



**NOTICE OF A REGULAR MEETING OF THE HISTORIC PRESERVATION COMMISSION
OF THE TOWN OF CLARKDALE
TUESDAY, APRIL 2, 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, April 2, 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 March 5, 2024.

5. NEW BUSINESS

A. Replacement of Windows in the Public Works and Community Development Buildings

Discuss, consider and act upon the replacement of windows in the Public Works and Community Development Buildings.

6. DISCUSSION ITEMS ONLY - NO ACTION TAKEN

A. 2024 Strategic Plan

Review and discussion only regarding the updated 2024 Strategic Plan to determine schedules for completion.

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, MARCH 5, 2024, AT 6:30 PM**

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; Community Development Admin Guss Espolt; Mayor Robyn Prud'homme-Bauer; 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 Dec. 5, 2023.

Motion by Commissioner Stein second by Vice Chair Guebard to: *Approve the draft minutes from the meeting held on Dec. 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

5. DISCUSSION ITEMS ONLY - NO ACTION TAKEN

A. Future Agenda Items - Prioritization

Discussion only regarding the prioritization of future agenda items.

Assistant Town Manager Ruth Mayday gave a brief update on the status of the recent joint meeting with Town Council and the Planning Commission regarding the Historic Preservation Ordinance. She advised the Commission of the upcoming public hearing at the Planning Commission Meeting and encouraged Commissioners of Historic Preservation Commission to attend.

Assistant Town Manager Ruth Mayday reviewed a list of future agenda items proposed at previous meetings and asked the Commissioners to the prioritize the list.

B. Strategic Plan for the Historic Preservation Commission

Assistant Town Manager Ruth Mayday reviewed and discussed the Strategic Plan for the Historic Preservation Commission.

6. FUTURE AGENDA ITEMS

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

- *Prioritization report*
- *Historic Preservation Plan*
- *Spirit of Clarkdale Award for this Fourth of July*

7. ADJOURNMENT

Motion by Commissioner Stein, second by Commissioner Lindner to: *adjourn the meeting at 7:29 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:**Replacement of Windows in the Public Works and Community Development Buildings**

Discuss, consider and act upon the replacement of windows in the Public Works and Community Development Buildings.

Staff Contact:

Ruth Mayday, Community Development Director

Meeting Date:

April 2, 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:

Repair/replacement of the windows in the Public Works and Community Development buildings has been included in the Capital Improvement Plan (CIP) for FY 23/24 as most are in poor shape, allowing for rain to enter the buildings and further damage the structures. All windows exhibit signs of drying, cracking, and rot. Both Public Works and Planning Staff have been working with Haley Construction under the Town's Job Order Contracting (JOC) procurement for window replacement.

The windows in the Public Works building are in need of replacement. The sills are rotted and leaking, causing water damage to the interior of the building. Over time, the wooden frames shrunk, further contributing to leakage and draftiness in the buildings. As they are the original single-pane windows, they are not energy efficient and contribute to increased heating and cooling costs.



Figure 1: PWD Office



Figure 2: Utilities Office



Figure 3 Plaster damage



Figure 4 Utilities Office



Figure 5 Public Works Supervisor's Office



Figure 6 Window Muntin detail



Figure 7 Replacement window- CDD Building North side



Figure 8 South side CDD building – replacement window

There are three (3) windows on the North side of the Community Development Department (CDD), all of which have been replaced. While the replacements are dual pane (insulated) glass, the frames have not fared well over time, and the muntins are not an accurate replication of the original windows.

An additional five (5) windows on the south side of the building have been replaced but not held up well. The three (3) windows on the east end of the building, which appear to be original, are also in need of replacement.

The proposed replacement windows are wood with aluminum cladding on the exterior side, which will increase the longevity of the window and require less maintenance than wood. The interior facing windows will remain unclad and can be painted or stained. The current proposal is to paint those in the Public Works Building as they are currently painted and use a natural stain on the interior of the Community Development building, as those are currently finished with a natural stain. Both the interior and exterior muntins will be virtually indistinguishable from the original windows, rather than the wider, flatter muntins that were installed in the Community Development building windows that were replaced some time ago. All windows are dual panes and double-hung with insulated, low-E glass.

Budget Impact:

This project has been budgeted for FY 23/24 as CIP G12- Roof repairs and window replacement for Public Works and Community Development Buildings. Currently, \$182,700 remains in the account after roof repairs.

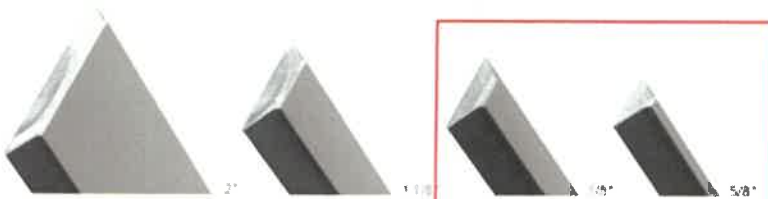
- Total budget for window replacement, drywall & trim repair as needed, and painting of repaired areas: \$179,000.
- Total budget if adding full exterior paint of the two buildings: \$189,100.

Recommendation:

Staff recommends that the Historic Preservation Commission approve the replacement of the windows in the Public Works and Community Development buildings and forward to Town Council the recommendation of the same.



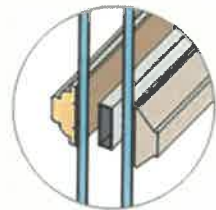
Putty Exterior Aluminum Profile



Colonial Interior Wood Profile



Putty Interior Wood Profile



Innovative Design; Classic Appeal

The best of modern energy efficiency meets old-world charm in **Simulated Divided Lite (SDL)** grilles. While mimicking the look of classic single-pane windows, SDL grilles offer exterior and interior grille bars either with or without an aluminum spacer bar — translating to powerful insulation and innovation.



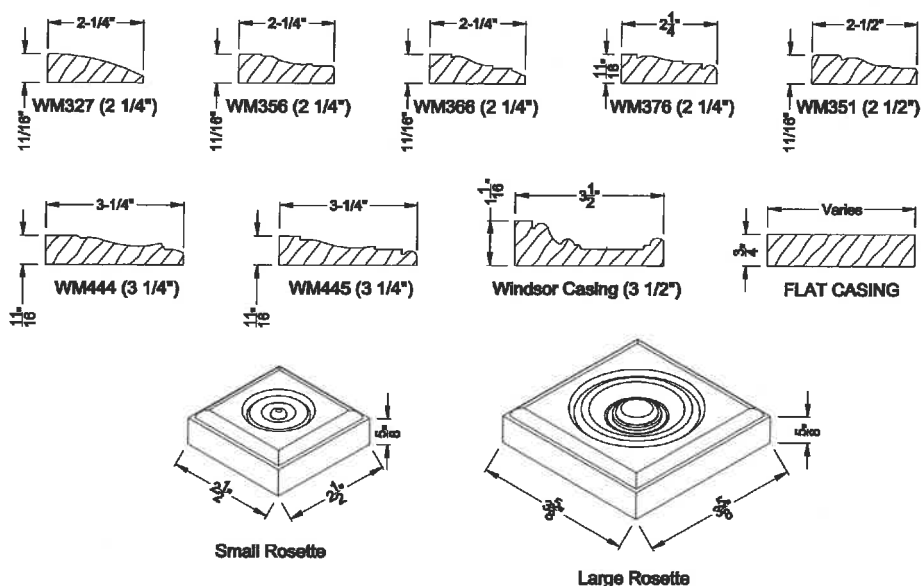
Weather Shield®

Premium Series™

Options

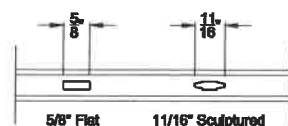
CROSS SECTION DETAILS

Interior Wood Trim Options



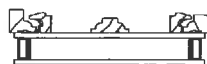
Divided Lite Options

Grilles Between the Glass



Wood Perimeter Grill

Colonial Bar



Casement
Glazing Bead
with surround

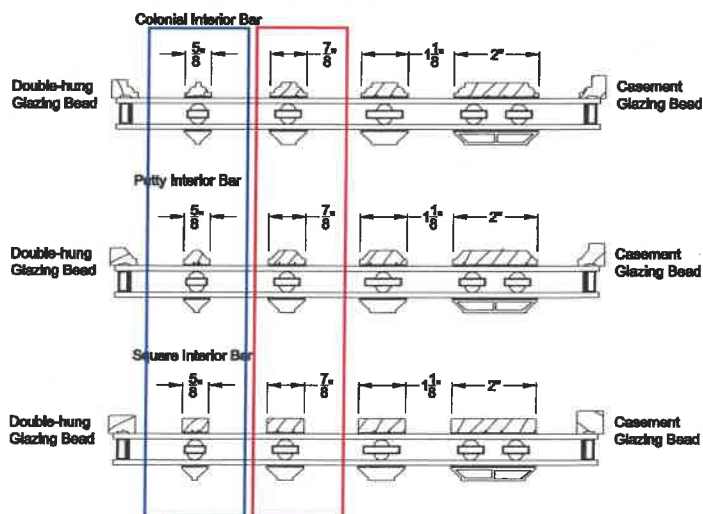
Putty Bar



Double-hung
Glazing Bead
with surround

Casement
Glazing Bead
with surround

Simulated Divided Lites



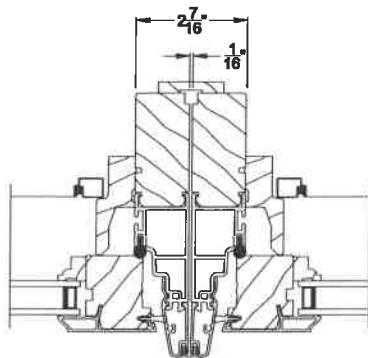
Note: All dimensions are approximate. Weather Shield reserves the right to change specifications without notice.

Weather Shield®

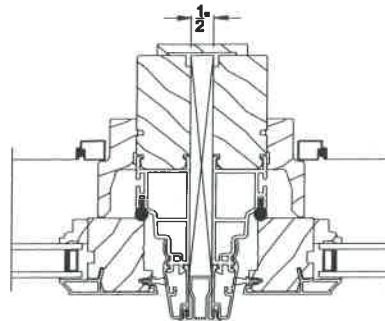
Premium Series™

Clad Trim Applications

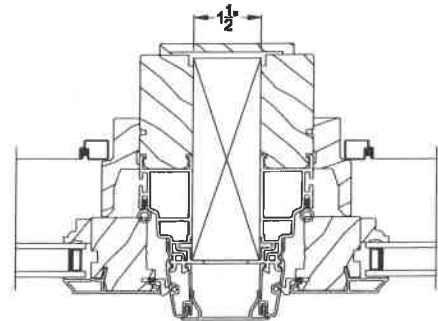
CROSS SECTION DETAILS



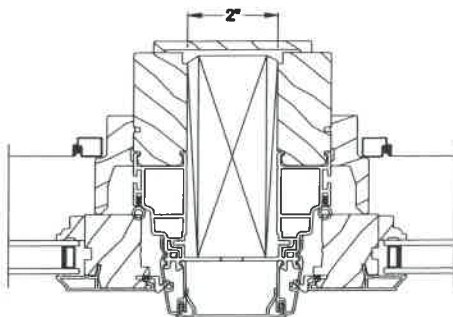
TIGHT MULL
Jamb Section Detail



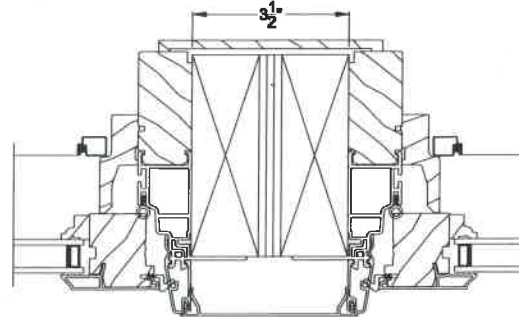
1/2" SPREAD MULL
Jamb Section Detail



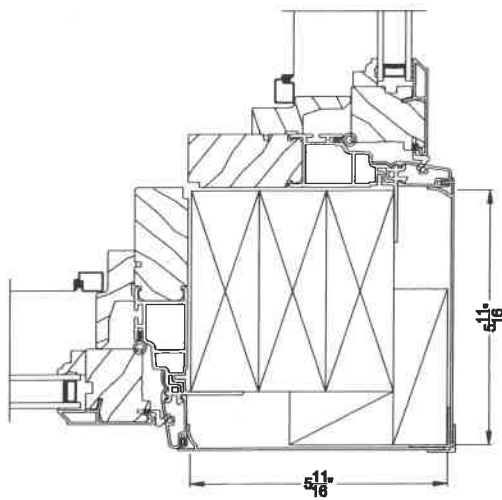
1 1/2" SPREAD MULL
Jamb Section Detail



2" SPREAD MULL
Jamb Section Detail



3 1/2" SPREAD MULL
Jamb Section Detail



90 DEGREE CORNER MULL
Jamb Section Detail

NOTE: Drawings show typical filed mull applications.
Factory mullered units may vary.

Note: All dimensions are approximate. Weather Shield reserves the right to change specifications without notice.



Staff Report

Item Number: 6.A.

Agenda Item: **2024 Strategic Plan**
Review and discussion only regarding the updated 2024 Strategic Plan to determine schedules for completion.

Staff Contact: Ruth Mayday, Community Development Director

Meeting Date: April 2, 2024

Strategic Goal: No applicable.

Background: During the March 5, 2024, regular meeting, the Commission discussed priorities that had been identified as future agenda items by the Commissioners. Below is the initial list:

- a. Pedestrian and bicycle circulation: trails, sidewalks and business frontages.
- b. Historic resources: create a list of endangered historic resources, such as deteriorating buildings and restoration of iconic local signs, etc.
- c. Historic kiosks: interpretive panels around Town, including the safety kiosk that was recovered from the Patio Park neighborhood.
- d. Advisory committees/workgroups: create additional advisory committees and formalize them.
- e. Information pamphlet for historic homes and businesses: provide guidance on preservation and restoration of historic structures in Clarkdale.
- f. Historic photo display in Clubhouse (with Council approval): Staley 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 an advisory panel to select specific photos and script that would be relevant.
- g. Recognition program: create a recognition program for historic properties in Clarkdale.
- h. Maintenance program for the Bandstand.

Staff has worked these tasks and activities into the draft Strategic Plan 2024 under suggested categories of the Plan for consideration by HPC. Once timelines are established for projects, staff will finalize the Strategic Plan and bring it back to HPC for approval.

Budget Impact: No budget impact.

Recommendation: Staff recommends that the Historic Preservation Commission review and discuss the 2024 Strategic Plan and determine schedules for completion.

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	Q1	Q2	Q3	Q4				
1	Develop Maintenance Plan for Bandstand																																					
	Objective 1: Work with contractor to document repairs made during rehabilitation																																					
	Objective 2: Draft plan in conjunction with contractor recommendations, the Secretary of the Interior's Guidelines for the Rehabilitation of Historic Properties and Preservation Briefs.																																					
2	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																					
	Goal 1: Expand existing historic markers/kiosks (Historic Markers)																																					
	1. Work with YAN to include Native American perspectives to existing and planned markers																																					
	2. Review and update information on existing Historic Markers																																					
	Goal 2: Implement Building History Markers																																					
	1. Create a workgroup to research information for signs for properties in the Historic District																																					
	2. Determine design for signs																																					
	3. Research and apply for grants for signage																																					
	4. Install signs																																					
	Goal 3: Include informative markers on trails (or portions of trails) that are historically significant																																					
	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																				
	Goal 1: Create a document for property owners (e.g., <u>A Property Owner's Guide to Prescott Historic Districts</u>) 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																				
	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																				
	Goal 1: Revive the Spirit of Clarkdale award (or similar program) for recognition of preservation projects.																																					
	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																				
	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																				
	Goal 1: Inclusion of the historic interior photographs of the Clarkd Memorial Clubhouse as a permanent installation.																																					
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.																																					

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
	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																															
	<i>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.</i>																															
	<i>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.</i>																															
	<i>F. Review and approve, conditionally approve or deny applications for a certificate of appropriateness.</i>																															
	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																															
	<i>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.</i>																															
	<i>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.</i>																															
	<i>H. Conduct detailed studies and surveys of properties and areas and assess their potential for designation as historic properties or historic districts.</i>																															

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

[illegible]

Advisory Committees:

Historic Inventory (HIAC) : Lindner and Emmet
Signage and Markers (S & MAC): Gibson and Meinke

DRAFT