Staff then provided new SHPO staff members with a tour of the Clark Memorial Clubhouse and associated buildings.



AGREEMENT FOR PROFESSIONAL SERVICES

DATE: 07/26/23

PROPOSAL NO.: P23075

JOB NO.:

CLIENT: **Diamond Ridge Development Company**
6098 N. 57th Ave.
Glendale, AZ 85301

ATTN: Mr. Jeff Green

PROJECT NAME: Clarkdale Bandstand Assessment
Structural Engineering – Assessments

LOCATION: Clarkdale, Arizona

SCOPE OF SERVICES: Structural Engineering Services to assess the bandstand and prioritize recommended building repairs:

Bandstand History:

- 1915 Constructed
- 1916 Moved to current location
- 1919 Rebuilt
- 1960 Light added, new roof
- 1962 Roofing and beautifying
- 1966 Repainted
- 1973 Repairs
- 2004 Significant rehabilitation
- 2011 New floor and stairs, repairs

Structural Evaluation Phase:

- Review of bandstand documents
- Site visit to determine existing conditions
- Evaluation
 - Roof Framing
 - Columns
 - Deck Framing
 - Deck Siding
 - Deck Railing
 - Stairs
- Prepare Recommendations
- Technical Review
- Coordination

Structural Report Phase

- Report Preparation
- Technical Review
- Coordination
- Review Meeting

SPECIAL CONDITIONS: Additional to provide the design of the repairs.

FEE:

Structural Evaluation Phase	
Review Bandstand Documents	\$ 1,052.00
Site Visit	\$ 1,744.00
Evaluation	
Roof Framing	\$ 688.00
Columns	\$ 976.00
Deck Framing	\$ 668.00
Deck Siding	\$ 488.00
Deck Railing	\$ 688.00
Prepare Recommendations	\$ 976.00
Technical Review	\$ 810.00
Coordination	\$ 512.00
Mileage	\$ 282.00
Subtotal - Evaluation	\$ 8,844.00
Structural Report Phase	
Report Preparation	\$ 1,952.00
Technical Review	\$ 1,080.00
Coordination	\$ 256.00
Review Meeting	\$ 768.00
Mileage	\$ 141.00
Subtotal - Report	\$ 4,197.00
Total	\$ 13,041.00

(See Fee Breakdown on Sheet 4 and 5)

We are available to start the work upon your authorization.

We are looking forward to working with you on this project. If you have any questions or need further information, please feel free to contact me or Mr. Brian Raji PE SE, Managing Principal.

Offered By (ASE)

Accepted by (Client)



(Signature)

(Signature)

Michael S. Puhlmann, P.E., S.E.
Principal

(Print Name/Title)

(Print Name/Title)

The Terms and Conditions are per the ADOA Annual Professional Services Agreement.



CLARKDALE BANDSTAND ASSESSMENT
STRUCTURAL ENGINEERING - ASSESSMENTS
STRUCTURAL EVALUATION PHASE
P23075

TASK ITEMS	PRINCIPAL	PROJECT MANAGER	SENIOR PROJECT ENGINEER	DRAFTER	TASK SUB-TOTAL
Review Bandstand Documents		4	6		\$1,052.00
Site Visit		8	8		\$1,744.00
Evaluation - Roof Framing		1	6		\$668.00
Evaluation - Columns		2	8		\$976.00
Evaluation - Deck Framing		1	6		\$668.00
Evaluation - Deck Siding		1	4		\$488.00
Evaluation - Deck Railing		1	6		\$668.00
Prepare Recommendations		2	8		\$976.00
Technical Review	6				\$810.00
Coordination		4			\$512.00
TOTAL HOURS	6	24	52		82
HOURLY RATES	\$ 135.00	\$ 128.00	\$ 90.00	\$ 74.00	
SUB-TOTALS	\$810.00	\$3,072.00	\$4,680.00		\$8,562.00
Reimbursibles / Expenses	Mileage				\$282.00
Subconsultants					
TOTAL					\$8,844.00



P23075

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