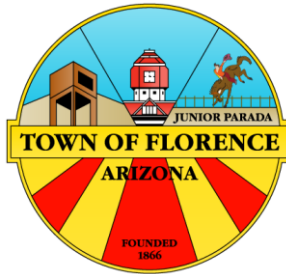


TOWN OF FLORENCE HISTORIC DISTRICT ADVISORY COMMISSION REGULAR MEETING

Chairman Betty Wheeler
Vice-Chairman Cathy Adam
Commissioner Christine Reid
Commissioner Lynn Smith
Commissioner Debbie Novotny
Commissioner Victoria Knight
Commissioner Carroll Michaels



Florence Town Hall
775 N. Main Street
Florence, AZ 85132
(520) 868-7575
www.florenceaz.gov
Meet Last Wednesday

Wednesday, June 26, 2019

6:00 PM

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the Town of Florence Historic District Advisory Commission and to the general public that a Historic District Advisory Commission meeting will be held on Wednesday, June 26, 2019, at 6:00 p.m., in the Florence Town Hall, located at 775 N. Main Street, Florence, Arizona. The agenda for this meeting is as follows:

1. CALL TO ORDER

2. ROLL CALL: Wheeler____, Adam____, Reid____, Smith____, Novotny____,
Knight____, Michael____.

3. PLEDGE OF ALLEGIANCE

4. DISCUSSION/APPROVAL/DISAPPROVAL of the meeting minutes for the regular meeting conducted on May 29, 2019.

5. PRESENTATIONS

A. Town Core Infill Incentive District Staff will present a current case-study using the Incentive District criteria to demonstrate the advantages that the program presents for "Old Town Florence".

6. NEW BUSINESS

A. Town of Florence Development Code §150-066 Historic District

7. OLD BUSINESS

A. 2019 Historic Preservation Conference Prescott, June 12-14, 2019 Follow-Up

B. Kokopelli and Cuen Building Updates

C. Future Agendas

8. CALL TO THE PUBLIC/COMMISSION RESPONSE:

Call to the Public for public comment on issues within the jurisdiction of the Historic District Advisory Commission. Individual Commission members may respond to criticisms made, may ask staff to review a matter raised or may ask that a matter be put on a future agenda. However, members of the Commission shall not discuss or take action on any matter during an open call to the public unless the matters are properly noticed for discussion and legal action.

9. CALL TO THE COMMISSION-CURRENT EVENTS ONLY

10. ADJOURNMENT

POSTED ON FRIDAY, JUNE 21, 2019 BY MARIA HERNANDEZ, DEPUTY TOWN CLERK, AT 775 NORTH MAIN STREET, FLORENCE, ARIZONA AND AT WWW.FLORENCEAZ.GOV.

*****PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA), THE TOWN OF FLORENCE DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY REGARDING ADMISSION TO PUBLIC MEETINGS. PERSONS WITH A DISABILITY MAY REQUEST REASONABLE ACCOMMODATIONS BY CONTACTING THE TOWN OF FLORENCE ADA COORDINATOR, AT (520) 868-7574 OR (520) 868-7502 TDD. REQUESTS SHOULD BE MADE AS EARLY AS POSSIBLE TO ALLOW TIME TO ARRANGE THE ACCOMMODATION. *****

REGULAR MEETING OF THE HISTORIC DISTRICT ADVISORY COMMISSION OF THE TOWN OF FLORENCE HELD WEDNESDAY, MAY 29, 2019, AT 6:00 PM, AT THE FLORENCE TOWN COUNCIL CHAMBERS, 775 N. MAIN STREET, FLORENCE, ARIZONA.

CALL TO ORDER

Chairman Wheeler called the meeting to order at 6:00 pm.

ROLL CALL

Present: Wheeler, Adam, Smith, Reid, Novotny, and Michael.

PLEDGE OF ALLEGIANCE

DISCUSSION/APPROVAL/DISAPPROVAL of the meeting minutes for the regular meeting conducted on March 27, 2019.

On motion by Commissioner Reid, seconded by Vice Chair Adam, and carried 6-0, to approve with changes the regular meeting minutes of March 27, 2019.

NEW BUSINESS

A. Presentation/Discussion/Possible Action

Larry Pfeiffer requests approval of a demolition application for the Donald and Pauline Young Outbuilding and the Ross/Cushman Accessory Building located at 361 N. Quartz Street and 65 W. 6th Street in Florence, Arizona 85132.

Community Development Director Larry Harmer introduced the demolition request and showed images of the sites. He stated the applicant provided a cost analysis and the Building Official concurred with the cost estimates. Mr. Harmer mentioned that the Arizona State Historic Preservation Office (SHPO) saw the properties during the scheduled tour and their response did not deny the application. Staff interpreted their email as an approval. Staff recommends approval of the demolition permit with any conditions from the Commission. Mr. Larry Pfeiffer was present for any questions.

Chairman Wheeler asked if there were two separate lots with two buildings on each lot. Mr. Harmer agreed and stated that there are two buildings on the north lot and two on the south lot. Vice-Chair Adam asked if Staff explicitly asked SHPO if they approved or disapproved the demolition permit. Mr. Harmer noted he sent the Staff report for the demolition permit to SHPO and SHPO's only response was to notify them if removed so they could be de-listed. Chairman Wheeler clarified SHPO toured the site but did not enter the buildings. Commissioner Reid found it interesting the buildings were considered contributing. Mr. Harmer agreed since they were strictly accessory buildings. Vice-Chair Adam said they are examples of movable buildings and part of the worker's housing. She

said if they were in better condition, they would be more significant. She is concerned about buildings with similar issues, and she is excited about future programs to help.

Commissioner Reid asked for the buildings' construction dates. Mr. Harmer mentioned the one on the southern lot is 1904 and the other one is 1941. Chairman Wheeler noted that a gentleman showed interest in the buildings on the day of the tour. Mr. Pfeifer said the man met him at his shop, and Mr. Pfeiffer offered to give him the building but never heard back. Vice-Chair Adam thanked Mr. Pfeiffer for taking the project.

Commissioner Novotny asked if they planned to salvage any of the materials from the buildings. Mr. Pfeiffer said Harold Christ and he were going to walk through the property. Harold Christ has offered to salvage the windows on the 1904 property. He said depending on the condition, they may salvage the façade and the windows. He stated the Commissioners and anyone else is welcome to walk through or salvage parts. Commissioner Reid stated the 1904 building had a little more history to it and hoped to have pictures taken for future records. Commissioner Novotny commended Mr. Pfeiffer on taking the project after so much time and use. Mr. Harmer said, with Mr. Pfeiffer's consent, he could have a Staff member go out and take pictures of the buildings and property.

On motion by Vice Chair Adam, seconded by Commissioner Novotny, and carried 6-0, to approve the recommendation by Staff for the approval of a demolition application for the buildings located at 65 W. 6th Street and 361 N. Quartz Street in Florence, AZ.

COMMUNITY DEVELOPMENT REPORT/DISCUSSION

A. Florence Redevelopment Plan Update

Mr. Harmer introduced Redevelopment Plans. He said the current Redevelopment Plan was long and had obsolete data. The new plan will be short, concise, reader friendly and up to date. He showed the existing Redevelopment Area and stated that the area will stay the same. Mr. Harmer explained that the new plan will account for meaningful incentives and current State statutes. He introduced the consultant team, Plan/et and discussed how this plan will feed into the 2020 General Plan update. The Commission will be part of the major stakeholder group and be part of the review process.

Vice-Chair Adam asked what a Redevelopment Plan did. Mr. Harmer stated that the plan helps qualify for CDBG money and GPLET tax incentives. She asked how it acts with the opportunity zones. Mr. Harmer explained it does not work with the Opportunity Zones because there are none within the redevelopment area. Commissioner Michael asked if the Redevelopment Plan will have teeth for planning and zoning or future land use. Mr. Harmer said the Redevelopment Plan outlines places of slum and blight or requires redevelopment and opens up funding opportunities for these areas. Commissioner Michael asked when the plan needs to be done. Mr. Harmer stated that the current plan expires this year, but cities and towns have two years.

B. Historic Preservation Conference Draft Presentation

The Historic preservation Conference is in two weeks. Mr. Harmer went through his PowerPoint and summarized the material. He discussed the various plans, policies, guidelines and other tools small towns and cities can use in order to receive funding or enact redevelopment in historic districts. He broke out pieces from some Town documents and State statutes as examples. One example he used is the Infill District and how this helps move setbacks for the historic property at 110 North Willow. Mr. Harmer mentioned the Vacant Building Registry Program and how it could impact communities with a vacant buildings and absentee owners. It would require an annual registration and enforce a fee or lien for owners who do not maintain their properties. He said the other part of the presentation is to gather information from questions and comments from other's experiences. Vice Chair Adam approves of the plan and hopes for success and back up from Council. She recommended Mr. Harmer place a description of each tool or plan for those in the audience who are not familiar with the subject.

C. Development Code Amendments: Historic District Overlay

Staff is reviewing the Development Code for inconsistencies and updates. Mr. Harmer offered a review of the Historic District Overlay section. Staff would help with the amendments and Commissioners could do brainstorming before going to work sessions. The Commissioners agreed to the idea.

D. Update on Code Compliance Efforts

Mr. Harmer stated multiple code compliance letters were sent out around the old town area and a few have been turned over to the attorney. This will help the Town go in and mitigate any problems on the property like in the Kokopelli case. The Town is looking to lean and clean some properties and other properties have complied such as the old theatre space. The owners of the old theatre have cleaned and mitigated the area in the back behind the mural.

E. Cuen Building Update

The Town received one proposal for the Cuen building, the Smiths, and the award may be on the Council agenda on Monday.

F. Preservation Conference

Mr. Harmer will follow up with the three Commissioners who booked a room through the Town and Staff has ordered business cards for the Commissioners. The business cards should arrive before the conference.

G. Future Agenda Items

The house at 44 North Willow has a new owner, and they discussed with Staff new landscaping and possible backyard fencing for their dogs. The owners plan to use white picket fencing as per the historic guidelines. Staff and the Commissioners clarified that the building was the Colton/Freeman House. Vice-Chair Adam asked to be kept up to date with code compliance and new owners of buildings. She asked about the former Copper Mine building. Mr. Harmer said the new owner has not submitted a formal application, but they wanted to replace the vigas and adjust the angle of the front porch

for better drainage. He will use either tile or standard seam metal. The owner is a leather, saddler and silver worker.

CALL TO THE PUBLIC/COMMISSION RESPONSE:

Ruth Harrison Florence, Arizona, requested that Mr. Harmer make his presentation for the historic preservation conference available to the public. She asked he also include the responses to the presentation or questions. She mentioned the Block Grant public hearing and she said any comments from the Commissioners would be helpful.

CALL TO THE COMMISSION-CURRENT EVENTS ONLY

Commissioner Smith asked if the Town could go through Belva's to enter the property next to the Smith's building. Mr. Harmer said Staff does not have the right of entry but if Belva's had a representative of the owner, then they could let Staff without trespassing. Commissioner Smith is concerned about future rain damage. Mr. Harmer said Staff can contact the realtor. Vice-Chair Adam asked if there was code compliance for this issue. Mr. Harmer said this is one of the properties undergoing the code compliance process. She also wanted to acknowledge Lynn and Tom Smith for their purchase of the Cuen building. Bonnie Barriola mentioned there was a lot of interest in the Cuen building on the historic tour and it was good to see the concern.

ADJOURNMENT

On motion by Chairman Wheeler, seconded by Commissioner Novotny, and carried 6-0, to adjourn the regular meeting at 7:01 pm.

Betty Wheeler

Date



**Town of Florence
Community Development Department
224 West 20th Street
Florence, AZ 85132**

Agenda Item 5.A.

DATE: June 26, 2019
TO: Historic District Advisory Commission
FROM: Larry Harmer
SUBJECT: Town Core Infill Incentive District

There have been recent discussions among Town staff with regards to better utilization of the Town Core Infill Incentive District Program. Over the past 18 months, this tool has only been used once; for 76 North Center Street, the residence of Tamara and Robert Lyon. The request was concerning encroachment into Town Right of way and building setback. There is a current request on 155 West 11th Street and 110 North Willow Street. This current case has been recommended for approval by the Planning and Zoning Commission and is pending a hearing with the Town Council; again, regarding building setbacks and encroachment onto neighboring property.

At your meeting, staff will discuss the current request and how the Town Core Infill Incentive Program is able to aid in the revitalization of "Old Town Florence". The program document may be view on the Town's website under "Community Development Planning Documents".

Attachment:
Planning and Zoning Commission Staff Report for 155 West 11th St and 110 North Willow Street



**Planning and Zoning Commission
Staff Report**

June 6, 2019
Agenda Item (5A)

Project Name: **Town Core Infill Incentive Plan Request**
155 West 11th Street – APN 200-44-069
110 North Willow Street – APN 200-44-0700

Prepared By: **Larry Harmer**
Community Development Director

REQUEST:

A request by the Cindy Sills, representing the property owner, to utilize the Town Core Infill Incentive Plan to approve limited deviations from development standards on property located at 155 West 11th Street, Pinal County Assessor Parcel Number 200-44-069. Items to be addressed with this request are as follows:

- Reduction of the minimum lot width for APN 200-44-0690
- Reduction of Front Yard Setback (current condition) for APN 200-44-0690
- Reduction of Interior Side-Yard Setback for adjacent property (improvement from current 'negative' setback) APN 200-44-0700

RECOMMENDED MOTION:

Motion to forward to the Mayor and Town Council a favorable recommendation for this case, subject to any conditions recommended by the Planning and Zoning Commission.

OWNERS:

Leslie Darling
APN 200-44-0690
155 West 11th Street

SCT Investment Properties Hobson, LLC
APN 200-44-0700
110 North Willow Street

BACKGROUND:

The Town has many tools to facilitate redevelopment and encourage new development within the core area of Town where smaller lots, older structures and various nonconforming situations can present challenges. These tools help to merge the need to preserve the past while understanding the necessity of moving forward and adapting

to ongoing market changes. These tools include, but are not limited to, the: Downtown Redevelopment Plan; Town Core Infill Incentive Plan; and Adaptive Reuse Program.

When an existing situation was recently brought-to-light on a downtown property within the Historic District, staff recognized the need to use Town resources to facilitate useful improvements to the site, and to remedy existing private improvements and other site nonconformities.

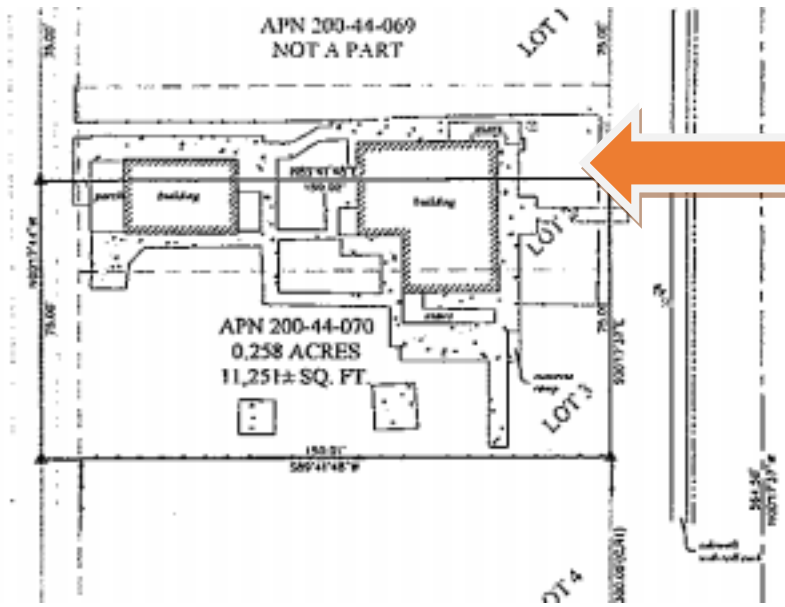
While attempting to market the historic property located at 110 North Willow, it was discovered that the existing structure encroaches approximately 11 feet into the subject property located at 55 West 11th Street. Currently, both properties have a lot width of 75' facing Willow Street. The request is to allow the adjustment of their common lot line in a manner that places 110 North Willow Street entirely on its own individual lot. The owner of 55 East 11th Street has agreed to sell enough of their property to accomplish this. The resulting adjustments would be as follows:

- 55 West 11th Street
 - Reduction of lot width from 75' to 57.67'
 - Reduction of required front yard setback from 20' to 5' (this is the existing condition)

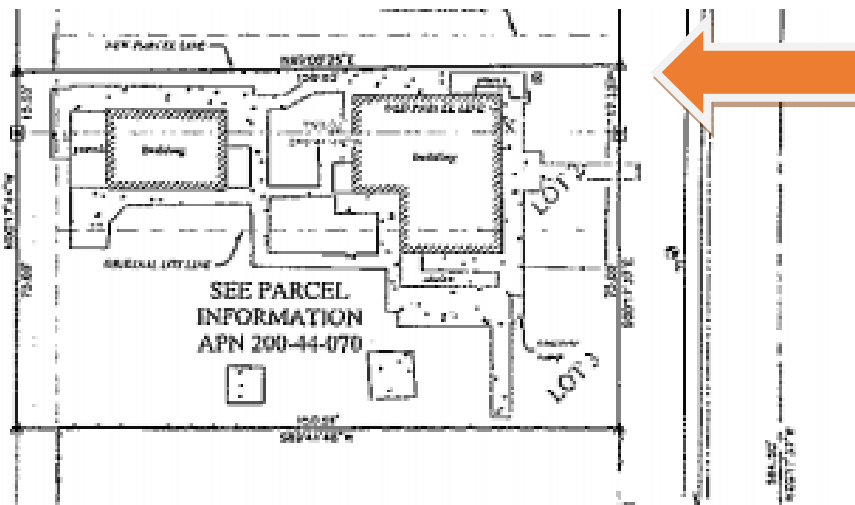
- 110 North Willow Street
 - Reduction of the required side yard setback from 12' to 6' (currently sits approximately 11' on 55 North 11th Street property)



Existing Condition



Existing Condition



Proposed Solution

ANALYSIS:

The intent of the Infill Incentive District Plan is to encourage new investment, stabilize property values and to help a defined area retain or improve its character. Staff contends that the granting of this request would encourage investment within the Infill Incentive District as the owners seek to improve the properties. Furthermore, approval of this request, combined with the owner’s investment helps to preserve a potentially historic structure, reduce vacancy rates within the core of Florence and hopefully will stimulate new investment in the area.

PUBLIC PARTICIPATION:

Public hearings are not required for this case, but this case has been placed on the agendas of the Planning and Zoning Commission and Town Council and said agendas have been lawfully posted.

The schedule for Planning and Zoning and Town Council meetings for this case are as follows:

June 6, 2019 Planning and Zoning Commission (recommendation)

June 17, 2019 (Tentative) Town Council (action)

All meetings will be held at Town Hall Council Chambers – 775 North Main Street.

STAFF FINDINGS:

Staff presents the following findings for the consideration of the Planning and Zoning Commission and Town Council:

1. The Town Core Infill Incentive Plan was lawfully adopted and the District created under the rules and guidelines established by the State of Arizona.
2. The Town Core Infill Incentive Plan seeks to help remedy situations within the Infill Incentive District pertaining to: undeveloped lots; vacant structures; obsolete/inappropriate parcel configurations; and relatively lower investment activity.
3. The subject parcel is within the Infill Incentive District and the conditions and circumstances applicable to this parcel support this request.
4. This request supports The Town of Florence 2020 General Plan Housing Element Objectives to:
 - Promote proper maintenance of both private and public properties and educate and assist property owners whose properties do not meet existing standards; and
 - Encourage the redevelopment and/or substantial revitalization of existing residential areas.
5. The modifications noted are appropriate and will render both properties marketable and, regarding 55 West 11th Street, legal-nonconforming.
 - 55 West 11th Street
 - i. Reduction of lot width from 75' to 57.67'

- ii. Reduction of required front yard setback from 20' to 5' (this is the existing condition)
- 110 North Willow Street
 - iii. Reduction of side yard setback from 12' to 6' (currently sits approximately 11' on 55 North 11th Street property)

STAFF RECOMMENDATION:

By acting on this case, the Planning and Zoning Commission thereby accept staff's findings made on this request. Based on the findings established for this case, staff recommends that the Planning and Zoning Commission send the Town Council a favorable recommendation for this case, subject to the following conditions:

1. Any conditions deemed necessary by the Planning and Zoning Commission.

Attachments:

- Exhibit A – Request Letter
- Exhibit B – Surveys
- Exhibit C – Authorization Form



Town of Florence
Community Development Department
224 West 20th Street
Florence, AZ 85132

Agenda Item 6.A.

DATE: June 26, 2019
TO: Historic District Advisory Commission
FROM: Larry Harmer
SUBJECT: Development Code Update §150-066 Historic District

Staff has embarked on numerous updates and clarifications to the Town of Florence Development Code. As part of this effort, HDAC has the opportunity to review and discuss possible amendments to Section §150-066 Overlay Districts; Historic District. Staff's goal for tonight is to briefly discuss whether or not HDAC would like to proceed with an evaluation of the current text and, if they would like to proceed, discuss a process and review calendar.

The current text is as follows:

§ 150.066 OVERLAY DISTRICTS; HISTORIC DISTRICT.

(A) *Purpose.*

(1) It is the purpose of the historic district to promote the preservation of the unique historical character of the municipality while encouraging the retention and rehabilitation of historic districts and individual historic sites or structures in the community. The result of this preservation and rehabilitation will be to provide for the educational, cultural, economic and general social benefits which will occur because of the Code while ensuring an orderly growth for the historic portions of the community.

(2) To achieve these objectives, the historic district zoning designation is to be superimposed over existing zoning classifications where there is a recognized group of historic structures. This zoning designation is not intended to modify or alter those land uses permitted by the existing, underlying zoning and should not be used to do so. This zone is, however, intended to encourage the preservation of historic districts and structures, to promote their use while retaining their original architectural style and character and to provide for their rehabilitation, if necessary.

(3) It is also the intent of this zone to ensure that proposals for new or remodeled structures which are to be located within designated historic districts are designed and constructed to harmonize with the existing historic structures in the immediate vicinity. Achievement of this objective will assist in the preservation of the historical character of the district while retaining the property values within the district. It will also provide for future development in the district. Finally, achieving this objective will promote an awareness of the unique historical character of the municipality for both its residents and visitors.

(B) *Creation of historic district.* Based on the information contained in Florence Townsite, A.T., the 1982 district nomination to the National Register of Historic Places, and other pertinent material on the history of the municipality which has been or will be prepared, the historic sites and structures of the municipality can be delineated. Based on the findings of these documents, a historic district may be proposed which will include all or a portion of these identified historic sites or structures.

(1) This proposed historic district may be initiated by the direct action of the Council or by the Commission. It may also be initiated by the application of not less than 75% of the owners of property in the proposed district or by the application of not less than 75% of the owners by area in the proposed district. For purposes of this calculation of the number of owners of property within the proposed district and the amount of property which each owns, the most recent records of the County Assessor's office shall be used. Also for this purpose, a single parcel of property held in joint or common tenancy shall be counted as one owner and only one of the owners shall have to sign the application for historic district zoning.

(2) In approving an application for historic district zoning, the Council shall follow the same procedures that are used in other zoning cases. Before initiating the formation of a historically zoned district, however, the Council and/or the Commission may seek the advice, assistance and participation of qualified groups or individuals interested in the preservation and rehabilitation of the historic sites and structures of the community.

(C) *Definitions.* For the purpose of this chapter, the following definitions shall apply unless the context indicates or requires a different meaning.

BUILDING DETAILS. Those features of a structure's design which relate it to a particular architectural period or style. These features may include arches, cornices, grill work, shutters, trim over doors and windows and other items.

BUILDING FORM. The size, shape, scale and mass of a structure.

BUILDING MATERIALS. The elements which make up the structure and which are appropriate to a particular architectural period or style, includes adobe, brick, wood, stucco, metal and other building materials.

FACADE STYLE. The appearance of the building taking all of the design components (materials, form, details, proportion, projections and recessions, rhythm, roof type and other design elements) into consideration.

HEIGHT. The vertical distance of a structure as measured between the highest part of the structure and the finished grade at the midpoint of the front facade of the structure, excluding chimneys or mechanical equipment.

HISTORIC SITE or HISTORIC STRUCTURE. Those sites or structures which:

(1) Are documented as dating from a particularly significant period in the history of the municipality;

(2) Are associated with the lives of historically outstanding persons;

(3) Are associated with events or occurrences of significant historical importance;

(4) Are examples of the significant architectural periods in the development of the municipality.

These periods (as identified in Florence Townsite, A.T.) include:

(a) The Sonoran Tradition (1866-1950);

(b) The Early Transitional Tradition (1871-1947);

(c) The Late Transitional Tradition (1878-1949);

(d) The American-Victorian Styles (1885-1922);

(e) The Bungalow Style (1908-1950);

- (f) The Mission Revival Style (1912-1943);
- (g) Early Twentieth Century Commercial and/or Neo-Classic Revival Style (1913- 1936);
- (h) Spanish Colonial Revival Style (1916-1931); and
- (i) Moderne Style (1920-1931).

(5) Are structures which have distinguishing characteristics of style, type of construction or other aspects of architecture and/or are the work of a builder, designer or architect of historical importance to a specific period;

(6) Are related to events, persons or styles of architecture which are at least 50 years old or are examples of outstanding importance which are less than 50 years old but which deserve individual recognition;

(7) Are related positively to the buildings and other physical features in the immediate vicinity in terms of proportion, scale and style such that they are an integral part of their setting; and

(8) Are used to contribute information of architectural, archaeological, historical, cultural or social importance as it relates to the unique character of the municipality.

IMMEDIATE VICINITY. Those structures which are within 200 feet of the historic structure or which are clearly visible from the property lines of the lot on which the structure is placed.

PREVAILING SETBACK. The most frequently found distance from the front facade of the structures in the immediate vicinity to the front property line. If this distance is less than the setback requirement of the existing underlying zoning, the underlying zoning requirement shall prevail. However, the Board of Adjustment shall be encouraged to grant variances to this requirement in the case of historic or aesthetic importance.

PROJECTIONS and RECESSIONS. Those architectural features which break up the smooth plane formed by a facade of a structure, includes awnings, steps, entrances, overhangs, windows and other items.

PROPORTION. The relationship between the height and width of a building's facades, windows, doors and other architectural features.

RHYTHM. The ordered pattern of alternating between solids and voids in a structure's facades or in the other physical features of the historic district.

ROOF TYPE. The design of the roof, including slope, size, material and configuration, which is appropriate to a particular architectural period or style.

SITE UTILIZATION. The spacing between buildings within the immediate vicinity of the structure.

(D) *Criteria.* Prior to designating an area as a historic district and classifying it under this Development Code, the Council shall consider the following:

(1) A historic district shall include structures which meet the definition of **HISTORIC STRUCTURES**.

(2) A historic district shall consist of a group of historic sites or structures which contribute to an appreciation and knowledge of the unique architectural character of the municipality.

(3) A historic district should be easily distinguishable in character and appearance from other parts of the community.

(4) A historic district should be of a size and shape which make it a recognizable and comprehensive unit in appearance.

(E) *Establishment and/or additions or deletions.* Prior to the establishment of a historic district or prior to the amendment to an existing district, the Planning and Zoning Commission shall hold a public hearing to consider the request. Notice of this hearing shall be sent to the owners of all real property within the proposed historic district or in the area proposed for amendment. This notice shall contain a map of the

proposed district or amendment area and a summary of these regulations. At this public hearing, the Planning and Zoning Commission shall:

- (1) Review the procedure for initiating the proposal;
- (2) Delineate the boundaries of the proposed historic district or amendment to an existing district;
- (3) Receive comments about the proposal; and
- (4) Make a recommendation to the Council concerning the proposal.

(F) *Council action.* Within 30 days of receiving this recommendation from the Planning and Zoning Commission, the Council shall:

- (1) Designate a historic district or amend an existing district as proposed;
- (2) Deny the initiative for establishment of a district or amendment to an existing district; and/or
- (3) Return the matter to the Planning and Zoning Commission for another public hearing or further considerations.

(G) *Designation.* A historic district zone shall be designated by preceding the underlying zoning classification with the letters “HD”. This designation shall not alter the uses permitted by the underlying zoning.

(H) *Retention of existing zoning.* All property in the municipality which has been designated as lying within a historic district shall continue to be subject to the conditions of the zoning regulations which they were subject prior to the historic designation.

(I) *Historic District Advisory Commission.* The powers and duties of the Historic District Advisory Commission are outlined § [32.070](#).

(J) *New construction or alterations to existing structures.* The construction of new structures or the alterations of existing structures or any other activities within a historic district which require the issuance of a building permit shall comply with the following requirements in the preparation of these plans and details:

(1) Consistency with the Secretary of the interior’s standards for the treatment of historic properties (36 C.F.R. part 68, 7-12-1995).

(2) While no specific architectural style will be required for new construction within a historic district, the following criteria shall be used by the Historic District Advisory Commission and the Council in determining the compatibility of the request with existing structures in the immediate vicinity and in the district as a whole:

- (a) Height;
- (b) Setbacks, including prevailing setback;
- (c) Proportion;
- (d) Rhythm;
- (e) Site utilization;
- (f) Facade style;
- (g) Roof type;
- (h) Materials;
- (i) Projections and recessions;
- (j) Details; and
- (k) Building form.

(3) Each of these criteria shall be reviewed by the Commission and the Council before they rule on the appropriateness of the proposed new construction in the historic district.

(K) *Iterations.*

(1) Iterations to a structure within a historic district shall comply with the following criteria and shall preserve the historical and architectural character that makes the structure of historic significance if architecturally and economically appropriate. These changes shall be in keeping with the Secretary of the interior's standards for rehabilitation if economically feasible. The following criteria shall be used by the Historic District Advisory Commission and the Council in determining the compatibility of the request with the existing structure and with other structures in the immediate vicinity:

- (a) Height;
- (b) Setbacks, including prevailing setback;
- (c) Proportion;
- (d) Rhythm;
- (e) Site utilization;
- (f) Facade style;
- (g) Roof type;
- (h) Materials;
- (i) Projections and recessions;
- (j) Details; and
- (k) Building form.

(2) Each of these criteria shall be reviewed by the Commission and the Council before they rule on the appropriateness of the proposed alterations to an existing structure within a historic district.

(L) *Demolition of structures.* The municipality shall not issue a demolition permit for any structure or part of a structure within a historic district until the application has been approved by either the Historic District Advisory Commission or upon appeal to the Council. In making this decision, the Commission and/or the Council shall consider the results of a cost and/or benefit analysis prepared by the applicant, as prescribed earlier in this division, as well as the plans for the property if the demolition permit is approved. Utilizing this information, the Commission and/or the Council shall determine if the structure or part of the structure may be preserved physically or economically.

(1) If the Commission and/or the Council find that the structure is in a condition that it is not economically or physically feasible to preserve it, and that taking into consideration the interests of the public and the interest of the property owner, they shall notify the Town Manager of their decision and a demolition permit shall be issued.

(2) If it is found that the structure can be preserved in terms of economic and physical feasibility, but the owner of the structure continues to want it demolished, the Historic District Advisory Commission shall have up to 180 days to attract a buyer for the property who will preserve it. At the end of this 180 days, if a buyer for the property has not been found, the Commission shall notify the Planning Director and a demolition permit shall be issued.

(3) Approval by either the Historic District Advisory Commission or the Council to the issuance of a demolition permit based on the regulations of this Development Code does not require the issuance of this permit if the municipality should find other reasons to deny the application under the provisions of this Development Code.