



**NOTICE OF A WORK SESSION OF THE TOWN COUNCIL
AND THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE
THURSDAY, FEBRUARY 29, 2024 AT 4:30 PM**

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

Unless otherwise stated, the public will have physical access to the meeting place 15 minutes prior to the meeting start time.

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 to the members of the Common Council of the Town of Clarkdale, members of the Planning Commission and to the general public that the Town of Clarkdale Town Council and Planning Commission will hold a Work Session open to the public on Thursday, February 29, 2024, at 4:30 PM in person at 19 N. Ninth Street, Clarkdale, Arizona, Clark Memorial Clubhouse. Members will attend in person. Supporting documentation and staff reports furnished with this agenda are available for review on the Town website at www.clarkdale.az.gov and the Town Clerk's Office.

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

1. CALL TO ORDER

A. Town Council

B. Planning Commission

2. ROLL CALL

A. Town Council

B. Planning Commission

3. NEW BUSINESS

A. Historic Preservation Ordinance Final Draft Text Amendments for Definitions of Words and Terms

Discuss the proposed text amendments adding definitions of words and terms related to historic preservation to Chapter 2: Definitions; and adding Article 3-170, Historic Preservation Ordinance, to Chapter 3: Zoning Districts, of the Town of Clarkdale Zoning Code.

4. ADJOURNMENT

A. Town Council

B. Planning Commission

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: 3.A.

Agenda Item:**Historic Preservation Ordinance Final Draft Text Amendments for Definitions of Words and Terms**

Discuss the proposed text amendments adding definitions of words and terms related to historic preservation to Chapter 2: Definitions; and adding Article 3-170, Historic Preservation Ordinance, to Chapter 3: Zoning Districts, of the Town of Clarkdale Zoning Code.

Staff Contact:

Ruth Mayday, Community Development Director

Meeting Date:

February 29, 2024

Strategic Goal:

This agenda item supports the following Clarkdale Strategic Goal Area:

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

Background:

The purpose of this joint work session is to review and discuss the final draft of the Historic Preservation Ordinance and related definitions of words and terms, and review the process for approval of the same by the Planning Commission and Town Council. Approval of the final draft and definitions is for language only and does not constitute final approval of an Ordinance by the Town Council.

The proposed text amendments are to define the areas of the Clarkdale Historic District and areas of responsibility for overseeing the activities of the Historic Preservation Commission, the Clarkdale Historic Preservation Program and provide procedures and design guidelines for the review and permitting of construction activities within the Historic Preservation District.

Section 2-010 Definitions:

Building Official: Person appointed by the Town Manager that oversees the responsibility of issuing construction and demolition permits and generally enforcing the provisions of the Building Code.

Community Development Director: Person appointed by the Town Manager that oversees the Community Development Department.

Historic Preservation Officer: Person appointed by the Community Development Director that oversees the Historic Preservation Commission and the activities of the Clarkdale Historic Preservation Program.

Historic District: Includes areas of the Town which are recognized by either local Historic Preservation Districts or the National Register of Historic Places and/or a combination of both. A map of the Clarkdale Historic District is on file with the Community Development Department.

Article 3-170, Historic Preservation Ordinance, Chapter 3, Zoning Districts, of the Town of Clarkdale Zoning Code, including the following sections:

Section 3-170-010 Purpose
Section 3-170-020 Historic District Designation
Section 3-170-030 Development Standards
Section 3-170-040 Application Process
Section 3-170-050 Certificate of Appropriateness
Section 3-170-060 Certificate of Hardship
Section 3-170-070 Demolition and Moving of Buildings and Structures

(see attachment for entire ordinance)

Budget Impact: No budget impact.

Recommendation: Staff recommends that the Town Council and Planning Commission discuss the proposed text amendments adding definitions of words and terms related to historic preservation to Chapter 2: Definitions; and adding Article 3-170, Historic Preservation Ordinance, to Chapter 3: Zoning Districts, of the Town of Clarkdale Zoning Code.

Section 2-010 Definitions

Building Official: Person appointed by the Town Manager that oversees the responsibility of issuing construction and demolition permits and generally enforcing the provisions of the Building Code.

Bulk Standards: Controls which establish the maximum size of buildings and structures on a lot or parcel and the build able area within which the structure may be places including lot coverage, height, floor area ratio, setbacks and yard area.

Community Development Director: Person appointed by the Town Manager that oversees the Community Development Department.

Hardship: A restriction on property so unreasonable that it results in an arbitrary and capricious interference with basic property rights. Hardship relates to the physical characteristics of the property, no the personal circumstances of the owner or user, and the property is rendered unusable without the granting of a variance.

Historic Preservation Specialist: Person appointed by the Community Development Director that oversees the Historic Preservation Commission and the activities of the Clarkdale Historic Preservation Program.

Historic District: Includes areas of the Town which are recognized by either local historic preservation districts or the National Register of Historic Places, and/or a combination of both. A map of the Clarkdale Historic District is on file with the Community Development Department.

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 are 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 and enhancing the value of the historic district and properties.
6. Protecting and preserving those properties within the Town which are valuable to the preservation of the community character and identity;
7. Preserving and enhancing the attractiveness of the Town to potential home buyers, and business interests;
8. Supporting historic tourism and promoting commercial development and economic benefit to the Town.

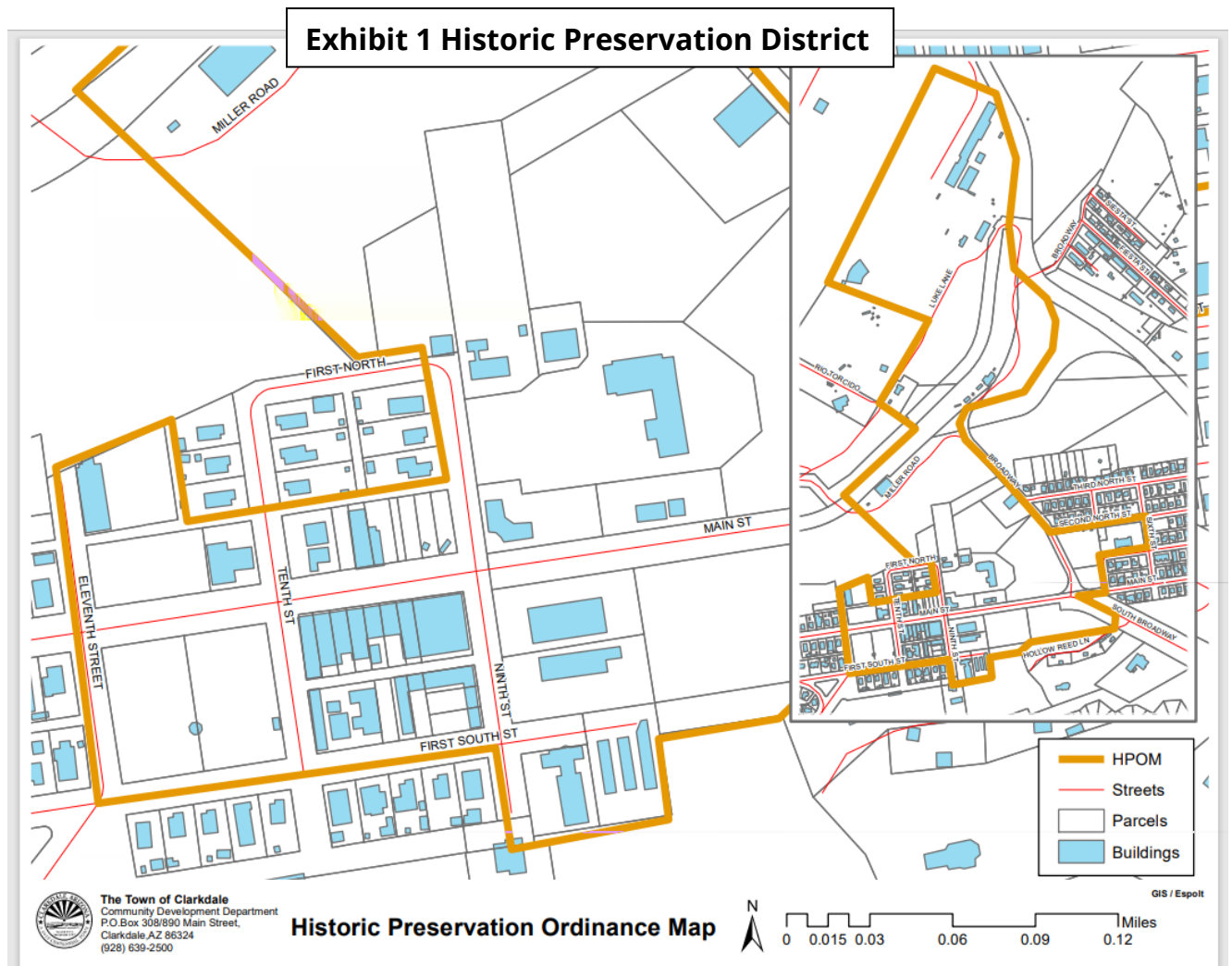
Section 3-170-020 Historic District Designation

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.

B. The regulations set forth herein apply to all existing structures within the Historic District, and to all new construction in the District.



C. The Historic Preservation Commission shall serve as the Design Review Board for the District.

D. Properties electing to adhere to the requirements of the Historic Preservation Ordinance (HPO) shall insure 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 shall 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, the following design features and elements shall be incorporated:

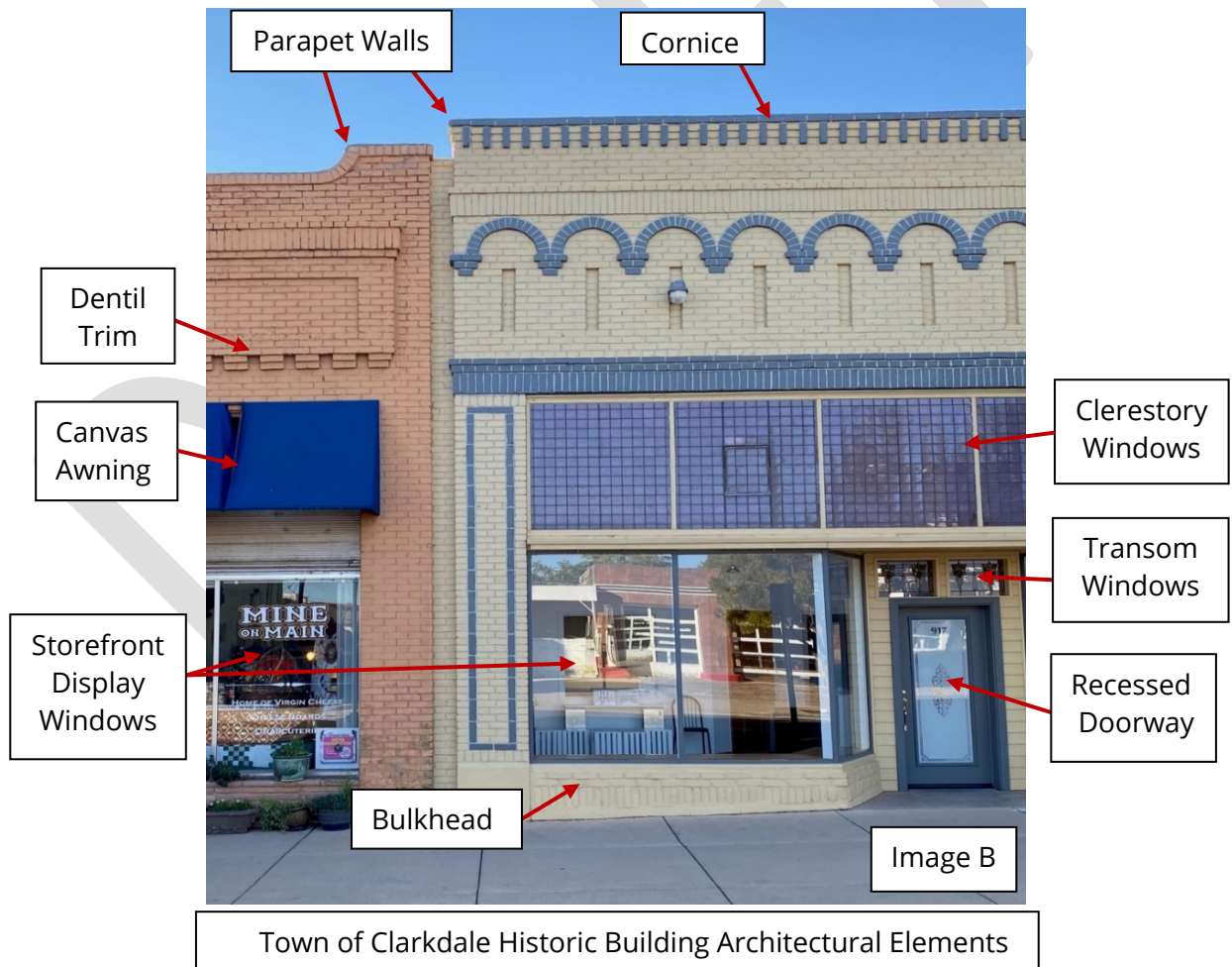
A. Siting

- 1) Establishment of a relationship to adjoining spaces. For new construction, 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
- 5) The front yard setback shall be reduced to zero if the main building abuts a public sidewalk.
- 6) 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 required for new construction.
- 2) Preservation of these features is required for rehabilitation or repair of existing structures.
- 3) The use of brick is required.
- 4) Masonry may be structural or veneer. Brick façades and/or partial brick inlays are encouraged.
- 5) Painting of brick is discouraged, unless replicating historic signage or installation of murals.
- 6) Stucco or wood may be used as an accent.



C. Roof and Parapet

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



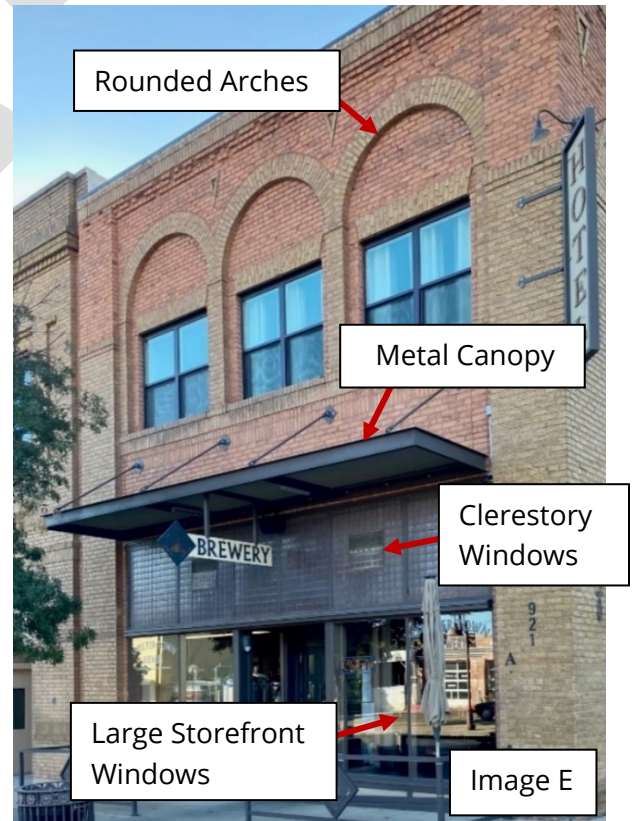
D. Storefronts, Doors, Windows & Awnings

1. Large storefront display windows are required. 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. Steel may be used for doors and window frames if painted to match or anodized and compatible with the building.
4. Transom and clerestory windows are required for new construction and restoration is required for existing buildings.
5. Rounded arches are encouraged when feasible in new construction and preserved or restored in existing structures.
6. The use of wood for doors is strongly encouraged.
7. The use of canopies and awnings is allowed.



Image D

Wood Door and Frame



Rounded Arches

Metal Canopy

Clerestory Windows

Large Storefront Windows

Image E

E. Site Features:

1. The purpose of this section is to provide guidance for site features so that they do not distract from the historic structures in the district, and enhance new construction within the district. These features include but are not limited to walkways, benches, street lighting, paving materials, walls, stairs and landscaping. These features must be appropriate to the scale and character of the historic district as follows:

- a. Landscaping shall be drought tolerant. Building planter beds or containers are allowed and drip irrigation is recommended. The Property owner is responsible for maintaining plants in live condition.
- b. Lighting shall not detract from the historic character of the structure and must comply 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. The application can be submitted concurrent with the review process set forth in Section 3-170-030.

2. All other development and performance standards are as found in the underlying zoning district.

Section 3-170-040 Application Process

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

B. All building permit applications for structures located in the Historic District, or proposed new construction, shall be reviewed by Community Development Director or designee ("Staff"), for classification as either a Minor or Major Certificate of Appropriateness as set forth in Section 3-170-040.

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 after approval of temporary facilities by staff.

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 Appropriateness is obtained.
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 may be recommended for approval through the Certificate of Appropriateness process. 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 Historic Preservation Ordinance.
 - f. No changes are made to underlying zoning districts or General Plan land use designations.
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, or repair of any structure in the Historic District, which does not alter or modify the historic character of the structure.

Section 3-170-050 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, or Restoration 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 (Minor COA) 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 Minor COA also serves as Design Review approval.
5. The public will be notified of approval, approval with stipulations, or denial of application at the next regular meeting after approval by staff.
6. If a Minor COA is not issued, a Major Certificate of Appropriateness (MCOA) shall be required.

C. Major Certificate of Appropriateness

The Major Certificate of Appropriateness (Major COA) shall be subject to the review and approval of the Historic Preservation Commission 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 COA 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.
2. Major COA Includes anything that represents substantial work, including alteration, restoration, new construction, demolition, or other significant activities.
3. The Major COA requires a public hearing before the Historic Preservation Commission. Notice shall be given in conformance with the notification process for public hearings before the Planning Commission.
4. The Historic Preservation Commission shall either approve the application, approve with stipulations, or deny the application. The Commission may also send the application back to staff for additional work.
5. The application shall then be forwarded to Town Council with a recommendation of approval, approval with stipulations, or denial.

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:

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. Substantially conform 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 3-170-060 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 recommended by the Historic Preservation Commission and granted by the Town Council. No Certificate of Hardship shall be issued to a new construction project.

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, Staff 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 3-170-070

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. 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 for Site Plan Review as set forth in Chapter 11, Section 11-110 of the Zoning Code.
 - 4. 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.
- E. Relocation of structures shall follow the process set forth in Section 3-170-070 (D), and also obtain a Certificate of Appropriateness as set forth in Section 3-170-050.

Historic District Certificate of Appropriateness Flow Chart

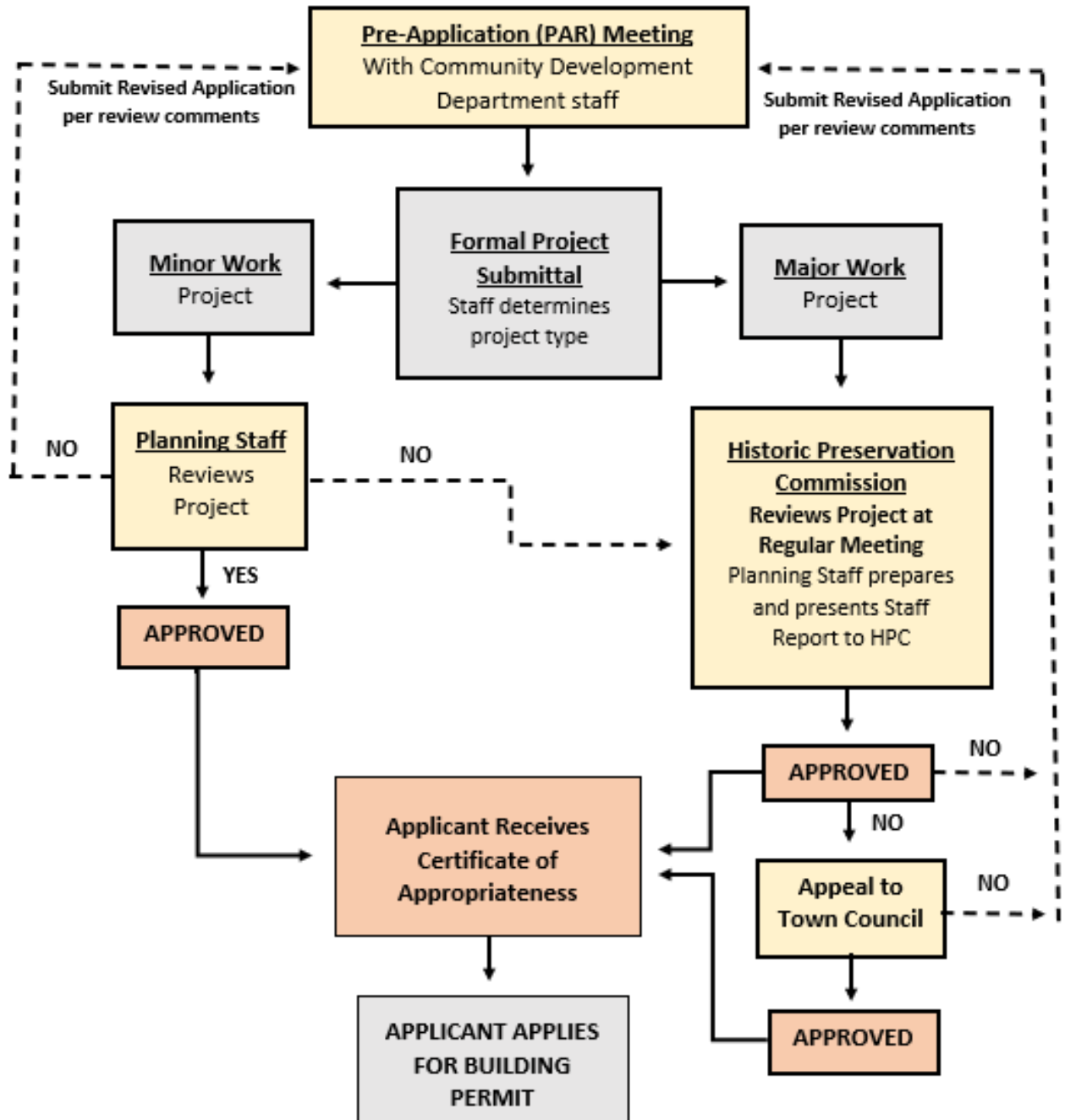


EXHIBIT 2: CERTIFICATE OF APPROPRIATENESS FLOW CHART

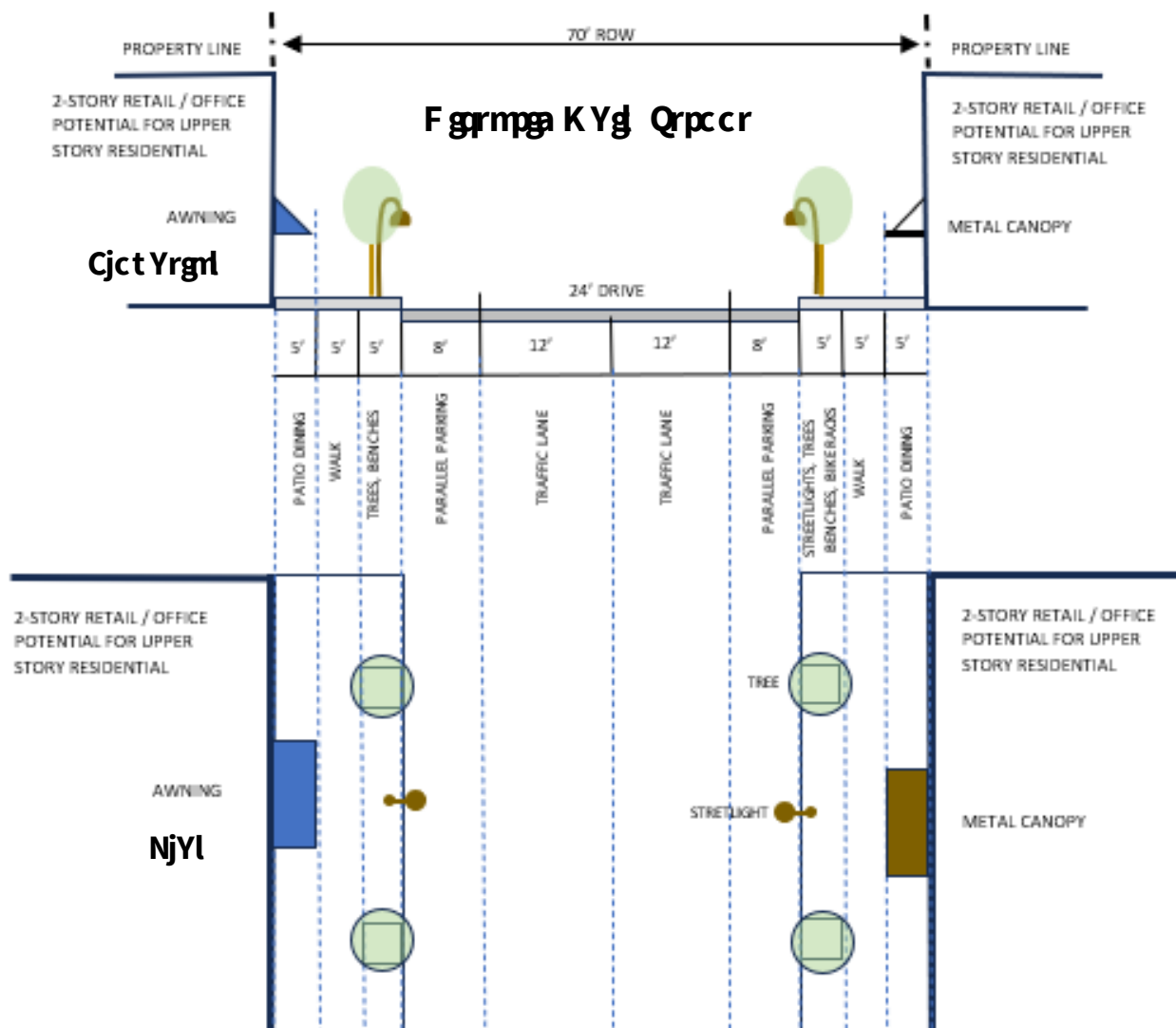


EXHIBIT 3 – STREET CROSS SECTION