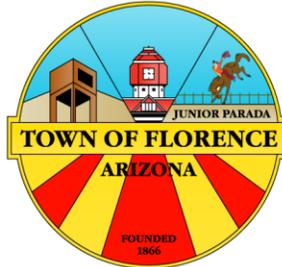


TOWN OF FLORENCE HISTORIC DISTRICT ADVISORY COMMISSION REGULAR MEETING

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



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

Wednesday, August 28, 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, August 28, 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____.
Council Liaison Cordes_____.

3. PLEDGE OF ALLEGIANCE

- 4. DISCUSSION/APPROVAL/DISAPPROVAL** of the meeting minutes for the regular meeting conducted on July 31, 2019.

5. OLD BUSINESS

- A. Motion to recommend approval/approval with conditions or changes/denial regarding amendments to Development Code § 150.066 Overlay Districts; Historic District**

This item will include a brief presentation regarding Mid-Century Modern Architecture. A handout will be available at the meeting.

- B. Discussion lead by Council Liaison Cordes regarding future HDAC presentation to Town Council**

6. COMMUNITY DEVELOPMENT REPORT

A. Code Compliance Update

B. CLG Grant 2019

C. Future Agendas

7. 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.

8. CALL TO THE COMMISSION-CURRENT EVENTS ONLY

9. ADJOURNMENT

POSTED ON FRIDAY, August 23, 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, JULY 31, 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, Knight, Michael and Council Liaison Cordes.

PLEDGE OF ALLEGIANCE

DISCUSSION/APPROVAL/DISAPPROVAL of the meeting minutes for the regular meeting conducted on June 26, 2019.

On motion by Chairman Wheeler, seconded by Commissioner Novotny, and carried 7-0, to approve with changes the regular meeting minutes of June 26, 2019.

NEW BUSINESS

A. Adjourn to a Work Session regarding potential amendments to Development Code § 150.066 Overlay Districts; Historic District

On motion by Vice-Chair Adam, seconded by Commissioner Reid, and carried 7-0, to adjourn to a Work Session.

Community Development Director Larry Harmer asked the Commissioners to suggest changes to the Overlay text. Any changes must go through the Planning and Zoning Commission and the Town Council. Vice-Chair Adam asked if there was a reason to better define the code. Mr. Harmer stated a better definition of administrative approval and other items would give clarity. Vice-Chair Adam asked how to decide whether to change the guidelines or the code. Mr. Harmer said if Commissioners want to change design details, then they need to edit the guidelines.

Mr. Harmer said he will look into Mid-Century Modern definitions and guidelines that are listed in Phoenix since they include this style. Commissioner Smith stated that Phoenix has a district for Mid-Century Modern because those homes were built in groups, and they are difficult to upgrade. She mentioned that you cannot do one house by itself unless it is significant. Commissioner Reid said Cactus Forest might be a good candidate. Mr. Harmer agreed, but said they are outside the Town limits and annexation is up to landowners.

Vice-Chair Adam discussed the paragraph on enlarging districts and how prop 207 made this more difficult. She explained it is unlikely to enlarge the district until after the first test cases, but the section can be left for now.

Vice-Chair Adam mentioned that Flagstaff asked for the applicant to submit full plans for demolitions. The Commissioners agreed the statement that says the Commission has to find a new buyer is not the function of HDAC. Mr. Harmer agreed to reword the demolition section. Liaison Cordes clarified that HDAC does not have to find the buyer but has 180 days to advertise for a property they deem savable. The Commission agreed HDAC should not be part of attracting a future buyer, but the Town does need to be proactive.

Commissioner Reid brought attention to one section on the first page that discussed new or redeveloped homes “harmonizing” with the surroundings. She asked for the code to define the word or have the paragraph refer to the guidelines. Vice-Chair Adam asked about current height restrictions and Mr. Harmer replied each zoning districts have their own height requirements. The Commission agreed to have the code refer more to the design guidelines. Chairman Wheeler asked for further clarification of the word rhythm. Mr. Harmer explained that rhythm is a street view perspective where the buildings flow in height and design.

Vice-Chair Adam stated the code only needs a few edits, but the guidelines will be more important because of its flexibility. Mr. Harmer said the guidelines can be completed through a committee, or it can be done through a regular work session.

Commissioner Novotny asked about the first section on the first page. Mr. Harmer stated that the section was on how the historic district was originally set up. Commissioner Michael asked if a homeowner could find more details on the styles listed in the code. Mr. Harmer said specific details for each style can be found in the guidelines.

On motion by Commissioner Smith, seconded by Commissioner Novotny, and carried 7-0, to adjourn from the Work Session and reconvene the Regular Meeting.

B. Discussion lead by Council Liaison Cordes regarding future HDAC presentation to Town Council

The following key points have been derived from the overall conversation.

- Liaison Cordes stated after gathering information from the conference and the Commissioners, she has returned to the Commission for suggestions on how to present the information to Council.
- Liaison Cordes suggested a work session with Council to lay out goals and road map. One goal was to show Council the value of the Historic District Advisory Committee (HDAC) and restoring the historic district.

- Liaison Cordes mentioned attaching emotion to buildings has not worked and it comes down to the dollar.
- Vice-Chair Adam wants investment in downtown, but Council needs to give direction. Commissioner Knight wants to use the information to give value and worth to these buildings.
- Other towns have trained building inspectors for historic homes and the Town inspectors should have the opportunity to go to these sessions.
- Tourism is a major economic driver and every small Town needs to use what they have to provide something people are willing to drive for. What attracts people to Florence and creates a sense of place?
- Mr. Harmer reminded the Commission that it takes time for growth, but the Commission needs to work out the definition of Oldtown Florence and try not to be something Florence is not.
- Commissioner Smith reminded the Commissioners that Florence is admired as one of the true territorial towns in Arizona.
- Commissioner Reid mentioned one goal is working with the builders to help development go smoother.
- Liaison Cordes stated a work session over a formal meeting session would be best and have fire and building participate in the conversation.
- Other departments need to participate in the discussion in order to come up with effective and innovative ideas to present to the Council that make the historic district more appealing.
- Vice-Chair Adam said the Town needs to tie economic development with the historic district and provide a presentation on how the historic district is an economic driver.
- Vice Chair Adam said a presentation by an expert like Kimber Lanning would be best. She would be a good candidate because her focus is on Arizona and she has done this type of process before.
- A disconnect seems to exist between HDAC and the Council, mostly when it come to a future vision because most people see the district or downtown as a group of old buildings.
- The Town puts on most of the events and the evolution has been the Town takes on events from the Chamber or volunteers.
- Big lack of communication between the Town and businesses and the Chamber of Commerce. Businesses need to understand that they need to help market and promote themselves.
- Have a conversation with Kimber Lanning and delve into a work group to decide future plans. Chairman Wheeler stated to do this presentation in an informal setting or a retreat to be out of day-to-day routine.
- The plan is to have Mr. Harmer meet with Kimber Lanning to discuss the situation, and then invite her for a day to meet business owners and Staff and give a presentation to Council at the end of the day.
- Presentation with Kimber Lanning may be within the next couple of months as residents return, but the Commission will continue with guideline updates.

COMMUNITY DEVELOPMENT REPORT

A. Code Compliance Update

Mr. Harmer noted that Community Development has issued about one hundred citations over the past few months and about half have complied to date. Code Enforcement and the Town Attorney will send out follow up letters to make sure these properties are maintained. Staff will continue with a more aggressive code enforcement.

B. Future Agendas

No action items on the agenda at this time.

CALL TO THE PUBLIC/COMMISSION RESPONSE

CALL TO THE COMMISSION-CURRENT EVENTS ONLY

The Commissioners agree that there is positive momentum happening for the historic district. Liaison Cordes discussed the United Way Peanut Butter and Jelly drive. The collected jars will be distributed throughout the school district for various drives and events for students. Collection bins can be found throughout the Town.

ADJOURNMENT

On motion by Vice-Chair Adam, seconded by Commissioner Knight, and carried by a 7-0 vote, to adjourn the regular meeting at 7:47 pm.

Betty Wheeler
Chairman

Date



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

Agenda Item 5.A.

DATE: August 28, 2019
TO: Historic District Advisory Commission
FROM: Larry Harmer
SUBJECT: Development Code Update §150-066 Historic District

Subsequent to your July 31 meeting, staff has made a few modifications to Section §150-066 Overlay Districts; Historic District. Please review for accuracy and additional changes the HDAC may wish to make. Suggested changes are in red and strikeouts in black:

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 in accordance with the Town of Florence Historic District Preservation Design Guidelines and constructed to harmonize complement 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 DISTRICT PRESERVATION DESIGN GUIDELINES. A guide for property owners, builders, architects, real estate professionals and the Historic District Advisory Commission to use in order to promote proper methods of design, to explain different building details and styles, and to evaluate the appropriateness of exterior changes to buildings and new construction proposed within the Town of Florence Historic District.

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.) and the 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) Modern Style (1920-1931);
- (j) Mid-Century Modern Style (1933-1975)

(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~~ **Property Owner** shall have up to 180 days to **actively** 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~~ **Property Owner** shall notify the ~~Planning~~ **Community Development** 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.