



**NOTICE OF A REGULAR MEETING OF THE HISTORIC PRESERVATION COMMISSION
OF THE TOWN OF CLARKDALE
TUESDAY, MARCH 5, 2024 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

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

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, March 5, 2024, 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 Dec. 5, 2023.

5. DISCUSSION ITEMS ONLY - NO ACTION TAKEN

A. Future Agenda Items - Prioritization

Discussion only regarding the prioritization of future agenda items.

B. Strategic Plan for the Historic Preservation Commission

Review and discussion only regarding the Strategic Plan for the Historic Preservation Commission.

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, DECEMBER 5, 2023, AT 6:30 PM

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

Members Present: *Chair Terry Gibson, Vice Chair Guebard, Commissioner Amy Stein, Commissioner Michael Lindner, and Commissioner Dan Biggins*

Members Absent: *None*

Other Municipal Officials Present: *Community Development Director Ruth Mayday; Senior Planner Tom Blanchard; Community Development Admin Guss Espolt; Mayor Robyn Prud'homme-Bauer; Town Manager Susan Guthrie; Police Chief Randy Taylor; Town Clerk Charity Brooks (Zoom)*

Audience: *One member of the public was present.*

Zoom: *Three members of the public were present.*

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

2. ROLL CALL- *All commission 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 Nov. 7, 2023.

Motion by Lidner second by Stein to: *Approve the draft minutes from the meeting held on Nov 7, 2023.*

Approved: 5-0 Aye

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

5. NEW BUSINESS

A. Historic Preservation Ordinance

Discuss, consider and act upon the final draft of the Historic Preservation Ordinance and initiate the Zoning Ordinance text amendment process.

Motion by Stein second by Lidner to: *approve as amended (replace language regarding incentives that commission removed at 11-5-2023 meeting, revise section numbers.)*

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. Bandstand Update

Discussion only regarding an update on the bandstand/gazebo in Town Park. SHPO is conducting a voluntary consultation which will result in performance-based recommendations for rehabilitation of the Bandstand.

7. FUTURE AGENDA ITEMS

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

- a. Bandstand Update*
- b. Awards for Historic Structures*
- c. Bitter Creek*
- d. Broadway Sidewalks*

8. ADJOURNMENT

Motion by Stein, second by Guebard to: *adjourn the meeting at 7:33 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.

Agenda Item:**Future Agenda Items - Prioritization**

Discussion only regarding the prioritization of future agenda items.

Staff Contact:

Ruth Mayday, Community Development Director

Meeting Date:

March 5, 2024

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 2 - Enhance the quality of life for residents, businesses and visitors to Clarkdale.

Background:

The Commission has identified a number of projects and activities as items that they would like to discuss on future agendas. Staff has provided a list of those items and wishes to prioritize the following:

- i. Pedestrian and bicycle circulation: Trails, sidewalks and business frontages.
- ii. Historic resources: Create a list of endangered historic resources, such as deteriorating buildings and restoration of iconic local signs, etc.
- iii. Historic kiosks: interpretive panels around Town, including the safety kiosk that was recovered from the Patio Park neighborhood.
- iv. Advisory Committees/Workgroups: Create additional advisory committees and formalize them.
- v. Information pamphlet for historic homes and businesses: Provide guidance on preservation and restoration of historic structures in Clarkdale.
- vi. Historic photo display in Clubhouse: Photos and information mounted on four-poster boards to be displayed in the Men's Lounge, Women's Lounge, Auditorium, and Library (Reading Room), and formation of a subcommittee to select specific photos and script that would be relevant.
- vii. Recognition Program: Create a recognition program for historic properties in Clarkdale.
- viii. Maintenance program for the Bandstand.

Budget Impact: No budget impact.

Recommendation: Discussion only. No recommendation.



Staff Report

Item Number: 5.B.

Agenda Item: **Strategic Plan for the Historic Preservation Commission**
Review and discussion only regarding the Strategic Plan for the Historic Preservation Commission.

Staff Contact: Ruth Mayday, Community Development Director

Meeting Date: March 5, 2024

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 2 - Enhance the quality of life for residents, businesses and visitors to Clarkdale.
- Goal Area 3 - Enhance the quality and availability of parks, recreation, and cultural opportunities.

Background: The Strategic Plan for the Historic Preservation Commission has been updated to reflect the progress made with respect to the Historic Preservation Ordinance. Staff would like to review the Plan with the Commission to discuss and make updates to it. Town Code also requires that the Plan be approved by Town Council; in advance of that approval, Staff would like to ensure that the Plan is current.

Budget Impact: No budget impact.

Recommendation: Staff recommends that the Historic Preservation Commission review, discuss and update the Historic Preservation Commission Strategic Plan.

Priority	Historic Preservation Plan																							
					2022				2023				2024				2025				2026			
					2022				2023				2024				2025				2026			
	Historic Preservation Strategic Plan				Lead	Support	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
1	Create Historic Preservation Plan																							
	A. Initially create, for approval by the Town Council, and maintain, and update every five (5) years or as directed by Town Council, a plan for historic preservation of historic properties within the Town of Clarkdale.																							
	Objective 1: Prioritize Tasks assigned to HPC in Ordinance				RM	TB																		
	Objective 2: Determine other elements that need to be included in the Plan																							
2	Draft an Historic Preservation Ordinance (HPO) for inclusion in the Town Zoning Code																							
	Objective 1: Review Ordinances from other communities to determine which elements to include in Clarkdale's HPO				RM	HPC																		
	Task 1: Include relevant obligations set forth in enabling Ordinance in the HPO																							
	B. Maintain review criteria and guidelines contained in the historic preservation plan to assure fair and impartial evaluation and designation of historic properties and historic districts. The Commission shall periodically review these criteria and make such adjustments or updates as may be required with approval of the Town Council.																							
	C. Maintain criteria to assure fair and impartial review of applications for certificate of appropriateness. Such criteria shall be subject to review and recommendation by the Design Review Board (DRB), Planning Commission, and ratification by the Town Council.																							
	F. Review and approve, conditionally approve or deny applications for a certificate of appropriateness.																							
	Objective 2: Retain qualified consultant to assist in development of HPO				RM	TB																		
	Task 1: Develop Statement of Work (SOW)																							
	Task 2: Distribute SOW to qualified historic preservation consultants																							
	Task 3: Review responses to SOW for completeness and responsiveness																							
	Task 4: Engage consultant																							
	Objective 3: Develop Ordinance																							
	Objective 4: Adopt Ordinance																							
3	Create and maintain inventories of historic properties, sites, landscapes, signage, and other historic features																							
	G. Maintain and periodically review and update the local historic resources inventory and consider the inclusion of any properties which may have come to meet the requirements herein, and the deletion of any properties which may no longer exist or no longer meet the criteria for inclusion.																							
	D. Review properties proposed for designation as historic properties, explain to the owners thereof the potential effects of such designation as known to the Commission at that time, and make recommendations to designate, conditionally designate, or deny designation based on criteria and facts as stated.																							
	H. Conduct detailed studies and surveys of properties and areas and assess their potential for designation as historic properties or historic districts.																							
4	Develop a program of public education regarding historic preservation and its importance to Clarkdale																							
	I. Determine and cause to be created a system of markers for designated properties				HPC																			
	J. Recognize the owners of designated properties. Issue commendations or other forms of recognition to owners of historical properties who have rehabilitated their property in an exemplary manner.				HPC	STAFF																		

Priority	Historic Preservation Plan																						
	Historic Preservation Strategic Plan			2022				2023				2024				2025				2026			
				2022				2023				2024				2025				2026			
				Lead	Support	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
	N. Cooperate with and enlist the assistance of persons, organizations, foundations and public agencies in matters involving historic preservation, renovation, rehabilitation and reuse, subject to Town Council approval.	HPC	STAFF																				
	O. Increase public awareness of the values of historic, cultural, archaeological and architectural preservation, by developing and participating in public education programs.	HPC	STAFF																				
	P. Annually prepare written reports of Commission activities; submit such reports to the Town Council and the State Historic Preservation Office (SHPO). These reports shall be available for public review.	STAFF	HPC																				
	Create a document for property owners (e.g., A Property Owner's Guide to Prescott Historic Districts) that provides information regarding historic preservation of properties, resources for plans and elevations, tax credits, and other information regarding the importance of historic preservation.	Staff	HPC																				
	R. Assist property owners, upon request, by providing advice, recommendations or direction on matters regarding the restoration, rehabilitation, alteration, landscaping, or maintenance of any historic property.	BOTH	BOTH																				
	S. Encourage and assist property owners of historic properties on procedures for inclusion on State historic listings and the National Register of Historic Places. At the request of property owners, the Commission may provide recommendations to appropriate State and Federal agencies in support of applications for historic designation on specific properties.	BOTH	BOTH																				
	Q. Work with and assist departments of the Town in matters affecting historic preservation. Commission can recommend to staff and Council that action be taken to prevent the demolition by neglect of designated historic structures.	STAFF	HPC																				
	(R): In partnership with the Clarkdale Historical Society and Museum																						
5	Funding and acquisition																						
	K. Make recommendations to the Town Council regarding the acquisition of property suitable for preservation. Such acquisition may include the purchase or acceptance of donated property.	BOTH																					
	L. Make recommendations to the Town Council regarding the use of Federal, State, Town, or private funds to promote historic preservation.	BOTH																					
	M. Make recommendations to Town Council to accept gifts, grants, funds, contributions, and bequests from individuals and public and private entities, agencies, foundations, trusts, corporations, and other organizations or institutions for the preservation of historic buildings.	BOTH																					
	T. Carry out such other duties as may be determined by the Town Council, and present other such recommendations as may be deemed pertinent.	BOTH																					
	Advisory committees may be created by the Commission to study and report to the Commission on pertinent matters. Such committees may include citizens who are not members of the Commission, but shall include at least one (1) Commission member who shall serve as chair of the committee. Committees appointed for a specific task shall dissolve when the task is completed and its report has been presented to the Commission. Such advisory committees shall be subject to applicable State statutes regarding conduct of meetings, records keeping and public notification.	HPC	STAFF																				
	Advisory Committees: Historic Inventory (HIAC) : Lindner and Emmet Signage and Markers (S & MAC): Gibson and Meinke																						