



**NOTICE OF A SPECIAL MEETING OF THE PLANNING COMMISSION
OF THE TOWN OF CLARKDALE
TUESDAY, DECEMBER 3, 2024 AT 5:30 PM**

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

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 Planning Commission will hold a Special Meeting open to the public on Tuesday, December 3, 2024, at 5:30 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 Planning Commission invites the public to provide comments at this time. Members of the Planning 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 November 19, 2024.

5. New Business

A. PUBLIC HEARING - Ordinance #424 - Adopting a Historic Preservation Ordinance

The Commission will hold a public hearing to take public comment on Ordinance #424 adding text amendments relating to the establishment of a Historic Preservation Ordinance to the Town Zoning Code. Adding definitions of words and terms to Chapter 2, Definitions and adding Article 3-170, Historic Preservation Ordinance, to Chapter 3, Zoning Districts, of the Town of Clarkdale Zoning Code.

B. ACTION - Ordinance #424 – Adopting a Historic Preservation Ordinance

Discuss, consider and act upon Ordinance #424 relating to the establishment of a Historic Preservation Ordinance to the Town Zoning Code. Adding definitions of words and terms to Chapter 2, Definitions and adding Article 3-170, Historic Preservation Ordinance, to Chapter 3, Zoning Districts, of the Town of Clarkdale Zoning Code.

6. Future Agenda Items

The Planning 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.



Staff Report

Item Number: 4.A.

<u>Agenda Item:</u>	Approval of Minutes Discuss, consider and act upon the draft minutes from the regular meeting held on November 19, 2024.
<u>Staff Contact:</u>	Ruth Mayday, Community Development Director
<u>Meeting Date:</u>	December 3, 2024
<u>Strategic Goal:</u>	Not applicable.
<u>Background:</u>	Review of the draft minutes from the regular meeting held on Nov. 19, 2024.
<u>Budget Impact:</u>	None.
<u>Recommendation:</u>	Staff recommends the Planning Commission approve the draft minutes from the regular meeting held on Nov. 19, 2024.



**SUMMARIZED MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION
OF THE TOWN OF CLARKDALE**

TUESDAY, NOVEMBER 19, 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 de Blanc, Vice Chair Johnson, Commissioner Spence, and Commissioner Kelly.

Members Absent: *Commissioner Conk.*

Other municipal officials present: *Community Development Director & Assistant Town Manager, Ruth Mayday; Assistant Community Development Director, John Knight; Associate Planner, Britania Esparza; Community Development Technician, Guss Espolt.*

Audience: *Approximately three members of the public present.*

Zoom: *One person was present on Zoom.*

- 1. CALL TO ORDER** - *Chair de Blanc called the meeting to order at 4:30 p.m.*
- 2. ROLL CALL** – *Four - Present, Chair de Blanc, Vice Chair Johnson, Commissioner Spence, and Commissioner Kelly, One- Absent, Commissioner Conk.*
- 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 Oct. 15, 2024.

Motion: *Approve the draft minutes from the regular meeting held on Oct. 15, 2024.*
First motion: *Commissioner Kelly* **Second:** *Commissioner Spence*
Approved 4-0

Board Member	Ayes/Nays
Chair de Blanc	Aye
Vice Chair Johnson	Aye
Commissioner Spence	Aye
Commissioner Conk	Absent
Commissioner Kelly	Aye

5. NEW BUSINESS

A. PUBLIC HEARING - Ordinance #433 - Amending Town Code, Article 6-3: Livestock, Poultry and Fowl

The Planning Commission will hold a public hearing to take public comment on Ordinance #433, amending the Town Zoning Code by adding subletter 'g' to Subsection 1 of Section 4-010 Accessory Structures to Chapter 4, General Provisions.

No Public Comment.

B. Ordinance #433 - Amending Town Code, Article 6-3: Livestock, Poultry and Fowl

Discuss, consider and act upon Ordinance #433, amending Article 6 Animals, Section 6-1-1 Definitions, adding Section 6-3-1-e of the Town Code; and amending Chapter 4 General Provisions of the Town Zoning Code.

Motion: Vice Chair Johnson: I make a motion to approve Ordinance #433.

First motion: Commissioner Johnson **Second:** Commissioner Kelly

Approved 4-0

Board Member	Ayes/Nays
Chair de Blanc	Aye
Vice Chair Johnson	Aye
Commissioner Spence	Aye
Commissioner Conk	Absent
Commissioner Kelly	Aye

C. PUBLIC HEARING - Ordinance #435 - Amending Zoning Code Regarding Permitted Signs

The Commission will hold a public hearing to take public comment on Ordinance #435, amending Zoning Ordinance Section 7-080 of the Clarkdale Zoning Code regarding Permitted Signs.

Cynthia Malla: Commented on the new map, noting that it includes the entire parking lot and clubhouse. Ms. Malla stated that campaigns have set up on polling day with tables and signs outside the 75 ft. limit in the parking lot. She suggested the Ordinance be clarified whether this would be allowed once the new Ordinance is adopted.

Ruth Mayday: Noted to the Commission and audience that this would be clarified in the Ordinance when it is considered by Town Council.

D. Ordinance #435 - Amending Zoning Code Regarding Permitted Signs

Discuss, consider and act upon Ordinance #435, amending Zoning Ordinance Section 7-080 of the Clarkdale Zoning Code regarding permitted signs.

Motion: Commissioner Kelly: I make a motion to approve Ordinance #435.

First motion: Commissioner Kelly **Second:** Commissioner Spence

Approved 4-0

Board Member	Ayes/Nays
Chair de Blanc	Aye
Vice Chair Johnson	Aye
Commissioner Spence	Aye
Commissioner Conk	Absent
Commissioner Kelly	Aye

E. PUBLIC HEARING - Ordinance #436 - Amending Zoning Ordinance Regarding Accessory Dwelling Units

The Commission will hold a public hearing to take public comment on Ordinance #436, amending Zoning Ordinance Chapter 2 - Definitions, Chapter 3 - Zoning Districts, and Chapter 4 - General Provisions establishing provisions for Accessory Dwelling Units (ADUs) in zoning districts that allow residential uses.

No Public Comment.

F. Ordinance #436 - Amending Zoning Ordinance Regarding Accessory Dwelling Units

Discuss, consider and act upon Ordinance #436, amending Zoning Ordinance Chapter 2 - Definitions, Chapter 3 - Zoning Districts, and Chapter 4 - General Provisions establishing provisions for Accessory Dwelling Units (ADUs) in zoning districts that allow residential uses.

Motion: Commissioner Kelly: I make a motion to approve Ordinance #436.

First motion: Commissioner Kelly **Second:** Commissioner Spence

Approved 4-0

Board Member	Ayes/Nays
Chair de Blanc	Aye
Vice Chair Johnson	Aye
Commissioner Spence	Aye
Commissioner Conk	Absent
Commissioner Kelly	Aye

G. PUBLIC HEARING - Ordinance #437 - Amending Zoning Ordinance Procedures

The Commission will hold a public hearing to take public comment on Ordinance #437, amending the Zoning Ordinance Article 13 Enforcement, Amendments, and Penalties, Section 13-020 Procedure for Amendments.

No Public Comment.

H. Ordinance #437 - Amending Zoning Ordinance Procedures

Discuss, consider and act upon Ordinance #437, amending Zoning Ordinance amending Article 13 Enforcement, Amendments, and Penalties, Section 13-020 Procedure for Amendments.

Motion: Commissioner Spence: I make a motion that we adopt Ordinance #437.

First motion: Commissioner *Spence* **Second:** Commissioner *Kelly*

Approved 4-0

Board Member	Ayes/Nays
Chair de Blanc	<i>Aye</i>
Vice Chair Johnson	<i>Aye</i>
Commissioner Spence	<i>Aye</i>
Commissioner Conk	<i>Absent</i>
Commissioner Kelly	<i>Aye</i>

I. PUBLIC HEARING - Ordinance #438 - Amending Zoning Ordinance Design Review

The Commission will hold a public hearing to take public comment on Ordinance #438, amending Zoning Ordinance Chapter 4, General Provisions, Article 4-160 Sidewalk Café Permit; Chapter 7, Signs; Chapter 8, Outdoor Lighting Code; Chapter 9 Landscape Design Standards; Chapter 11, Design Review and Site Plan Review. Also amending Town Code Chapter 17, Boards and Commissions; Article 17-4, Design Review, and 17-5, Planning Commission.

Steve Lauman: Takes issue with page 71 in the packet, section 17-5-4 C. and page 89 Section 11-010. These sections relate to the Historic Preservation District. The Historic Preservation District does not currently exist and it's premature to reference this in the ordinance.

Karen McClanahan: Expressed concerns about the Historic Preservation Ordinance and stated most property owners are not in favor of such an Ordinance. Noted the references in the proposed Ordinance related to the Historic Preservation District are premature.

J. Ordinance #438 - Amending Zoning Ordinance Regarding Design Review

Discuss, consider and act upon Ordinance #438, amending Zoning Ordinance Chapter 4, General Provisions, Article 4-160 Sidewalk Café Permit; Chapter 7, Signs; Chapter 8, Outdoor Lighting Code; Chapter 9 Landscape Design Standards; Chapter 11, Design Review and Site Plan Review. Also amending Town Code Chapter 17, Boards and Commissions; Article 17-4, Design Review, and 17-5, Planning Commission.

Motion: Recommended Council vote on the Historic Preservation Ordinance before voting on the subject ordinance. If it is passed, then the sections in the subject Ordinance can be included. If not, the sections referencing the Historic Preservation Ordinance would be stricken.

First motion: Commissioner *Kelly* **Second:** Commissioner *Spence*

Approved 4-0

Board Member	Ayes/Nays
Chair de Blanc	<i>Aye</i>
Vice Chair Johnson	<i>Aye</i>
Commissioner Spence	<i>Aye</i>

Commissioner Conk	Absent
Commissioner Kelly	Aye

K. Ordinance #434 - Definitions of an Improved Lot or Parcel

This item has been withdrawn by recommendation of the Town Attorney and will not be discussed. No action required.

6. FUTURE AGENDA ITEMS

Historic Preservation Ordinance (Special Meeting Dec. 3 at 5:30 p.m.).

7. ADJOURNMENT – *Chair de Blanc adjourned the meeting without objection at 5:41 p.m.*

Motion: *Motion to adjourn.*

First motion: *Commissioner Kelly* **Second:** *Commissioner Spence*

Approved 4-0

Board Member	Ayes/Nays
Chair de Blanc	Aye
Vice Chair Johnson	Aye
Commissioner Spence	Aye
Commissioner Conk	Absent
Commissioner Kelly	Aye

Ida Meri de Blanc, Chair

Ruth Mayday, Community Development Director



Staff Report

Item Number: 5.A.

<u>Agenda Item:</u>	PUBLIC HEARING - Ordinance #424 - Adopting a Historic Preservation Ordinance The Commission will hold a public hearing to take public comment on Ordinance #424 adding text amendments relating to the establishment of a Historic Preservation Ordinance to the Town Zoning Code. Adding definitions of words and terms to Chapter 2, <u>Definitions</u> and adding Article 3-170, <u>Historic Preservation Ordinance</u> , to Chapter 3, <u>Zoning Districts</u> , of the Town of Clarkdale Zoning Code.
<u>Staff Contact:</u>	John Knight, Assistant Community Development Director
<u>Meeting Date:</u>	December 3, 2024
<u>Strategic Goal:</u>	This agenda item supports the following Clarkdale Strategic Goal Area: • Goal Area 1 – Preserve and celebrate Clarkdale’s unique, complex history.
<u>Background:</u>	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 certain grants and ensuring consistent preservation practices. To date, significant progress has been made on the HPO through a series of round tables, meetings, and public hearings. This ongoing collaborative effort aims to refine the ordinance and address questions and concerns raised by stakeholders. The ordinance is designed to set standards for future renovations and development and 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. 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 built environment for current and future generations, while respecting property rights of businesses and building owners.

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.

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

A joint workshop 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 to HPC 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 round table workshop on July 11, 2024. This workshop 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 historical 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 round table meeting on Sept. 17, 2024, continued to refine the ordinance based on public and Commission input.

On Nov. 6, 2024, the revised ordinance was brought back to the HPC for their consideration. The HPC unanimously recommended the Planning Commission approve the proposed text amendment to the Zoning Code creating a Historic Preservation District and forwarding it to the Town Council with a recommendation of the same.

At the HPC meeting, one Commission member mentioned that property facing First South Street (between Ninth Street and Tenth Street) could be included in the District, based on its historical status. Staff have since contacted the property owner, and they were in favor of being added to the District. The map is now updated to include the entire block bounded by First South Street, Ninth Street, Tenth Street and Main Street.

Budget Impact: None

Recommendation: Public Hearing only.

ORDINANCE #424

AN ORDINANCE OF THE COMMON COUNCIL OF THE TOWN OF CLARKDALE, ARIZONA, AMENDING THE ZONING CODE OF CLARKDALE, ARIZONA BY ADOPTING ARTICLE 3-170, HISTORIC PRESERVATION ORDINANCE AND AMENDING ARTICLE 2-010 DEFINITIONS RELATING TO THE ESTABLISHMENT OF A HISTORIC PRESERVATION DISTRICT INCORPORATING THE RECITALS BY REFERENCE; ESTABLISHING A PURPOSE; SETTING FORTH DEFINITIONS; ESTABLISHING REGULATIONS; PROVIDING FOR ENFORCEMENT; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, local governments may make, amend or repeal all ordinances necessary or proper for the carrying into effect of the powers vested in the corporation, or any department or officer thereof as set forth in Arizona Revised Statutes ("A.R.S.") § 9-240.28 (a);

WHEREAS the Town deems it beneficial to adopt an Historic Preservation Ordinance to protect and preserve the historic characteristics, structures, and properties in Clarkdale;

WHEREAS the Town deems historic preservation to be a vital component of economic development; and

NOW THEREFORE, BE IT ORDAINED by the Common Council of the Town of Clarkdale, Arizona, as follows:

Section I. General.

The Zoning Code of Clarkdale, Arizona, is hereby amended by adding Article 3-170, Historic Preservation Ordinance, to read as follows:

ARTICLE 3-170 HISTORIC PRESERVATION ORDINANCE

Section 3-170-010 Purpose

Section 3-170-020 Historic Preservation Overlay District Designation

Section 3-170-030 Development Standards

Section 3-170-040 Application Process

Section 3-170-050 Certificate of Appropriateness

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

The Zoning Code of Clarkdale, Arizona, is hereby amended by adding words and terms to Chapter 2, Definitions, Section 2-010 Definitions, to read as follows:

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

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

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

Hardship: a restriction on a property located in the Historic Preservation District that results in an arbitrary and capricious interference with basic property rights. Hardship relates to the physical characteristics of the property, not the personal circumstances of the owner or user, and the property is rendered unusable without the granting of a variance.

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

Historic District: Includes areas of the Town within the boundary of the Historic Preservation District as identified in Exhibit 1: Clarkdale Historic Preservation District, in Section 3-170 Historic District, of the Town of Clarkdale Zoning Code. A map of the Clarkdale Historic District is on file with the Community Development Department.

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 (Jan. 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 that 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

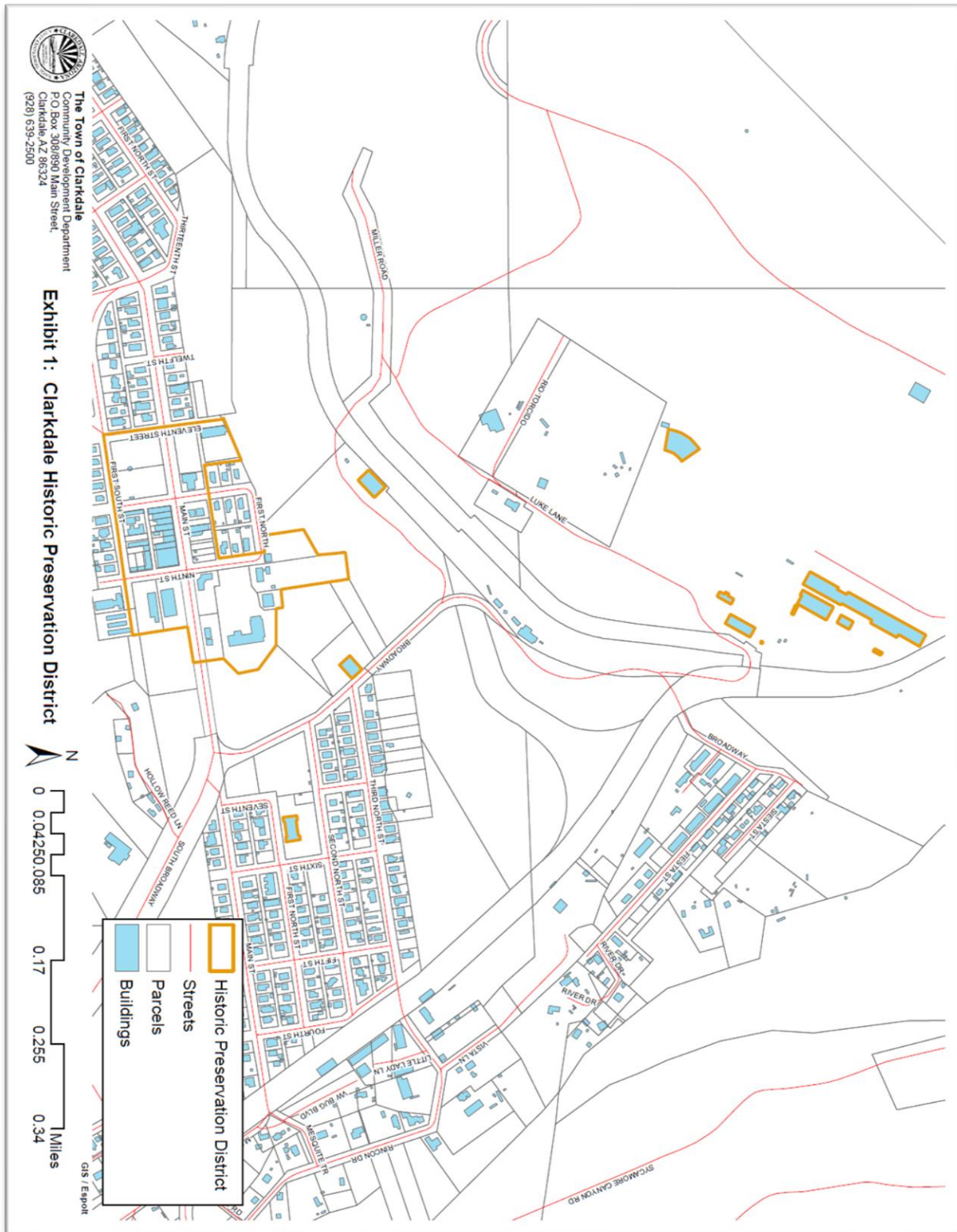
The Historic Preservation District is an overlay zone. Overlay zones supplement the existing zoning by establishing additional requirements that are applied to the underlying zoning district.

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 and
 - 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.

Exhibit 1: Clarkdale Historic Preservation 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.

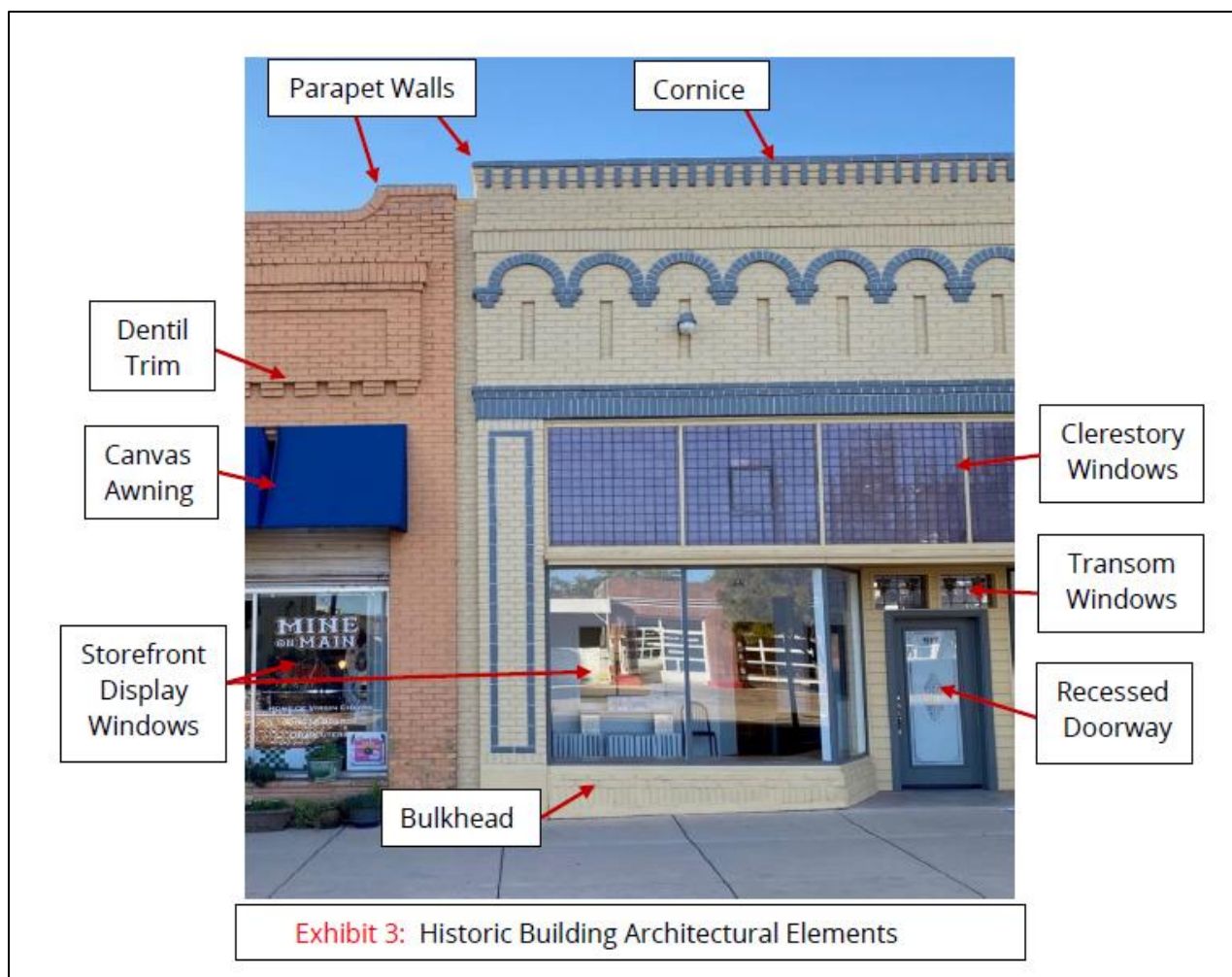
1. Establishment of a relationship to adjoining spaces. For new construction, one and two-story buildings are encouraged.
2. A connection to existing sidewalks or an extension of the sidewalk system.
3. Continuity of streetscape along Main Street.
4. The main entrance shall be from a public sidewalk.
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 that 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 that 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 Major or Minor 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 that has previously been the subject of a one-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 that 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 that 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

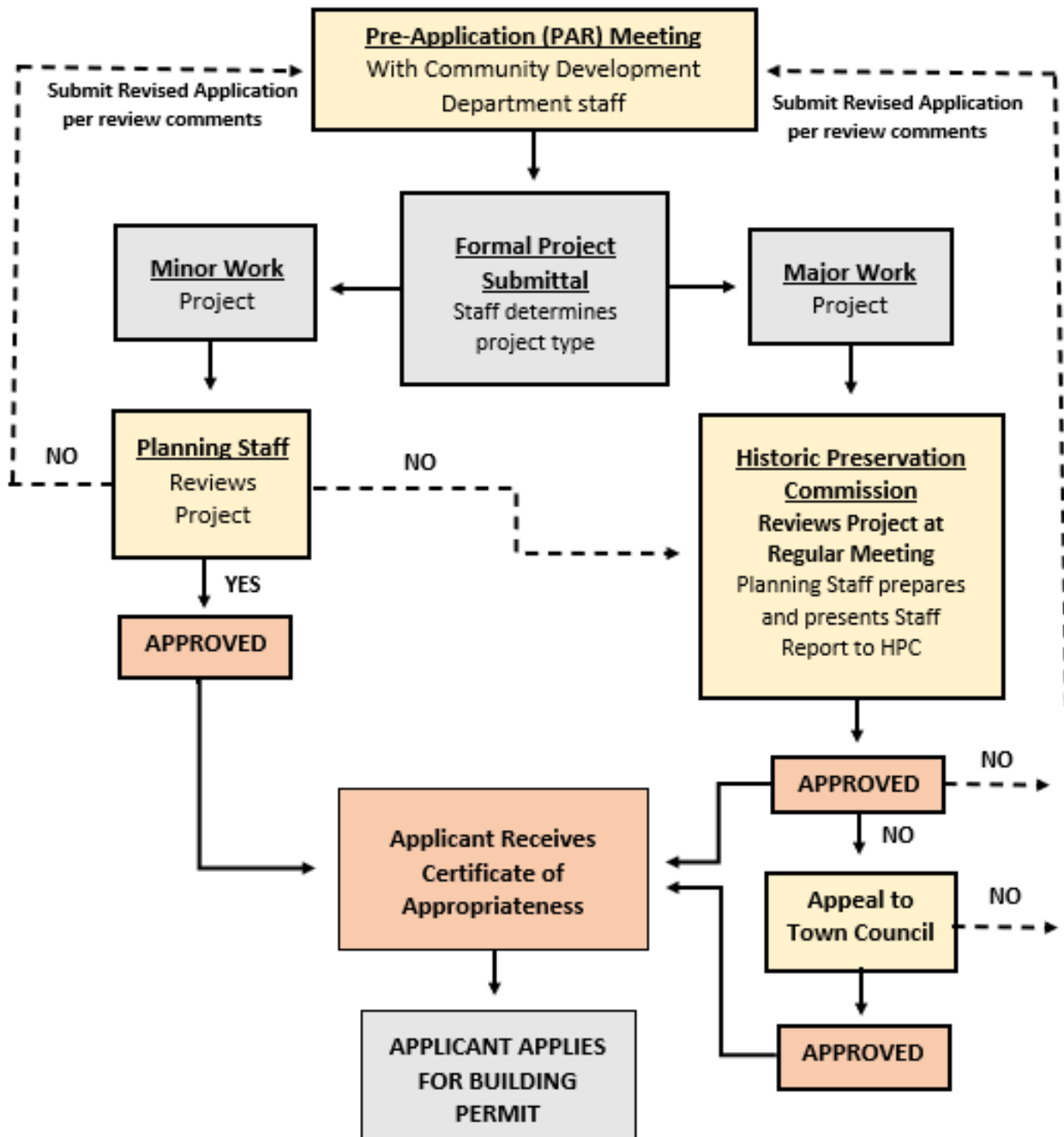


EXHIBIT 6: CERTIFICATE OF APPROPRIATENESS PROCESS

Historic Main Street

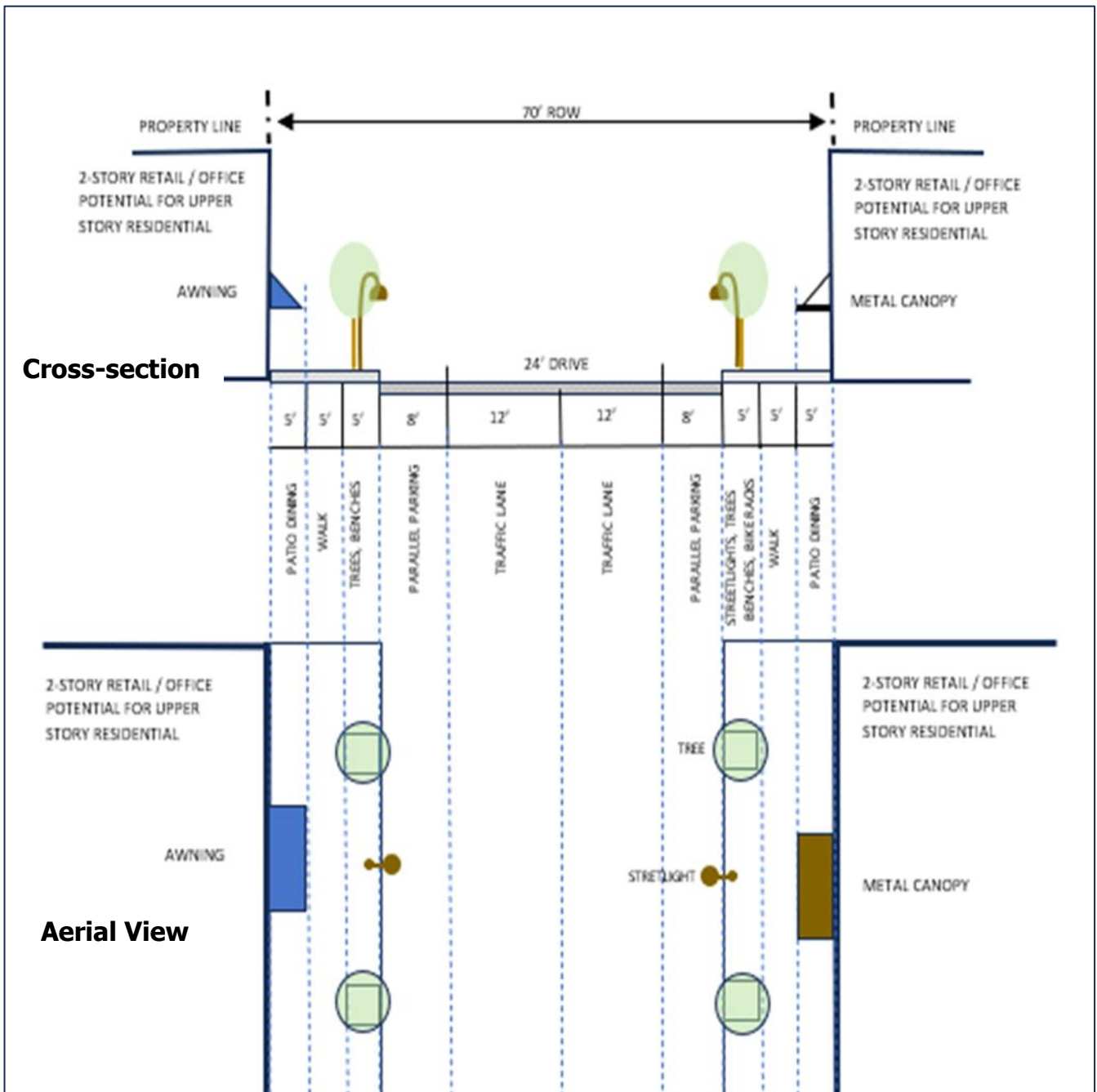


EXHIBIT 7: Historic Main Street Configuration

PASSED AND ADOPTED by the Town Council of _____ this ____ day of _____, 202_.

ATTEST:

TOWN OF _____, an
Arizona municipal corporation

“ _____ ”

Town Clerk

“ _____ ”

Mayor

APPROVED AS TO FORM:

“ _____ ”

Town Attorney

I, _____, Town CLERK, DO HEREBY CERTIFY THAT A TRUE AND
CORRECT COPY OF THE ORDINANCE NO. _____ ADOPTED BY THE Town OF
_____ ON THE ____ DAY OF _____, 202_, WAS POSTED IN
THREE PLACES ON THE ____ DAY OF _____, 202_.

_____, Town Clerk.



Staff Report

Item Number: 5.B.

<u>Agenda Item:</u>	ACTION - Ordinance #424 – Adopting a Historic Preservation Ordinance Discuss, consider and act upon Ordinance #424 relating to the establishment of a Historic Preservation Ordinance to the Town Zoning Code. Adding definitions of words and terms to Chapter 2, <u>Definitions</u> and adding Article 3-170, <u>Historic Preservation Ordinance</u> , to Chapter 3, <u>Zoning Districts</u> , of the Town of Clarkdale Zoning Code.
<u>Staff Contact:</u>	John Knight, Assistant Community Development Director
<u>Meeting Date:</u>	December 3, 2024
<u>Strategic Goal:</u>	This agenda item supports the following Clarkdale Strategic Goal Area: • Goal Area 1 – Preserve and celebrate Clarkdale’s unique, complex history.
<u>Background:</u>	The Commission has held the requisite requirements for a public hearing on this item and may now take action. See public hearing documents for verbiage and background.
<u>Budget Impact:</u>	None
<u>Recommendation:</u>	Staff recommends the Planning Commission recommend the Town Council approve Ordinance #424 relating to the establishment of a Historic Preservation Ordinance to the Town Zoning Code. Adding definitions of words and terms to Chapter 2, <u>Definitions</u> and adding Article 3-170, <u>Historic Preservation Ordinance</u> , to Chapter 3, <u>Zoning Districts</u> , of the Town of Clarkdale Zoning Code.