



**NOTICE OF A REGULAR MEETING OF THE HISTORIC PRESERVATION COMMISSION
OF THE TOWN OF CLARKDALE
TUESDAY, NOVEMBER 7, 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, November 7, 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 Oct. 3, 2023.

5. DISCUSSION ITEMS ONLY - NO ACTION TAKEN

A. Historic Preservation Ordinance

Assistant Town Manager Ruth Mayday will provide an update on the Historic Preservation Ordinance.

B. Bandstand/Gazebo

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

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.



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

TUESDAY, OCTOBER 3, 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, Amy Stein, Michael Lindner, Dan Biggins, and Matthew Guebard*

Members Absent: *None*

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

Audience: *One member of the public present.*

Zoom: *One member 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

Drake Meinke: Update on 901 Main Street restorations, which will include exterior lead paint removal and upgrade of the electrical system.

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.

Motion by Lindner second by Guebard to: *Approve the draft minutes from the meeting held on Sept. 5, 2023.*

Approved: 5-0 Aye

Commissioner	Aye/Nay
Chair Gibson	Aye
Vice Chair Guebard	Aye
Commissioner Lindner	Aye
Commissioner Biggins	Aye
Commissioner Stein	Aye

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 did propose the following items to be placed on a future agenda:

A. Bitter Creek Bridge

B. Historic Preservation Ordinance

C. Interpretive Signs

8. ADJOURNMENT

Motion by Gibson, second by Stein to: *adjourn the meeting at 7:17 p.m.*

Approved: 5-0 Aye

Commissioner	Aye/Nay
Chair Gibson	Aye
Vice Chair Guebard	Aye
Commissioner Lindner	Aye
Commissioner Biggins	Aye
Commissioner Stein	Aye

Chairperson Terry Gibson
Historic Preservation Commission

Assistant Town Manager Ruth Mayday



Staff Report

Item Number: 5.A.

<u>Agenda Item:</u>	Historic Preservation Ordinance Assistant Town Manager Ruth Mayday will provide an update on the Historic Preservation Ordinance.
<u>Staff Contact:</u>	Ruth Mayday, Community Development Director
<u>Meeting Date:</u>	November 7, 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.
<u>Background:</u>	At the Oct. 3, 2023, regular meeting of the Historic Preservation Commission, staff provided additional text amendments to the pre-final draft of the Historic Preservation Ordinance. In addition, staff introduced the concept of Form Based codes and proposed incorporation of that approach into the Ordinance. This version includes refinement of text, with respect to design requirements and guidelines, photos identifying key architectural elements that are referenced in the text, and reconfigures some of the sections of the code.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	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 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.

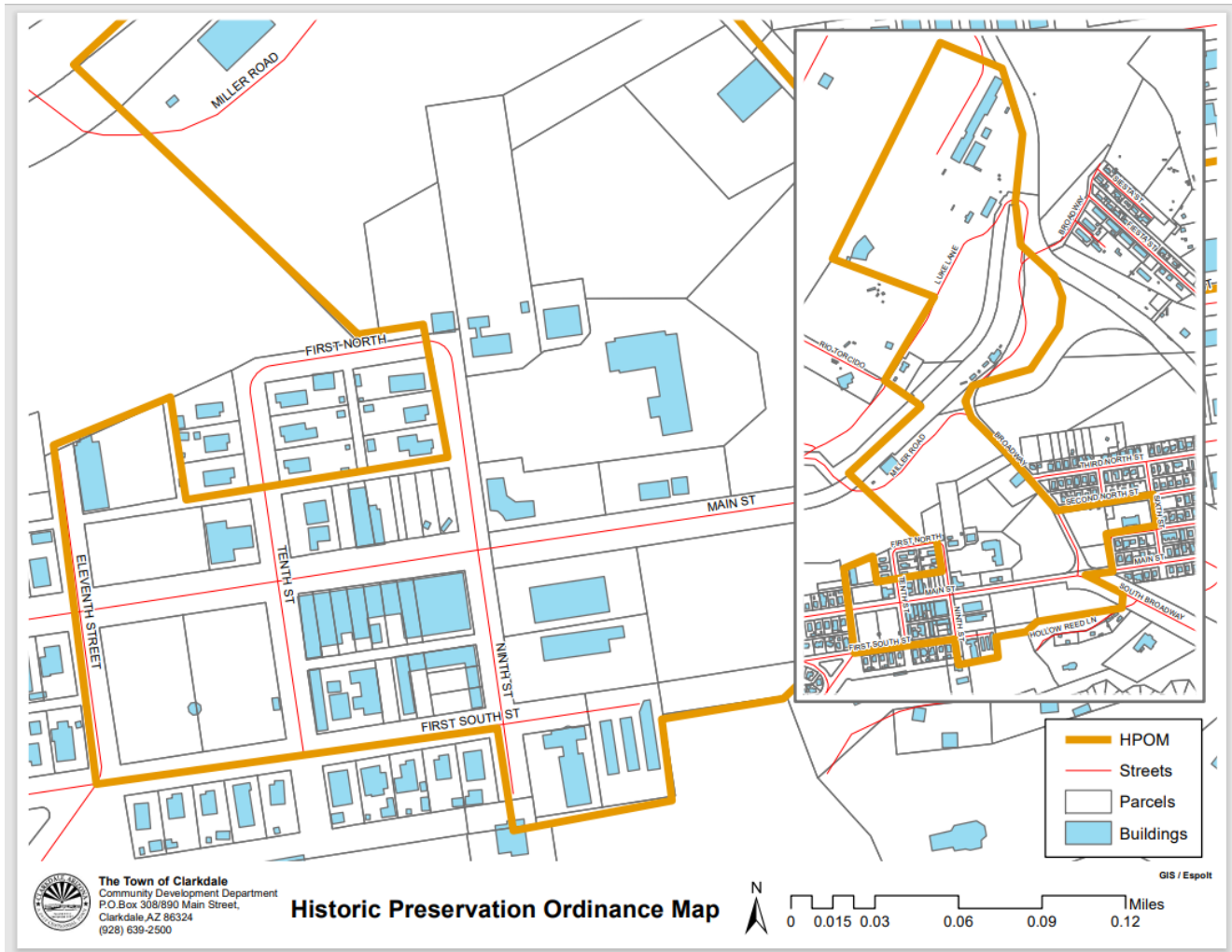
Section 3-170-020 Historic District Designation

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

A. Historic District Boundaries

The Historic Preservation District, which is subject to the regulations set forth herein, is designated by the boundaries set forth in Exhibit 1: Historic Preservation District.

Exhibit 1 Historic Preservation District



B. Properties electing to adhere to the requirements of the Historic Preservation Ordinance (HPO) shall inure to the following benefits:

1. Accelerated review of historic preservation projects
2. Accelerated permitting of historic preservation projects
3. Waived application fees for historic preservation projects

Section 3-170-030 Development Standards

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. Projects are to honor 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 considered:

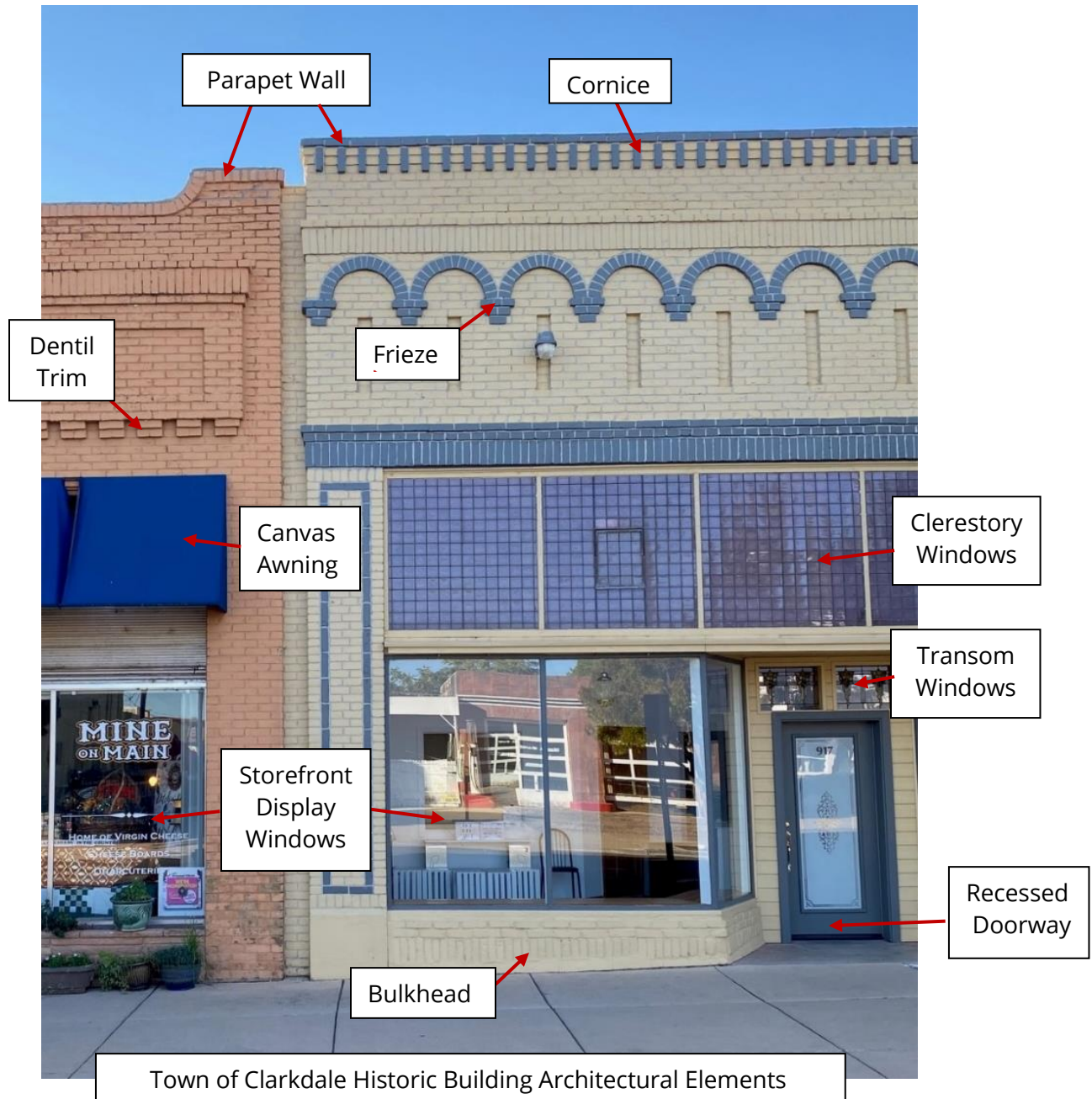
A. Siting

- 1) Establishment of a relationship to adjoining spaces. One- and two-story buildings are encouraged.
- 2) A strong pedestrian connection to existing sidewalks or extension of the sidewalk system.
- 3) Continuity of streetscape along Main Street. 4) A main entrance from a public sidewalk
- 4) The front yard setback shall be reduced to zero if the main building abuts a public sidewalk.
- 5) The main entrance shall be from a public sidewalk.



B. Exterior Wall Design, Materials & Finishes

- 1) Incorporation of design features such as parapet walls, cornices, friezes, dentil trim, metal canopies, canvas awnings, clerestory windows, transom windows, storefront display windows, recessed doorways and bulkheads are recommended for new construction. Preservation of these features is required for rehabilitation or repair of existing structures.



- 3) For existing buildings, preservation of these design features is required.
- 4) The use of brick and/or stone masonry is required.

- 5) Masonry may be structural or veneer. Brick façades and/or partial brick inlays are encouraged. Painting of brick is discouraged, unless replicating historic signage or installation of murals.
- 6) Stucco may be used as an accent. Wood may be used as an accent.



C. Roof and Parapet

- 1) Varied roof lines are recommended
- 2) Metal roofing is acceptable.
- 3) Rooftop mechanical equipment shall be screened from public view from the front elevation and front and side for corner lots.
- 4) Preservation and restoration of existing parapet walls is required.

D. Storefronts, Doors, Windows & Awnings

1. Large storefront windows are recommended. The use of wood is recommended for doors, trim and accenting the doorway and entry.
2. Windows shall be glass and shall be vertical in orientation and may be single, double hung, or fixed.
3. Transom and clerestory windows are



recommended for new construction and restoration is required for existing buildings.

4. Rounded arches should be incorporated into new construction and preserved in existing construction.

5. The use of wood for doors is strongly encouraged.

6. Steel may be used for doors and window frames if painted to match or anodized and compatible with the building.

7. The use of canopies and awnings is allowed.



Wood Door and Frame



E. Site Features:

1. The purpose of this section is to provide guidance for site features that reflect the 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 district as follows:
 - a. Landscaping shall be drought tolerant, planter beds or containers are allowed and drip irrigation is recommended. Property owner is responsible for maintaining plants in live condition.
 - b. Lighting shall not detract from the historic character of the historic district and compliant with the Town of Clarkdale Zoning Code, Section 8-070.
 - c. 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.
 - d. Outdoor sidewalk cafes are allowed and regulated through a separate permit application and shall be compliant with the Town of Clarkdale Zoning Code, Section 4-160.
2. All other development and performance standards are as found in the underlying zoning district.

Section 3-170-030 Review Process

- A. Prior to submitting a building permit application, in the 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 as 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 as new construction, exterior renovations and demolition or projects that conflict with the Historic Preservation Design Guidelines (Section 3-170), shall be forwarded to the Historic Preservation Commission for review.
- C. 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.

1. 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.
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 space can be recommended for approval. Such variances shall meet the following findings of fact:
 - a. Are 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. All other development and performance standards are as found in the underlying zoning district.
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 3-170-040 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: Shall include topography, vegetation, property lines, building, on-site circulation, and adjacent building footprints, streets, right of ways, curb cuts, driveways, sidewalks, signage, lighting, fences, and walls.
2. Exterior Elevations: Shall include doors, windows, architectural features, and elevation marks from finished grade to highest point of eaves, roof ridge, or parapet walls.
3. Rehabilitation, Remodel, Restore Plans: Shall detail what is preserved and what is replaced.
4. Floor Plans: For reference only, to help understand the overall plan.
5. Materials and Colors: Shall graphically depict proposed building facade, materials and colors.
6. Historic Photographs: Shall provide project context, elements and compatibility with adjacent

properties.

7. Color Renderings: Provide finished project illustrations to show post-improvement compatibility with adjacent properties.

8. Landscape Plan: May be required; Zoning Code Section 9, Landscape Design Standards will apply.

9. Other possible requirements, depending on scope of project:

a. Traffic impact analysis.

b. Preliminary Plat or Development Plan.

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 Development Standards
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. HPC will be notified of approval, approval with stipulations, or denial of application at the next regular meeting after approval by staff.
6. If an 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, significant restoration, alteration, 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.

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:

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. Major COA Includes anything that represents substantial work, including alteration, restoration, new construction, demolition, or other significant activities.

3. The Major Certificate of Approval requires a public hearing before the Historic Preservation Commission.
4. Once approved, the MCOA serves as design review approval.
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.
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.
4. Prior to forwarding the decision of the Historic Preservation Commission to the Town Council, the Historic Preservation Commission shall affirm the following findings of fact:
 - a. Substantial conformance 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.

E. 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

Contradictory to intent of HPO 3-17-030 (C) 4 (b) ? "Literal enforcement of the provision shall cause an unnecessary hardship that is neither economic or self-imposed harm."

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 recommended by the Historic Preservation Commission and granted by the Town Council.

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.

A. 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.

B. 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. 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.

C. 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.

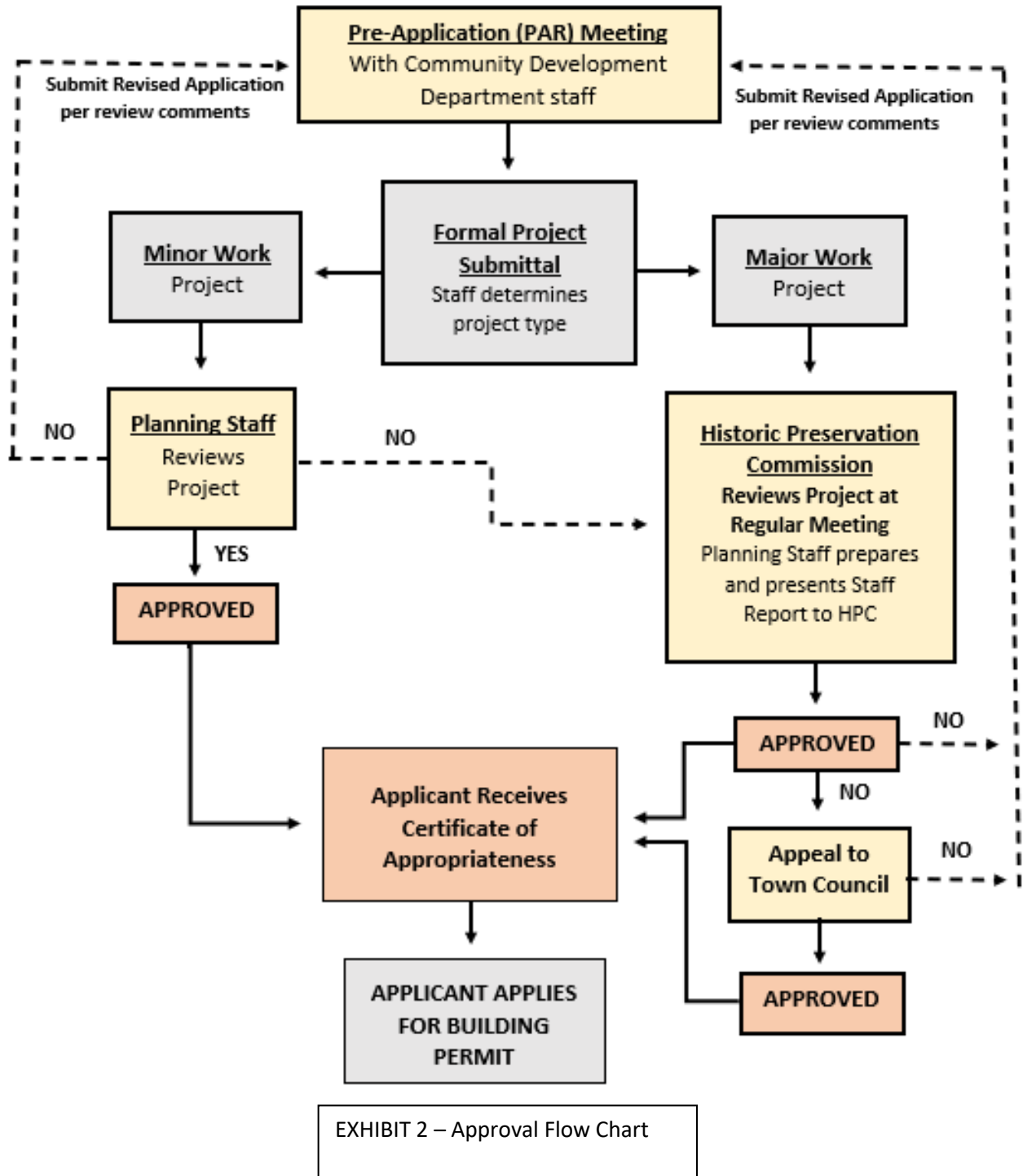
Section 3-170-060 Demolition & Moving of Buildings & Structures

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:

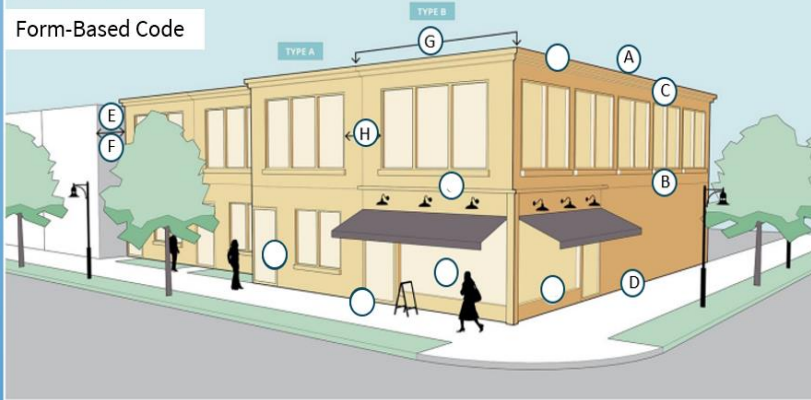
- A. No permit shall be issued to move or demolish all or any part of a building, or other structure in the Historic District without approval of a Certificate of Appropriateness as established in Section 3-170-040.
- B. A request for a demolition permit shall be exempt from these requirements if the 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.
- C. 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.
- D. 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.
 - 1. Vacant land or non-use shall not be considered responsive to this requirement.
 - 2. 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.
 - 3. 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.
- E. 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.

Historic District Certificate of Appropriateness Flow Chart



Mixed Use

Form-Based Code



(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		
D Finished floor elevation	0'	3'	J		
E Building separation	0' / 10'		K		
F Pedestrian pass-through	P (Min. 15')		L		

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

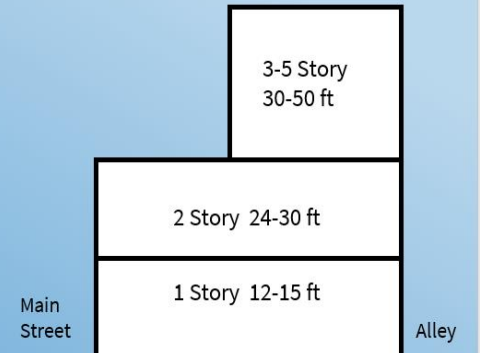


EXHIBIT 3: FORM BASED CODE STANDARDS

