



**NOTICE OF A REGULAR MEETING OF THE HISTORIC PRESERVATION COMMISSION
OF THE TOWN OF CLARKDALE
TUESDAY, OCTOBER 3, 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, October 3, 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. INTRODUCTIONS

A. Amy Stein

B. Dan Biggins

5. MINUTES

A. Approval of Minutes

Discuss, consider and act upon the draft minutes from the regular meeting held on Sept. 5, 2023.

6. DISCUSSION ITEMS ONLY - NO ACTION TAKEN

A. Historic Preservation Ordinance

Discussion only regarding the status of the Historic Preservation Ordinance.

7. FUTURE AGENDA ITEMS

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

8. 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.



**SUMMARIZED MINUTES OF A REGULAR MEETING OF THE
HISTORIC PRESERVATION COMMISSION
OF THE TOWN OF CLARKDALE**

TUESDAY, SEPTEMBER 5, 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, and Matthew Guebard*

Members Absent: *Dan Biggins*

Other Municipal Officials Present: *Community Development Director Ruth Mayday, Senior Planner Tom Blanchard, Community Development Admin Guss Espolt; Mayor Robyn Prud'homme-Bauer.*

Audience: *One member of the public present.*

Zoom: *Two 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 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 regular meeting held on July 18, 2023.

Motion by *Gibson* second by *Guebard* to: *Approve the draft minutes from the meeting held on July 18, 2023.*

Approved: 4-0 Aye

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

5. DISCUSSION ITEMS ONLY - NO ACTION TAKEN

A. Bitter Creek Bridge

Assistant Town Manager Ruth Mayday provided an update for the Bitter Creek Bridge.

B. Historic Preservation Ordinance

Assistant Town Manager Ruth Mayday provided an update on the draft Historic Preservation Ordinance.

C. Bandstand

Assistant Town Manager Ruth Mayday provided a progress update on the Bandstand.

6. FUTURE AGENDA ITEMS

Historic Preservation Commission did propose items to be placed on a future agenda.

A. Bitter Creek Bridge

B. Historic Preservation Ordinance

C. Bandstand

7. ADJOURNMENT

Motion by *Gibson*, second by *Guebard* to: *adjourn the meeting at 7:02 p.m.*

Approved: 4-0 Aye

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

Chairperson Terry Gibson
Historic Preservation Commission

Assistant Town Manager Ruth Mayday

DRAFT FORM BASED CODE

Section 1. Purpose and Intent

The purpose of the following form-based development standards is to create clear and simple design regulations for infill, redevelopment, or new construction projects in the Historic Downtown Overlay District consistent with the community's vision for the preservation of historic structures and character while providing opportunities for high-quality, pedestrian-oriented, mixed-use infill, reconstruction, and new development that integrates seamlessly with the existing built environment.

The standards are intended to promote the following objectives:

- A. Maintain and strengthen the existing sense of place through the provision of bicycle and pedestrian connectivity, streetscape elements, public spaces, shared parking, and other pedestrian scale amenities.
- B. Encourage infill, new development, and redevelopment in the historic overlay district that protects and enhances the traditional unique character of Clarkdale, fits within its historic form, and reinforces a sense of community identity.
- C. Promote the preservation and renovation of historic buildings.
- D. Encourage a variety of housing options in and near the historic downtown area.

SECTION 2 Applicability

All buildings in the Historic Downtown Overlay District electing the Overlay designation shall comply with the design standards of this Article as follows.

- A. **New Construction.** All new developments that require site plan approval shall fully comply with the design standards as set forth in Section #. .
- B. **Redevelopment of Existing Sites.** Redevelopment of existing buildings and sites may be expanded or improved as follows:
 - (1) Less than 50 percent (50%) of existing condition. Whenever 50 percent (50%) or less of the existing building will be demolished, replaced, or renovated; the development shall be subject to staff review. However, any changes that may occur as a result of the development activity shall result in the site being more compliant and shall not result in the site being less compliant, with the requirements of this Article.
 - (2) Greater than 50 percent (50%) of existing condition. Whenever more than 50 percent of an existing building will be demolished or replaced; the development activity shall comply with all of the requirements of Section X and Section Y.

SECTION 3 Waiver of Requirements

- A. Purpose.** To encourage the preservation of existing historic structures and design of appropriate infill structures, The Historic Preservation Commission may grant waivers from certain requirements of this Section. Waivers Under this Article are separate from dimensional variances, and intended to permit reasonable use of property where the strict application of the requirements of this Section would not further the public purpose and an altered design standard will still meet the intent and purpose of this Article.

A. Waivers Permitted.

(1) Build-to-Line. The Historic Preservation Commission may grant a waiver from any build-to-line requirement, provided that the Historic Preservation Commission determines that the waiver is necessary because of a unique or irregular characteristic of the lot. For corner buildings, a setback waiver may be granted to create a larger sidewalk adjacent to the intersection. No more than one (1) such waiver shall be granted for any given property.

(2) Architectural Standards. The Planning Commission may waive up to three (3) architectural standards provided in Section X, Section Y, or Section Z. Modifications must be less restrictive than Sections cited above.

(3) Materials. The Historic Preservation Commission may modify the material standards as provided for in the material standards in Section X and Section Y. Modifications must be less restrictive than Sections X and Y.

B. Waivers Not Permitted. No waivers may be granted from the following requirements. In the event that an applicant wishes to vary from any of the following requirements, they must seek a variance from the Board of Adjustment:

(1) Minimum or Maximum Building Height.

(2) Building Types. All new or substantially redeveloped buildings shall be constructed as one of the permitted building types. This shall not prohibit the Historic Preservation Commission from allowing waivers from architectural standards related to a specific building type.

(3) Frontage Type. All buildings shall conform to one of the permitted frontage types. This shall not prohibit the Historic Preservation Commission from allowing build-to-line waivers as outlined in this Section.

C. Application and Review Procedures. The applicant shall clearly identify all requested waivers on the application and site plan. The Historic Preservation Commission shall evaluate the requested waivers and approve, approve with conditions, or deny the waiver request. Final approval lies with Town Council. In evaluating a waiver request, the Historic Preservation Commission shall consider the following:

(1) Approval of the waiver will not result in development that is incompatible with or will negatively impact existing or potential future development in the Historic Preservation Overlay District.

(2) The requested waiver is consistent with the intent and purpose of this Article.

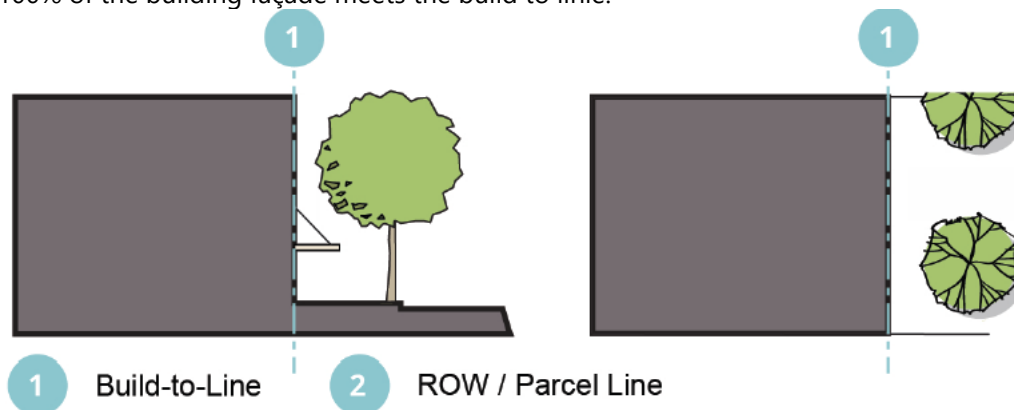
SECTION 4 Conflicts

The development standards in this Article are meant to augment applicable standards found elsewhere in this Zoning Ordinance. Where conflicts exist between this Article and other sections of the Clarkdale Zoning Ordinance, the standards in this Article shall govern.

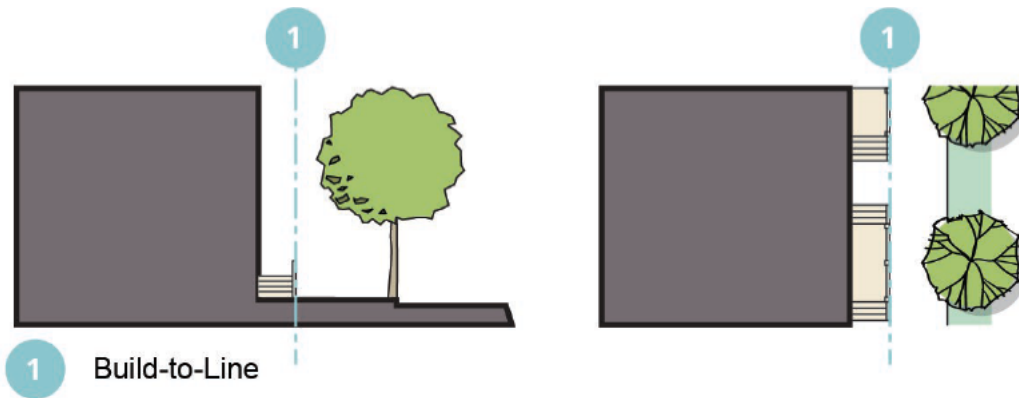
SECTION Frontage Type Requirements

The frontage is the area between the front property line, edge of public right-of-way, or public sidewalk and the principal building facade. Buildings must be consistent with one of the following frontage types.

- A. Zero Setback** A frontage where the facade is located at the sidewalk or front lot line with the building entrance at sidewalk grade.
- 1) 0 feet from the property line or edge of sidewalk if the property line extends to the curb of a street.
 - 2) 100% of the building façade meets the build to line.

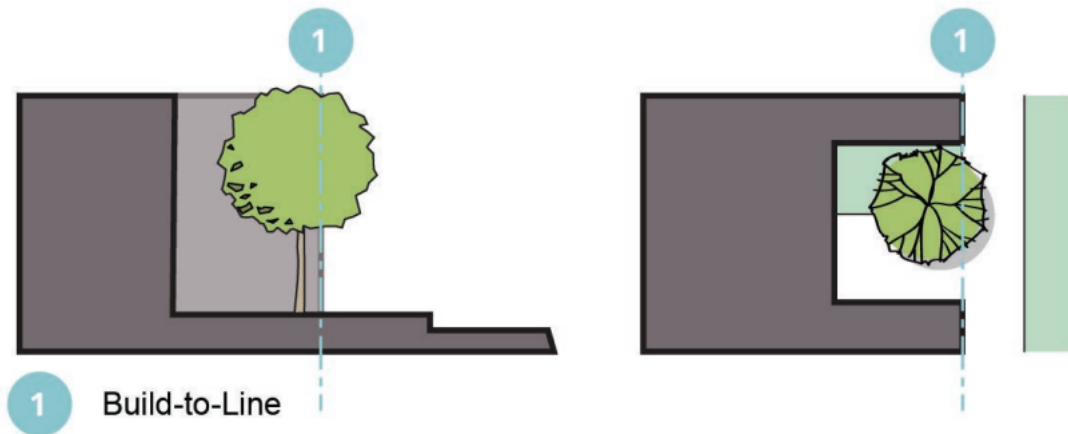


- B. Stoop** A frontage where the first floor is elevated from the sidewalk to provide privacy for first floor windows. The entrance is usually from an exterior stair and landing. This frontage is suitable only for ground-floor residential use.
- 1) **0 feet** from front property line or sidewalk where 5 feet of clearance is provided.
 - 2) **5 feet** from front property line or sidewalk where 5 feet of clearance is not provided
 - 3) **100% of the stoop** should meet build-to-line. The front building façade shall be set back no greater than the depth of the stoop.
 - 4) If 60% of building façade meets the build-to-line, up to 40% of the building facade may be set back 10 feet to allow for a plaza or outdoor dining area.
 - 5) Pedestrian walkways shall be a minimum of five (5) feet in width.



- C. Courtyard.** A frontage where a portion of the building facade is close to the front lot line with a portion set back. The courtyard may accommodate tree plantings, public plaza, or outdoor seating area. Courtyard Frontage Type Districts Permitted Build-to-Line Dimensional Requirements from front property line or edge of sidewalk

- 1) Build-to Line: 0 feet from front property line or edge of sidewalk, if the property line extends to the curb of a street.
 - a. At least 40% of building façade must meet the build-to-line.
 - b. 60% or less of the building facade may be set back up to 15 feet to allow for the courtyard.



Section 5: Design Guidelines for Existing Uses

- A. Building Form.** *These requirements apply to rehab of existing structures to ensure the facades are not significantly altered.*

- (1) **Base, Middle, and Cap.** All Buildings shall contain the following:

- a) **Base facade:** Ground floor of building that faces a public right of way. Corner buildings will have a primary and secondary base façade. Base facades will contain the following:
 - 1) Recessed entry with transparent windows
 - 2) A reveal, belt course, or other ornamental architectural feature that provides a visual distinction between the ground floor and upper floor(s) or parapet. Said feature shall have a depth of two (2) inches and a height of at least four (4) inches.
 - 3) If a one-story building is proposed, no horizontal delineation shall be necessary.
- b) **Middle facade.** The middle façade includes the area above the horizontal delineation and the cap of the building (additional floors above ground floors)
 - 1) May include windows, bays, balconies, decorative belt courses or other architectural features that are located between the horizontal delineation and the cap area.
 - 2) If a one-story building is proposed, this section would not apply.
- c) **Cap.** The cap includes the wall area from the bottom of the roof structure to the top of the parapet wall of the building.
 - 1). The building roof shall be defined by a cornice, roof overhang, or other terminating feature.
 - 2) Retention, rehabilitation, or replacement of architectural features in the cap area shall apply to all buildings in the Historic Preservation Overlay.
- (2) **Unified Storefront Design.** If a building has several storefronts, they shall be configured so that they are complimentary to the existing built environment
- (3) **Blank Walls.** All public facing façades must provide windows and the following façade details:
 - a) Recessed entries
 - b) Columns
 - c) Decorative brick
 - d) Other ornamental architectural features that are consistent with the historic built environment.
- (4) **Alignment.** Windows, sills, lintels, moldings, and cornices shall substantially align with those on adjacent buildings.
 - a) The bottom and top line defining the edge of the windows (the "windowsill alignment") shall not vary more than two feet from the alignment of surrounding buildings.

- b) If the adjoining buildings have windowsill alignments that vary by more than two feet from one another, the proposed building shall align with one of the adjoining buildings.
- c) This requirement may be waived in accordance with Section.

B. Windows.

(1) For front and side facades facing a public street, parking area, or pedestrian cut-through or side alley:

- a) Windows shall comprise a minimum of 50 percent (50%) of the first-floor façade for front façades and 35 percent (35%) of the first floor for side facades
 - b) Windows shall comprise a minimum of 35 percent (35%) of the total façade area above the first floor.
 - c) Windows above the first floor shall be vertical in proportion, with a height to width ratio of at least two (2) vertical feet to one (1) horizontal foot of window area. Double-hung windows shall move vertically and not horizontally.
- (2) For rear facades facing a public street or parking area, windows shall comprise a minimum of 20 percent (20%) of the total facade area. All other rear facades are encouraged, but not required, to meet this standard.
- (3) Double-hung or fixed windows are preferred for all retail applications. Accordion or folding doors and sliding windows (doors) may be permitted for ground floor uses to provide indoor-outdoor service, providing adequate sidewalk clearance is provided. Windows shall slide vertically.

C. Ground Floor Design.

- (1) **Building entrances.** Building entrances shall be clearly defined by recessing the entrance, or utilizing elements such as lintels, pilasters, columns, awnings, or canopies. Any such element shall be architecturally compatible with the surrounding built environment.
- (2) **Building orientation.** All buildings shall have their principal entrance or entrances open onto a street, sidewalk, or public space. The principal building entrance shall not open onto a parking lot.
- (3) **At-grade entryways.** Primary building entrances shall align with the elevation of the adjacent sidewalk. It is not the intent of this section to preclude the use of below or above-grade entryways, provided that such entryways are appropriate for the use intended. ADA requirements shall prevail.

D. Permitted Building Materials

1. Primary materials (greater than 60%)

- a. Brick, brick veneer, decorative masonry veneer
- b. cut stone, or cast stone,

c. Engineered equivalent of any material listed above, which shall match the appearance of existing built historic environment.

2. Secondary (Accent) Materials (less than 60%)

- a. Clear or lightly tinted glass
- b. Cloth or Metal Awnings
- c. Metal and metal paneling
- e. Polymer or plastic (Trex, Wyton)
- f. Stucco
- g. Pre-cast concrete with brick or stone veneer
- h. Split face masonry

3. Permitted roofing materials

- a. Architectural Shingles (cedar, asphalt, fiberglass)
- b. Standing Metal Seam
- c. Copper
- d. Clay Tile
- e. EPDM, rubber sheet, or other layered roofing system

4. Prohibited Materials. Prohibited materials include, but are not limited to: vinyl, Exterior Insulation and Finishing Systems (EIFS), painted or scored concrete masonry units (CMU), dark-tinted, reflective, or mirrored glass, and exposed neon, except as permitted by ARTICLE 7. No unclad metal door and window frames.

5. Waivers. The Historic Preservation Commission may modify the material standards, based on determination that the proposed materials are high-quality and compatible with the architecture and style of the primary building and context.

E. Building Colors. For building renovations and additions, exterior finish materials and colors used shall be consistent, or compatible, with the character of the surrounding built environment district to complement and enhance the historic identity. This standard shall not be interpreted as prohibiting the incorporation of public art, such as a mural, to buildings or sites in the Historic Overlay District.

F. Architectural Features. For structures within the Historic District that are of significance or character, the following standards shall also apply.

- 1. Existing and original storefronts should be retained wherever possible.
- 2. Deteriorated architectural features or historic materials shall be repaired rather than replaced wherever possible.
- 3. Display windows, transom windows, and doors shall not be covered with solid materials such as brick, cladding, paneling and siding, or window air conditioning units.
- 4. Decorative architectural features including but not limited to bulkheads, cornices, and window hoods shall not be removed, altered, or covered whenever possible.

Improper solid coverings of decorative architectural features, windows, or doors should be removed and restored to their original state to the greatest extent possible, using natural building materials identified in Section.

SECTION 5

Architectural Standards for New Construction

New Construction in the Historic Overlay District must conform to architectural and dimensional standards of the following building types.

A. Permitted Building Types.

1. Apartment Building. A building with three (3) or more residential units. Individual units may share common interior corridors and exterior entrances.
2. Mixed-Use Building. A building with residential or office units on the upper floors and commercial or other active uses on the ground floor. All uses are integrated in a single building, with upper floors typically serviced by their own entrance. Access to ground floor uses is provided from the primary street frontage.
3. Commercial Building. A single- or multi-story building designed for retail, entertainment, or office uses. Buildings have active ground floor uses with primary access on a public street or from a public sidewalk. Common entrances and other spaces may be shared between uses.
4. Townhomes/Stacked Townhomes.*(Think Plateau for stacked townhomes)* A series of attached single-family dwelling units that are separated from the adjacent dwelling unit by a structurally independent wall extending from the foundation through the roof. They have unobstructed front and rear walls to be used for access, light, and ventilation. A variation of the Townhome is the Stacked Townhome, which vertically integrates two similarly-sized single-family dwellings in the same building footprint.
5. Permitted Roofing Materials
Architectural shingles (e.g., cedar, asphalt, and fiberglass)
Standing metal seam
Natural or artificial slate
Copper
Clay tile
EPDM, rubber sheet, or other layered roofing system • • •
6. Prohibited Materials. Prohibited materials include, but are not limited to: vinyl, Exterior Insulation and Finishing Systems (EIFS), painted or scored concrete masonry units (CMU), dark-tinted, reflective, or mirrored glass, and exposed neon, except as permitted by ARTICLE 9.
- 7 Waivers. The Planning Commission may modify the material standards, based on determination that the proposed materials are high-quality and compatible with the architecture and style of the primary building and context.

THIS IS AN EXAMPLE ONLY. INFORMATION WOULD BE CARRIED OVER FROM UNDERLYING ZONING

(1) Building Form and Massing Standards							
Main Body		Min.	Max.	Massing and Composition		Min.	Max.
A	Minimum building height	2 stories		G	Bay Width	16'	25'
B	Ground floor height	12'	15'	H	Blank wall length	--	16'
C	Upper floor height	10'	15'	I	Flat (low-slope) roof	R (DT) / P (T-1, T-2)	
D	Finished floor elevation	0'	3'	J	Pitched roof	NP (DT) / P (T-1, T-2)	
E	Building separation	0' / 10'*		K	Terminating vertical break	R	
F	Pedestrian pass-through	P (Min. 15')		L	Roof pitch (rise: run)	4":12"	12":12"

*0 feet where connected to adjacent building or 10 feet where separation between buildings is provided.

Permitted Uses (Limited to those Permitted in District)		Parking		DT	T-1/T-2
Residential	P	Rear Yard		P	P
Non-Residential	P	Side Yard		NP	P
Parking	P (within ground floor)	Front Yard		NP	NP

R = Required; P = Permitted; NP = Not Permitted