



**NOTICE OF A SPECIAL MEETING OF THE HISTORIC PRESERVATION COMMISSION
OF THE TOWN OF CLARKDALE
WEDNESDAY, NOVEMBER 6, 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 Special Meeting open to the public on Wednesday, November 6, 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 Special Meeting held on May 21, 2024.

5. DISCUSSION ITEMS ONLY - NO ACTION TAKEN

A. Staff Introduction

Introduction of John Knight, Assistant Community Development Director.

6. NEW BUSINESS

A. Historic Preservation Ordinance

Discuss, consider and act upon a recommendation to the Planning Commission regarding the proposed text amendments to add definitions of words and terms related to historic preservation to Chapter 2, Definitions, and add Article 3-170, Historic Preservation Ordinance, to Chapter 3, Zoning Districts, of the Town of Clarkdale Zoning Code.

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.



Staff Report

Item Number: 4.A.

<u>Agenda Item:</u>	Approval of Minutes Discuss, consider and act upon the draft minutes from the Special Meeting held on May 21, 2024.
<u>Staff Contact:</u>	Ruth Mayday, Community Development Director
<u>Meeting Date:</u>	November 6, 2024
<u>Strategic Goal:</u>	Not applicable.
<u>Background:</u>	Review of the draft minutes from the Special Meeting held on May 21, 2024.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Staff recommends that the Historic Preservation Commission approve the draft minutes from the Special Meeting held on May 21, 2024.



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

TUESDAY, MAY 21, 2024, AT 4:30 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 (via Zoom), Commissioner Michael Lindner, and Commissioner Dan Biggins.*

Members Absent: *Commissioner Amy Stein.*

Other Municipal Officials Present: *Community Development Director Ruth Mayday; Community Development Admin Guss Espolt; Clerk Charity Brooks (Zoom)*

Audience: *13 members of the public were present.*

Zoom: *5 members of the public were present.*

1. CALL TO ORDER - *Chair Gibson called the meeting to order at 4:30 p.m.*

2. ROLL CALL – *4 commissioner members present, 1 commissioner absent.*

3. PUBLIC COMMENT

Bill Regner asked if the commission would leave their comments until the end.

4. MINUTES

A. Approval of Minutes

Discuss, consider and act upon the draft minutes from the regular meeting held on April 2, 2024.

Motion by Lindner second by Biggins to: *Approve the draft minutes from the meeting held on April 2, 2024. With Lindner's request for corrections to page two, item 5A, clarifying there is no adverse effect from the metal clad design.*

Approved: 4-0 Aye

Commissioner	Aye/Nay
Chair Gibson	Aye

Vice Chair Guebard	Aye
Commissioner Lindner	Aye
Commissioner Biggins	Aye
Commissioner Stein	Absent

5. NEW BUSINESS

A. Display Window Replacement for the Miller Building

Update from Drake Meinke on the display windows in the Miller Building with tempered safety glass.

B. Revisions to the Historic Preservation Ordinance

Discuss, consider and act upon amending the text of the final draft of the Historic Preservation Ordinance and making a recommendation to Council.

Motion by Biggins second by Lindner to: *Table item.*

Approved: 4-0 Aye

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

6. FUTURE AGENDA ITEMS

Historic Preservation Commission did not propose items to be placed on a future agenda.

7. ADJOURNMENT

Motion by Lindner, second by Gibbins to: *adjourn the meeting at 6:04 p.m.*

Tabled: 4-0 Aye

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

Chairperson Terry Gibson
Historic Preservation Commission

Assistant Town Manager Ruth Mayday



Staff Report

Item Number: 6.A.

Agenda Item:**Historic Preservation Ordinance**

Discuss, consider and act upon a recommendation to the Planning Commission regarding the proposed text amendments to add definitions of words and terms related to historic preservation to Chapter 2, Definitions, and add 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:

November 6, 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 4 - Strengthen and diversify our economy through cultivating a business-friendly climate for business attraction and strategically capitalizing upon tourism.

Background:

The Historic Preservation Commission (HPC) was created on July 28, 2020, with the goal of developing a Historic Preservation Ordinance (HPO) to fulfill a requirement for the State Historic Preservation Office (SHPO)'s Certified Local Government (CLG) status, enabling the Town to apply for grants and ensuring consistent preservation practices.

To date, significant progress has been made on the Historic Preservation Ordinance (HPO) through a series of roundtable discussions, meetings, and public hearings. This ongoing collaborative effort aims to refine the HPO, addressing questions and concerns raised by stakeholders. The ordinance is designed to set standards for future renovations and development and to protect the unique historic structures of Clarkdale without imposing undue burdens on current property owners.

Recent updates include clarifications to development standards, particularly regarding the expectations for historic versus infill buildings. Discussions have emphasized the need for clear, legally sound language in the ordinance, which

serves to guide property owners in the stewardship of their historic buildings.

Additionally, an alternative approach, the Historic Preservation Incentive Program, was proposed, focusing on resource development for historic preservation. However, challenges exist regarding the use of public funds for private projects and the requirements for licensed contractors for commercial work.

These proposed changes aim to streamline the review process and enhance the role of the Historic Preservation Commission in overseeing major projects. Overall, the intent of the HPO is to ensure the preservation of Clarkdale's historic heritage for current and future generations, while respecting the property rights of business and building owners.

Summary of Prior Actions:

The Historic Preservation Ordinance #424 proposes text amendments that enhance historic preservation efforts in Clarkdale by defining the Clarkdale Historic Preservation District's boundaries, outlining the responsibilities of the Historic Preservation Commission (HPC), and establishing procedures and design guidelines for construction and revitalization within the district. Importantly, this district is within the boundaries approved by the Secretary of the Interior for National Register status.

Work on the ordinance commenced in early 2021, with assistance from Froke Urban Planning beginning on Jan. 3, 2023. The HPC approved the final draft on Dec. 5, 2023.

A joint work session between the Town Council and the Planning Commission on Feb. 29, 2024, led to a public hearing by the Planning Commission on April 16, 2024. Following community input, the Commission voted unanimously to send the ordinance back for further refinement.

On May 21, 2024, a Special Meeting of the HPC included input from business owners and the public, revealing significant concerns that prompted a work session on July 11, 2024. This work session focused on the necessity of the ordinance and the possibility of it being an "opt-in" regulation. This language was implemented in the following iteration of the ordinance.

The July discussions emphasized the ordinance's primary aim of protecting historic structures while facilitating access to grant funding. Feedback from stakeholders indicated a desire for balanced regulations. Support for the ordinance was expressed by various community members, and the subsequent work session on Sept. 17, 2024, continued to refine the ordinance based on public and Commission input.

Budget Impact: No budget impact.

Recommendation: Staff recommends that the Historic Preservation Commission approve a

recommendation to the Planning Commission regarding the proposed text amendments to add definitions of words and terms related to historic preservation to Chapter 2, Definitions, and add Article 3-170, Historic Preservation Ordinance, to Chapter 3, Zoning Districts, of the Town of Clarkdale Zoning Code.

Section 3-170 HISTORIC PRESERVATION DISTRICT (HPD)

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 to 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; and
8. Supporting historic tourism and promoting commercial development and economic benefit to the Town.

Section 3-170-020 Historic Preservation Overlay District Designation

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

A. Historic Preservation District Boundaries

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

- 1) The provisions of this Section may be applied to properties within the Clarkdale Historic Preservation District identified in the map of the Clarkdale Historic Preservation District at

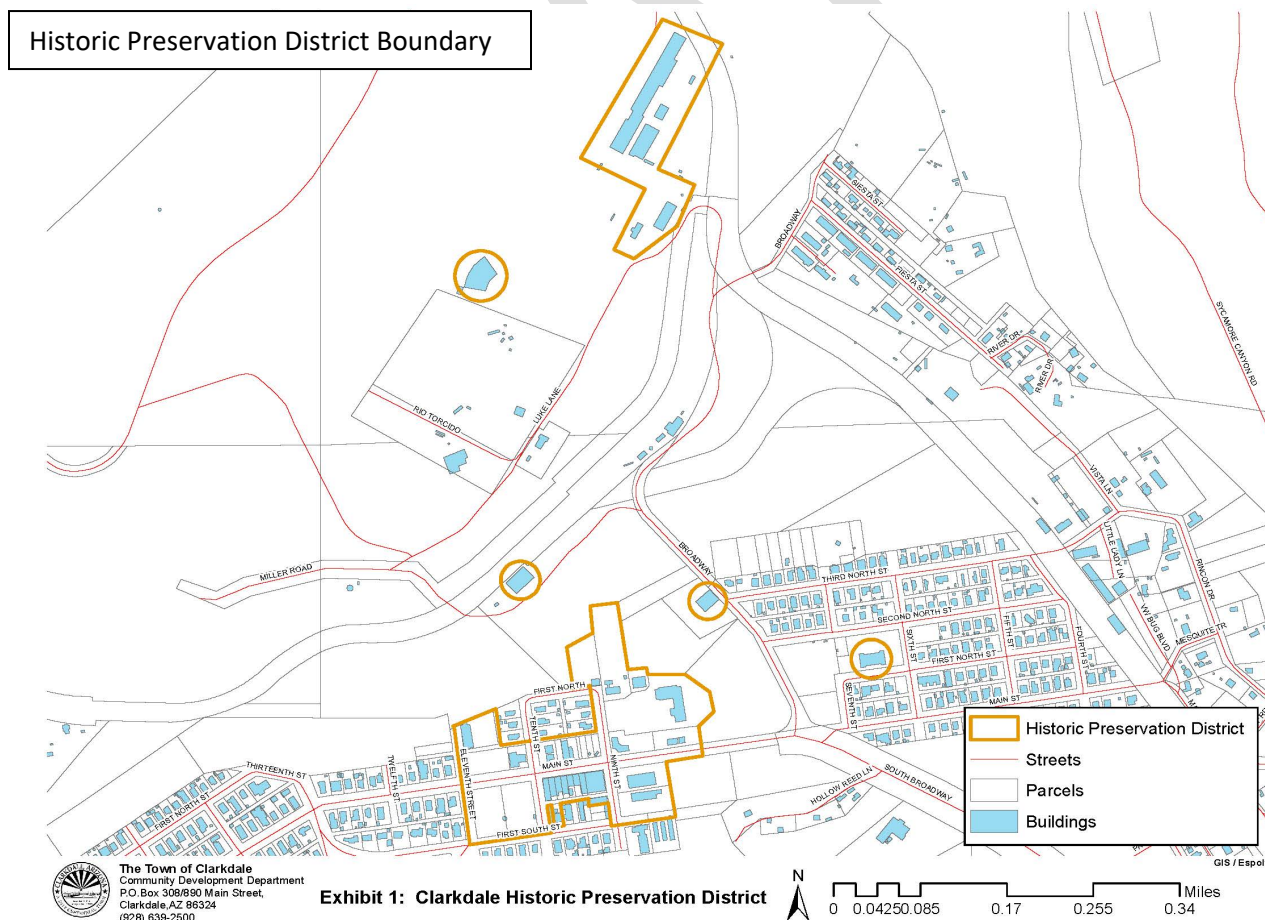
the option of the property owner. If the owner opts to apply the standards of this Section, all applicable standards in the Section shall be applied. An opt-in form must be signed by the property owner and submitted to the Town prior to issuance of any building permits under the Historic Preservation Ordinance.

2. Those property owners that do not opt-in are subject to the development standards for the underlying zoning classification.

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

- a) Waiver of building permit fees for applications that bring existing historic structures in compliance with adopted building codes
- b) Accelerated review of historic preservation projects
- c) Accelerated permitting of historic preservation projects
- d) Waived application fees for historic preservation projects

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



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

Section 3-170-030 Development Standards

Properties within the Clarkdale Historic Preservation District shall consider the context of the surrounding and existing structures with respect to architectural style, building form, and building massing. Projects shall honor the Secretary of the Interior's *Standards for the Treatment of Historic Properties*.

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

Please refer to Exhibit 2: Town of Clarkdale Streetscape for a graphic representation of the requirements of this subsection.

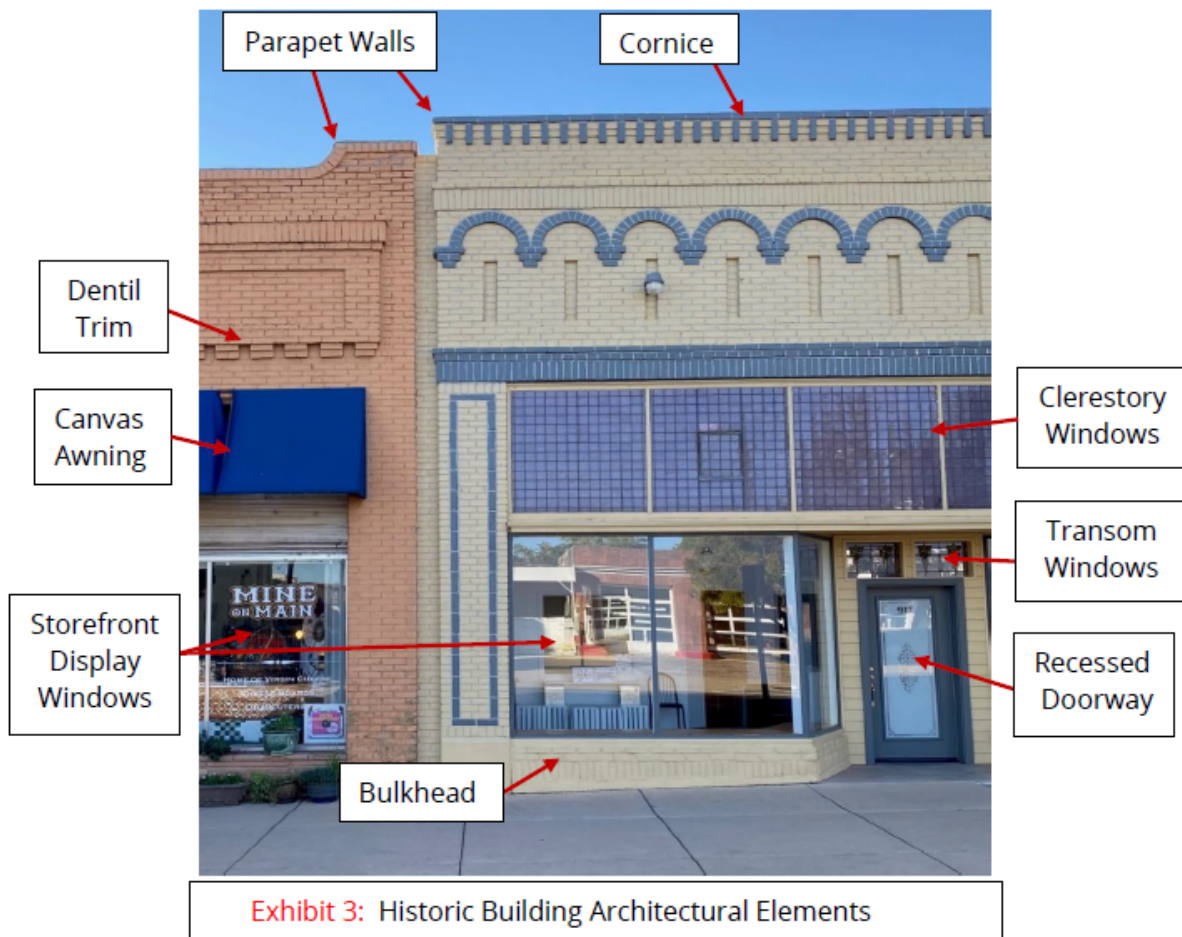
- 1) Establishment of a relationship to adjoining spaces. For new construction, one and two-story buildings are encouraged.
- 2) A connection to existing sidewalks or an extension of the sidewalk system.
- 3) Continuity of streetscape along Main Street.
- 4) The main entrance shall be from a public sidewalk.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



B. Exterior Wall Design, Materials & Finishes

Please refer to Exhibit 3: Historic Building Architectural Elements for a graphic representation of the requirements of this subsection.

- 1) To the extent possible, 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 should be utilized. New construction or additions should be compatible with, yet distinguishable from existing buildings in the district.
- 2) Whenever possible, preservation of these features is required for rehabilitation or repair of existing structures.



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

C. Roof and Parapet

Please refer to Exhibit 4: Rooflines and Parapet Walls for a graphic representation of the requirements of this subsection.

- 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. For corner lots, equipment shall be screened from both front and side elevation.



Exhibit 4: Rooflines and Parapet Walls

D. Storefronts, Doors, Windows & Awnings

Please refer to Exhibits 5A Wood Door Frame and 5B Entry Features for a graphic representation of the requirements of this subsection.

1. Large storefront display windows may be recommended.
2. Wood is recommended for doors, trim and accenting the doorway and entry.
3. Windows shall be glass and shall be vertical in orientation and may be single, double hung, or fixed.

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



Exhibit 5A: Wood Door Configuration

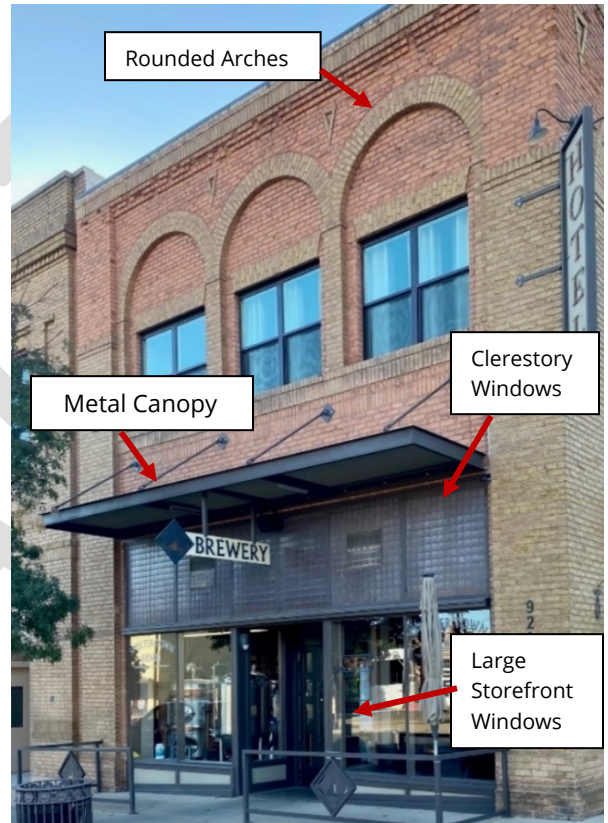


Exhibit 5B: Storefront Detail

E. Site Features:

1. The purpose of this section is to provide instruction for site features to enhance new construction and maintain continuity 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 Preservation 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 character of the Historic Preservation 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 Preservation 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 existing structures located in the Historic Preservation District, or proposed new construction located in the Historic Preservation District, shall be reviewed by the 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 Preservation District, issuance of the permit shall be deferred until after a Certificate of Appropriateness is obtained.
- 2. Permits with special circumstances that 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 spaces 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. Enforcement of the provision shall cause an unnecessary hardship that is neither economic nor a self-imposed harm.
 - c. Condition unique to the property which was not created by the property owner.
 - d. The variance has no adverse effect on surrounding properties or the general public.
 - e. The variance does not conflict with the characteristics that make the property eligible for the National Register of Historic Places.
 - f. Practical difficulties or unnecessary hardship would result in having to comply strictly with the Zoning Ordinance.
 - g. No changes are made to underlying zoning districts or General Plan land use designations.
3. All other development and performance standards not found listed herein shall comply with 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 Preservation 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 include identification of features proposed for preservation and proposed for replacement.
4. Floor Plans: For reference only, to help understand the overall plan.
5. Materials and Colors: Shall 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 requirements, depending on scope of project and at the discretion of the Community Development Director:
 - a. Traffic impact analysis.
 - b. Preliminary and Final Plats or Development Plans.

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 Preservation 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 a 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 of the HPC 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 for all major new construction, significant restoration, alteration, demolition, or other major construction activity in the Clarkdale Historic Preservation District.

1. All proposed work shall not diminish, eliminate, or adversely affect the historic character of the subject property or its effect on the Clarkdale Historic Preservation District.
2. All work is subject to review and approval by the Building Official, Public Works Director, Town Engineer, and any other agency having jurisdiction over the project.
3. The Major COA includes anything that constitutes substantial work including but not limited to alteration, restoration, new construction, demolition, or other significant activities.
4. 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.
5. The Historic Preservation Commission shall recommend approval of the application, approval with stipulations, or recommend denial of the application. The Commission may also send the application back to staff for additional work.
6. 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 the Treatment of Historic Properties* and the adopted design guidelines for the district. A Certificate of Appropriateness shall be recommended if the Historic Preservation Commission determines that the proposed work:

1. Is compatible with the relevant historic, cultural, educational, or architectural qualities and characteristics of the property; and
2. Does not diminish or adversely impact the integrity of the Clarkdale Historic Preservation District.
3. Prior to forwarding the decision of the Historic Preservation Commission to the Town Council, the Historic Preservation Commission shall affirm whether the project conforms to the following findings of fact:
 - a. Conforms to the Design Guidelines for the Historic Preservation District

- b. Meets all applicable, adopted building codes of the Town of Clarkdale.
- c. Does not diminish or adversely impact the integrity of the Historic Preservation District.

E. Approval of a Certificate of Appropriateness authorizes the issuance of permits required by the Building Official.

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 Preservation District. However, it is recognized there can be circumstances beyond the control of a property owner which may result in the necessary demolition of a structure within the Historic Preservation 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 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 Preservation District without approval of a Certificate of Appropriateness as established in Section 3-170-050.

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. The redevelopment or reuse plan cannot be comprised of vacant land or propose no use to replace the demolished structure.
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, including photo documentation, or for agreed upon removal of artifacts.
- E. Relocation of structures shall follow the process set forth in Section 3-170-060 (D), and also obtain a Certificate of Appropriateness as set forth in Section 3-170-050.

Historic District Certificate of Appropriateness Flow Chart

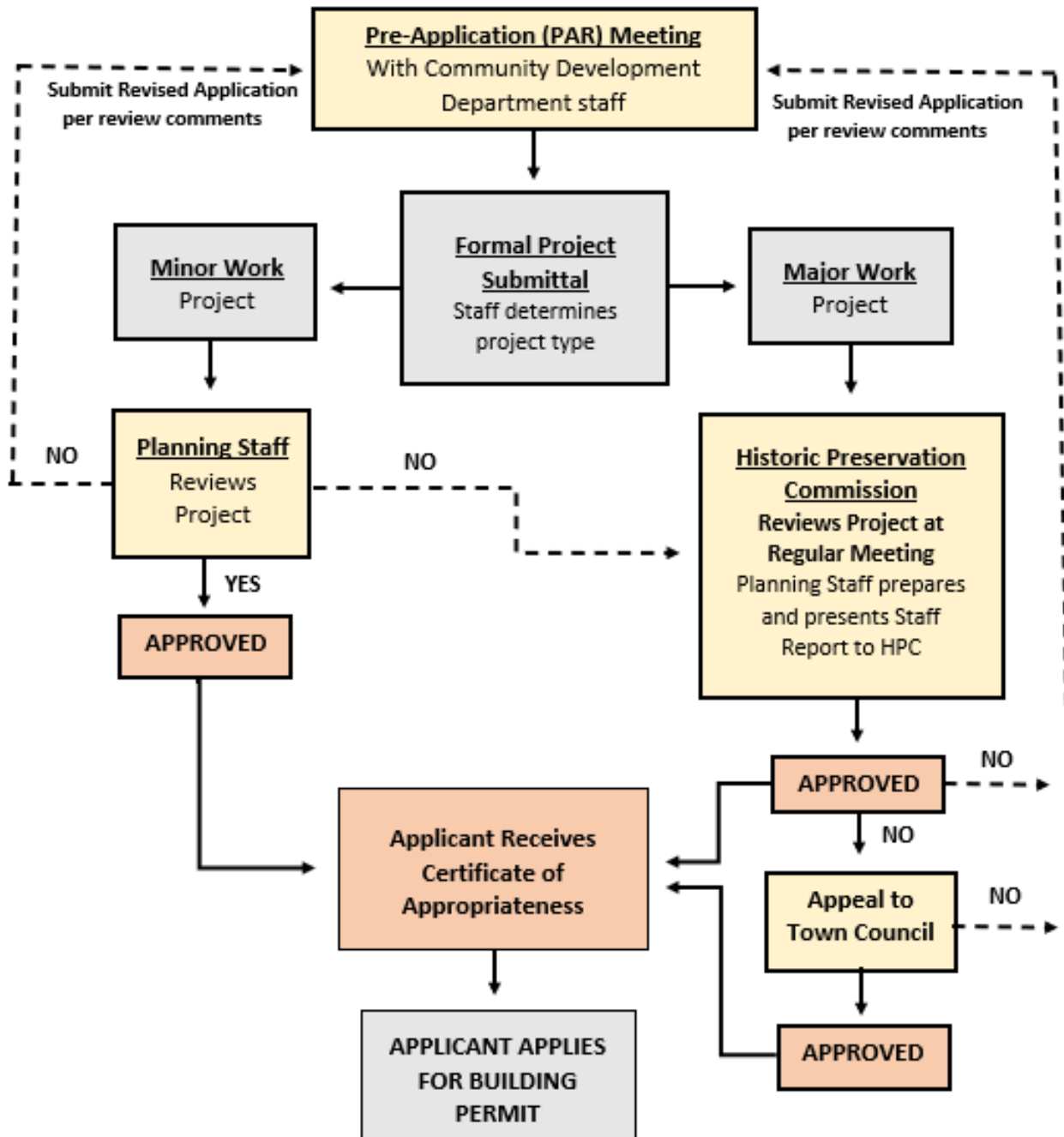


EXHIBIT 6: CERTIFICATE OF APPROPRIATENESS PROCESS

Historic Main Street

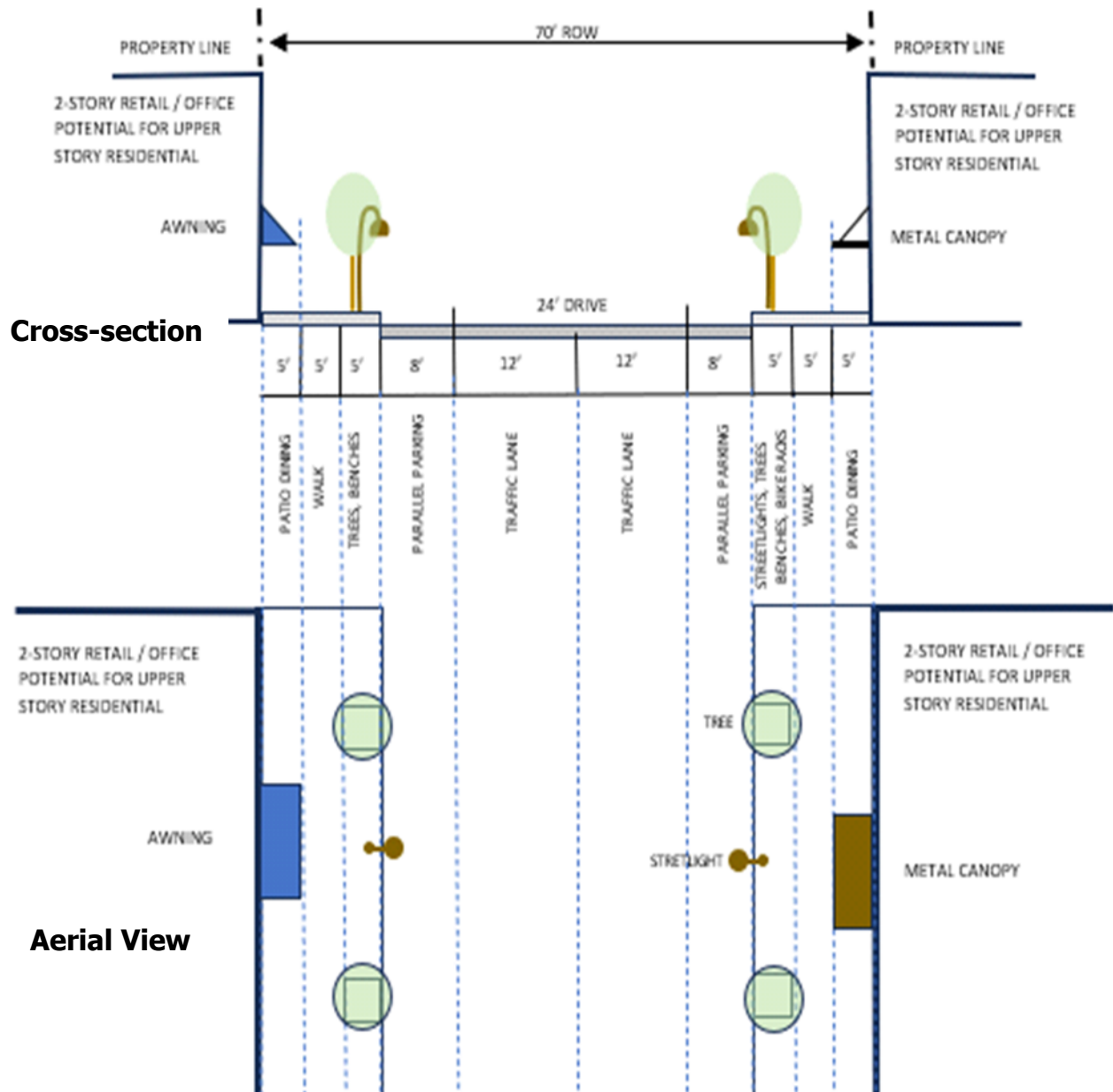


EXHIBIT 7: Historic Main Street Configuration

Section 3-170 HISTORIC PRESERVATION DISTRICT (HPD)

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 to 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; and
8. Supporting historic tourism and promoting commercial development and economic benefit to the Town.

Section 3-170-020 Historic Preservation Overlay District Designation

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

A. Historic Preservation District Boundaries

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

- 1) The provisions of this Section may be applied to properties within the Clarkdale Historic Preservation District identified in the map of the Clarkdale Historic Preservation District at

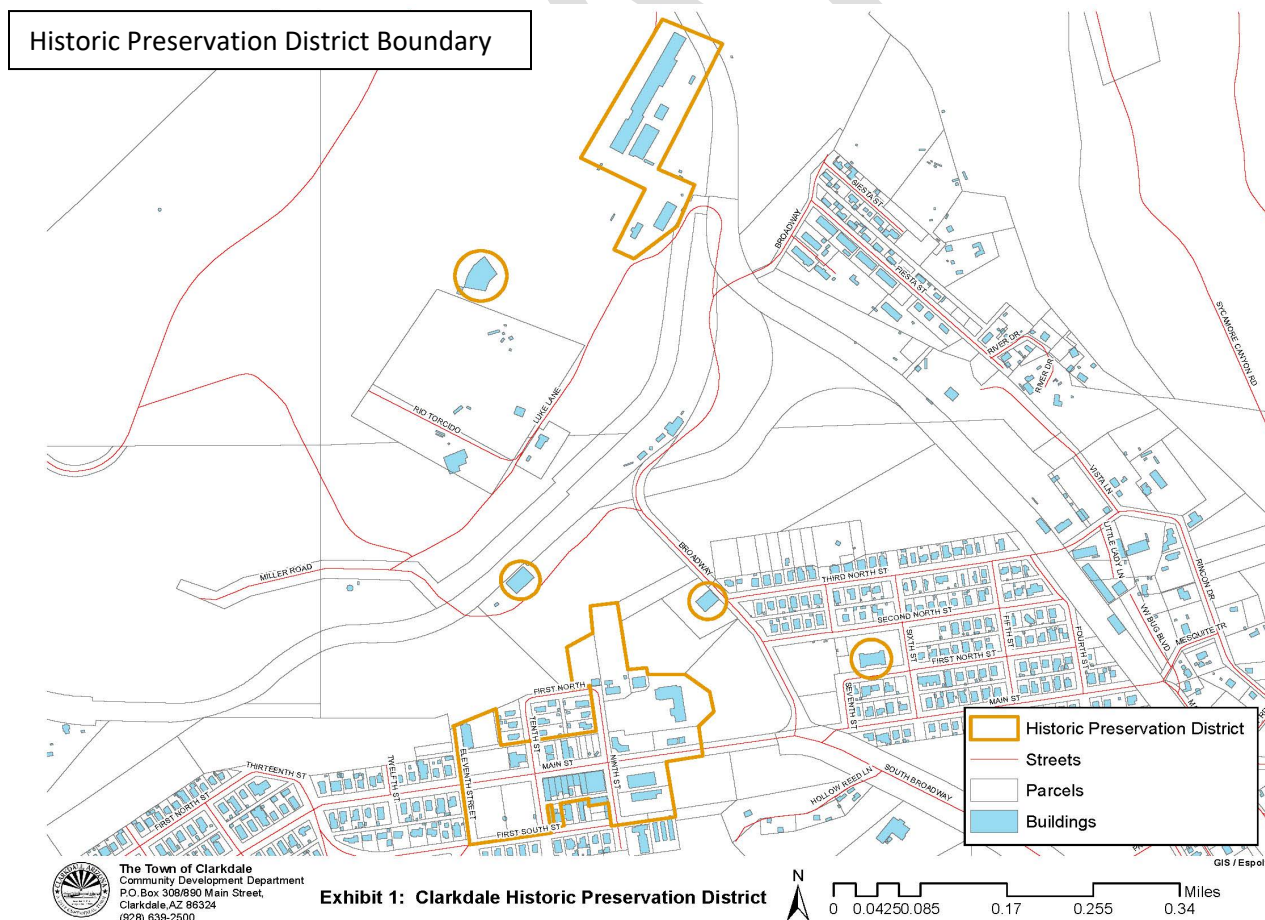
the option of the property owner. If the owner opts to apply the standards of this Section, all applicable standards in the Section shall be applied. An opt-in form must be signed by the property owner and submitted to the Town prior to issuance of any building permits under the Historic Preservation Ordinance.

2. Those property owners that do not opt-in are subject to the development standards for the underlying zoning classification ~~of the Historic District~~.

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

- a) Waiver of building permit fees for applications that bring existing historic structures in compliance with adopted building codes
- b) Accelerated review of historic preservation projects
- c) Accelerated permitting of historic preservation projects
- d) Waived application fees for historic preservation projects

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



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

Section 3-170-030 Development Standards

Properties within the Clarkdale Historic Preservation District shall consider the context of the surrounding and existing structures with respect to architectural style, building form, and building massing. Projects shall honor the Secretary of the Interior's *Standards for the Treatment of Historic Properties*.

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

Please refer to Exhibit 2: Town of Clarkdale Streetscape for a graphic representation of the requirements of this subsection.

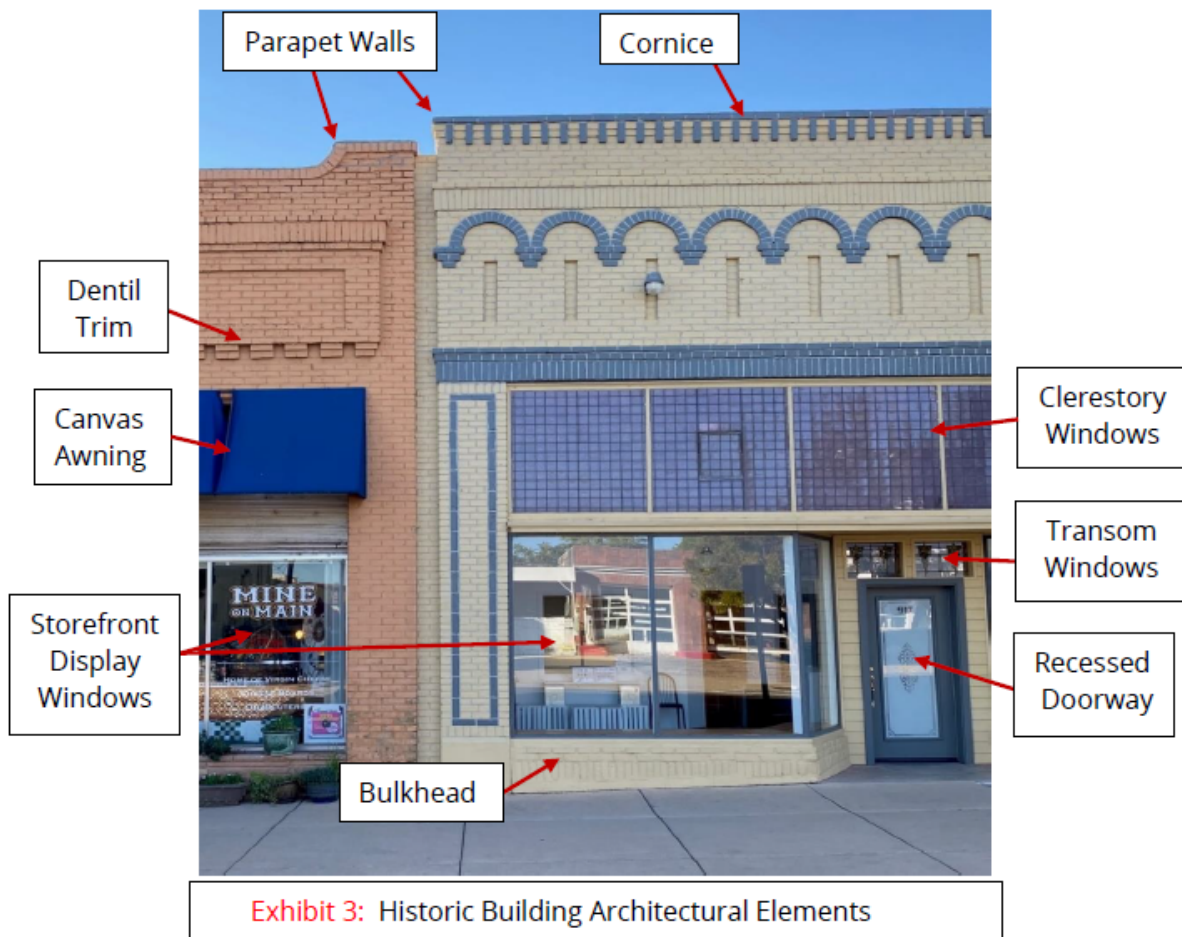
- 1) Establishment of a relationship to adjoining spaces. For new construction, one and two-story buildings are encouraged.
- 2) A connection to existing sidewalks or an extension of the sidewalk system.
- 3) Continuity of streetscape along Main Street.
- 4) The main entrance shall be from a public sidewalk.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



B. Exterior Wall Design, Materials & Finishes

Please refer to Exhibit 3: Historic Building Architectural Elements for a graphic representation of the requirements of this subsection.

- 1) To the extent possible, 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 should be utilized. New construction or additions should be compatible with, yet distinguishable from existing buildings in the district.
- 2) Whenever possible, preservation of these features is required for rehabilitation or repair of existing structures.



- 3) Masonry may be structural or veneer. Brick façades and/or partial brick inlays are encouraged.
- 4) Painting of brick is discouraged, unless replicating historic signage or installation of murals.
- 5) Stucco, wood, ~~stone, limestone~~, metal and other materials may be used as an accent.

C. Roof and Parapet

Please refer to Exhibit 4: Rooflines and Parapet Walls for a graphic representation of the requirements of this subsection.

- 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. For corner lots, equipment shall be screened from both front and side elevation.



Exhibit 4: Rooflines and Parapet Walls

D. Storefronts, Doors, Windows & Awnings

Please refer to Exhibits 5A Wood Door Frame and 5B Entry Features for a graphic representation of the requirements of this subsection.

1. Large storefront display windows ~~may be recommended.~~ **are required.**
2. Wood is recommended for doors, trim and accenting the doorway and entry.
3. Windows shall be glass and shall be vertical in orientation and may be single, double hung, or fixed.

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



Exhibit 5A: Wood Door Configuration

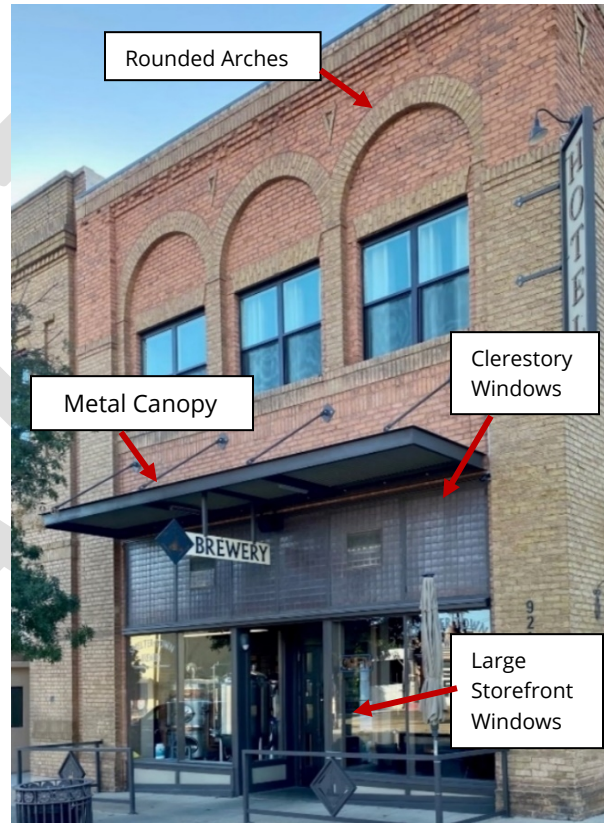


Exhibit 5B: Storefront Detail

E. Site Features:

1. The purpose of this section is to provide instruction for site features to enhance new construction and maintain continuity 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 Preservation 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 character of the Historic Preservation 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 Preservation 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 existing structures located in the Historic Preservation District, or proposed new construction located in the Historic Preservation District, shall be reviewed by the 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 Preservation District, issuance of the permit shall be deferred until after a Certificate of Appropriateness is obtained.
- 2. Permits with special circumstances that 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 spaces 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. Enforcement of the provision shall cause an unnecessary hardship that is neither economic nor a self-imposed harm.
 - c. Condition unique to the property which was not created by the property owner.
 - d. The variance has no adverse effect on surrounding properties or the general public.
 - e. The variance does not conflict with the characteristics that make the property eligible for the National Register of Historic Places.
 - f. Practical difficulties or unnecessary hardship would result in having to comply strictly with the Zoning Ordinance.
 - g. No changes are made to underlying zoning districts or General Plan land use designations.
3. All other development and performance standards not found listed herein shall comply with 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 Preservation 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 include identification of features proposed for preservation and proposed for replacement.
4. Floor Plans: For reference only, to help understand the overall plan.
5. Materials and Colors: Shall 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 requirements, depending on scope of project and at the discretion of the Community Development Director:
 - a. Traffic impact analysis.
 - b. Preliminary and Final Plats or Development Plans.

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 Preservation 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 a 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 of the HPC 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 for all major new construction, significant restoration, alteration, demolition, or other major construction activity in the Clarkdale Historic Preservation District.

1. All proposed work shall not diminish, eliminate, or adversely affect the historic character of the subject property or its effect on the Clarkdale Historic Preservation District.
2. All work is subject to review and approval by the Building Official, Public Works Director, Town Engineer, and any other agency having jurisdiction over the project.
3. The Major COA includes anything that constitutes substantial work including but not limited to alteration, restoration, new construction, demolition, or other significant activities.
4. 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.
5. The Historic Preservation Commission shall recommend approval of the application, approval with stipulations, or recommend denial of the application. The Commission may also send the application back to staff for additional work.
6. 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 the Treatment of Historic Properties* and the adopted design guidelines for the district. A Certificate of Appropriateness shall be recommended if the Historic Preservation Commission determines that the proposed work:

1. Is compatible with the relevant historic, cultural, educational, or architectural qualities and characteristics of the property; and
2. Does not diminish or adversely impact the integrity of the Clarkdale Historic Preservation District.
3. Prior to forwarding the decision of the Historic Preservation Commission to the Town Council, the Historic Preservation Commission shall affirm whether the project conforms to the following findings of fact:
 - a. Conforms to the Design Guidelines for the Historic Preservation District

- b. Meets all applicable, adopted building codes of the Town of Clarkdale.
- c. Does not diminish or adversely impact the integrity of the Historic Preservation District.

E. Approval of a Certificate of Appropriateness authorizes the issuance of permits required by the Building Official.

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 Preservation District. However, it is recognized there can be circumstances beyond the control of a property owner which may result in the necessary demolition of a structure within the Historic Preservation 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 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 Preservation District without approval of a Certificate of Appropriateness as established in Section 3-170-050.

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. The redevelopment or reuse plan cannot be comprised of vacant land or propose no use to replace the demolished structure.
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, including photo documentation, or for agreed upon removal of artifacts.
- E. Relocation of structures shall follow the process set forth in Section 3-170-060 (D), and also obtain a Certificate of Appropriateness as set forth in Section 3-170-050.

Historic District Certificate of Appropriateness Flow Chart

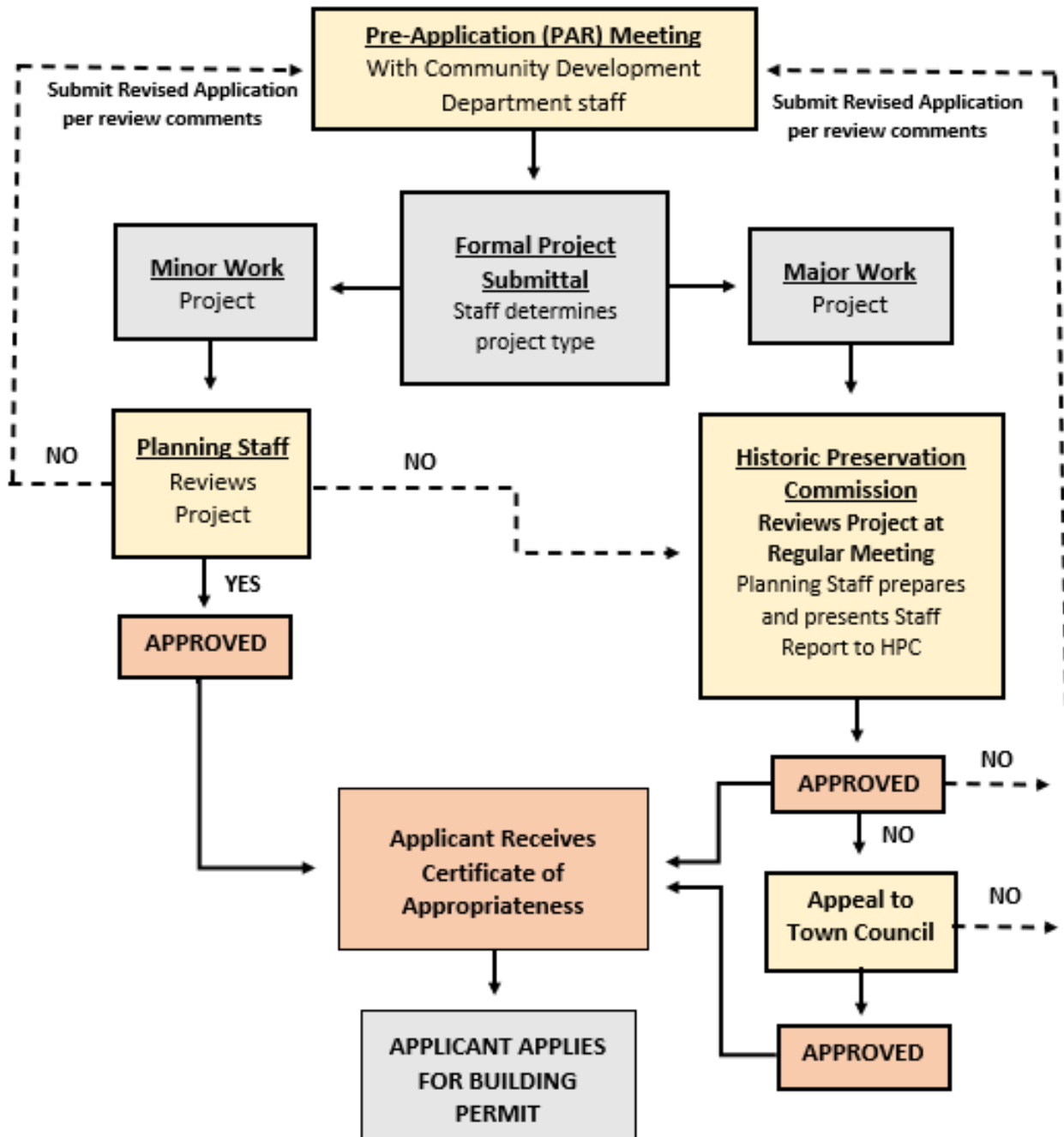


EXHIBIT 6: CERTIFICATE OF APPROPRIATENESS PROCESS

Historic Main Street

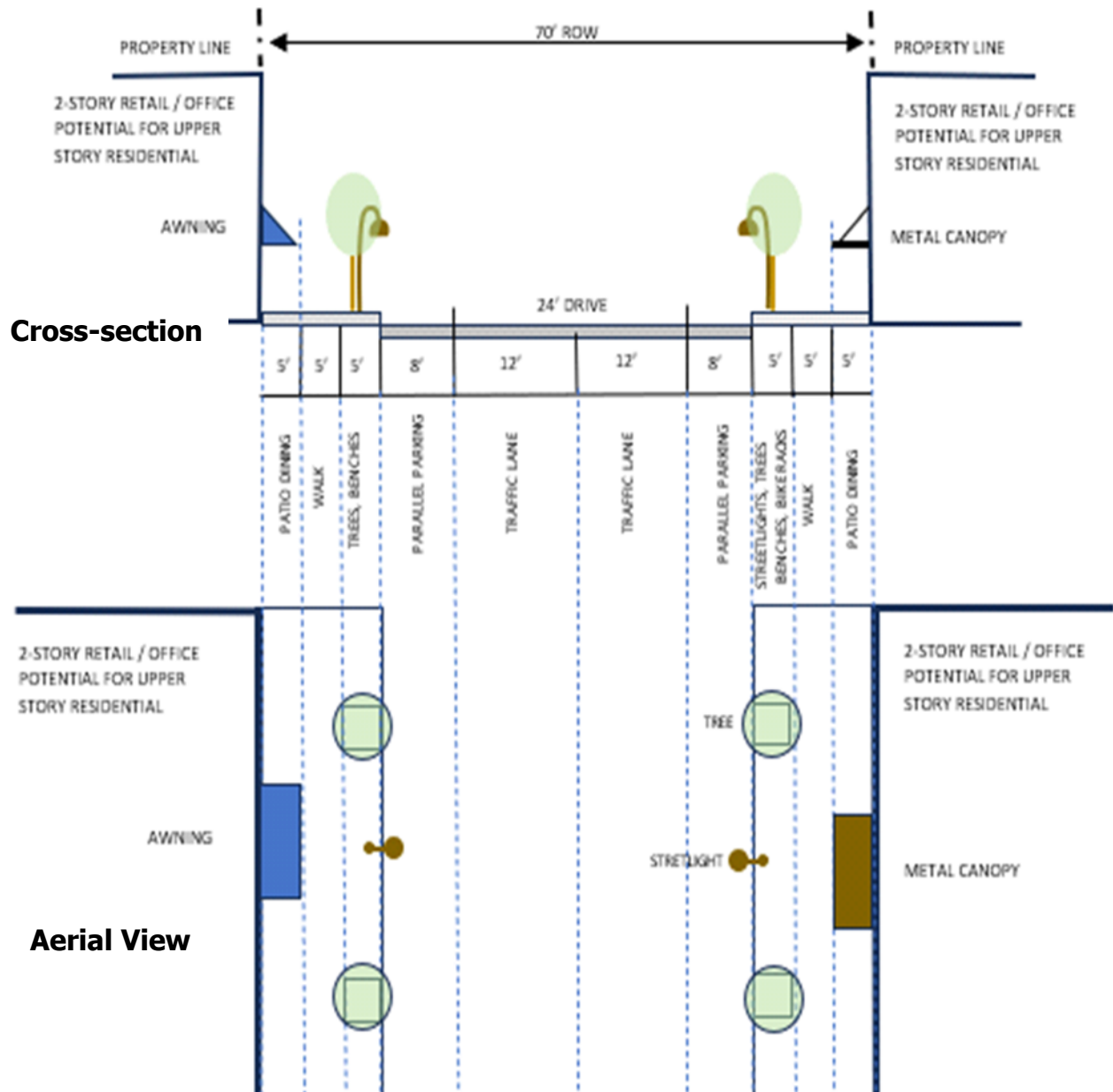


EXHIBIT 7: Historic Main Street Configuration