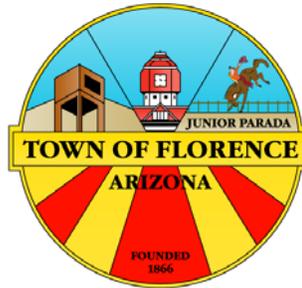


TOWN OF FLORENCE TOWN COUNCIL JOINT WORK SESSION WITH HISTORIC DISTRICT ADVISORY COMMISSION

Mayor Tara Walter
Vice-Mayor John Anderson
Councilmember Bill Hawkins
Councilmember Kristen Larsen
Councilmember Karen Wall
Councilmember Michelle Cordes
Councilmember Judy Hughes



Florence Town Hall
775 N. Main Street
Florence, AZ 85132
(520) 868-7500
www.florenceaz.gov
Meet 1st and 3rd Mondays

5:30 PM

Monday, January 13, 2020

*****AMENDED*****

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the Town of Florence Council, the Historic District Advisory Commission and to the general public that a Work Session of the Florence Town Council will be held on Monday, January 13, 2020, at 5:30 p.m., in the Florence Town Council Chambers, located at 775 N. Main Street, Florence, Arizona. The agenda for this meeting is as follows:

- 1. CALL TO ORDER**
- 2. ROLL CALL:** Town Council: Walter __, Anderson __, Hawkins __, Wall __, Larsen __, Cordes __, Hughes __.
Historic District Advisory Commission: Wheeler __, Adam __, Reid __, Smith __, Knight __, Novotny __, Michael __.
- 3. WORK SESSION WITH MEMBERS OF THE HISTORIC DISTRICT ADVISORY COMMISSION REGARDING THE FUTURE OF HISTORIC DOWNTOWN FLORENCE.**
 - a. Introduction of the purpose of the Work Session
 - b. Presentation by Kimber Lanning, Local First Arizona Foundation and Liza Noland, Arizona Rural Development Council
 - c. Open discussion between the Town Council and the Historic District Advisory Commission
- 4. MANAGER'S REPORT**
- 5. CALL TO THE PUBLIC**
- 6. CALL TO THE COUNCIL – CURRENT EVENTS ONLY**
- 7. ***TOWN COUNCIL WORK SESSION TO DISCUSS CHAPTER 32 OF THE FLORENCE CODE OF ORDINANCE****. (Lisa Garcia)**

8. ADJOURNMENT

Council may go into Executive Session at any time during the meeting for the purpose of obtaining legal advice from the Town's Attorney(s) on any of the agenda items pursuant to A.R.S. § 38-431.03(A)(3). One or more members of Council may appear for part or all of the meeting including Executive Session telephonically.

POSTED ON JANUARY 10, 2020, BY LISA GARCIA, 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. *****



**Town Council and
Historic District Advisory Commission
Joint Work Session
Staff Report
January 13, 2020**

**Prepared By: Larry C. Harmer, Community Development Director
HDAC Staff Liaison**

In June of 2019, several members of HDAC attended the State of Arizona Historic Preservation Conference in Prescott, along with Council Liaison Cordes and Community Development Director Harmer. This conference highlighted successful projects and programs around the State and provided the opportunity to hear a variety of dynamic speakers/professionals with insights working knowledge of what it takes to make an older downtown successful. The HDAC returned from this conference energized and have been discussing ideas and opportunities at their monthly meetings. The request for this Joint Work Session is a result of the conference and the follow-up meetings by HDAC.

One of the most interesting presentations was made by Kimber Lanning with the Local First Arizona Foundation. HDAC has invited Ms. Lanning to spend a day (January 13th) in and around Downtown Florence observing, meeting with local business owners and evaluating the Town's current downtown situation. She has been asked to present her observations at tonight's Work Session. Following her presentation, HDAC welcomes the opportunity to discuss thoughts and ideas with the Town Council to stabilize, revitalize and enhance Historic Downtown Florence. The results of this discussion will be packaged into a Work Program that will guide future programs and budget requests to further benefit the future of Historic Downtown Florence.

The following list are thoughts and ideas that have been developed by HDAC to assist in guiding tonight's discussion:

Promotion

- Cooperative Promotions and Advertising Group
 - Chamber of Commerce
 - Town of Florence
 - Pinal County Historical Society
 - Veterans Organization(s)
 - Downtown Merchants
 - High School
 - Other Organizations

Requires Funding

- Façade and Wireless Alarm Program
 - Advertise
 - Approach current property/business owners
 - Create Historic Residential Exterior Rehab Program

- Enhance Streetscape with Improvements and Activities
 - Purchase “Historic Plaques”
 - Mini-Park on Main Street ... a Gathering Place
 - Agricultural Theme
 - Sitting areas for families/students
 - Ramadas/Trees for shade
 - A place to have lunch outdoors for food trucks, brown bags, carry-out

- Signs and Murals
 - Move forward with Wayfinding Sign Program for Downtown and Kiosk Signs elsewhere around the Town
 - Examine opportunities for Main Street Murals (North and South of Butte Avenue)

- “Walking Museum” ... enlarged photos of historic Florence placed in vacant storefront windows

- Visitors Center/Museum Extension
 - Small Exhibits
 - Interactive Information Kiosk
 - “Made in Florence” product sales

“Events”

- Monthly or Bi-weekly Downtown Events (not all sponsored by the Town)
 - 35th Anniversary of “Murphy’s Romance”
 - “First Friday’s”
 - McFarland State Park evening lectures, tours.
 - Food Trucks/Competitions on a regular basis
 - Chili, Salsa, Desert “Cook-offs”
 - Entertainment in the Park(s)
 - Street ... and side-street ...Fairs

- Historic Tours
 - Costumed Docents
 - Horse-drawn Trolley (Contracted)
 - Walking Tours (Haunted?)

- Visitors Center/Museum Extension
 - Small Exhibits
 - Interactive Information Kiosk
 - “Made in Florence” product sales

Potential Funding Sources

- General Fund
- Grants
- Fund raising events ... i.e. Home Tour proceeds once helped pay for Historic Plaques

Miscellaneous Thoughts

- Ice Cream Shop
- Sewer grate art
- Craft fair partnership with retirement communities
- Building for high school students to establish a business
- Volunteer clean-up program
- Micro-brewery

Attachment

Development Code §150.066 Over lay Districts; Historic District Duties of HDAC
Town Code §32.070 (Historic) District Advisory Commission

§ 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.

§ 32.070 DISTRICT ADVISORY COMMISSION.

- (A) *Composition.* Upon designation of the First Historic District, the Council shall appoint seven residents of the community to an Advisory Commission. This Commission shall contain at least four property owners from the designated district. Three or fewer places on the Commission may be filled by individuals with qualifications in one of the following areas: historic preservation, architecture, planning, history, archaeology or a related field. Three or fewer places on the Commission may also be filled by elected or appointed representatives of the municipality and its various commissions and authorities. Finally, three or fewer places on the Commission may be filled by at-large residents of the municipality.

- (B) *Duties.* The Historic District Advisory Commission shall review all building and demolition permit applications for the Historic District for the modification, addition, alteration, movement, demolition or new construction of all existing or proposed structures within the district.

(1) No building or demolition permit application for the Historic District shall be granted by the municipality until the Historic District Advisory Commission has had the opportunity to review the permit application. However, this review shall occur within 30 days of the date of the building or demolition permit application, or a favorable recommendation shall be deemed to have been given to the application. In considering the application, the Advisory Commission shall consider the purpose of the proposal, the architectural features of the proposal, the architectural character of structures in the immediate vicinity, the views from the site of the proposal, the height of existing structures, the prevailing setbacks, the proportion of the structure and surrounding structures in the immediate vicinity, the rhythm of these structures, the site utilization present in the immediate vicinity and other criteria which the Commission considers relevant.

(2) After reviewing the application for a building or demolition permit, the Advisory Commission may accept, reject or accept with conditions, the proposal. If the Commission accepts the application, the building or demolition permit may be issued if all other municipal requirements have been met.

(3) If the Commission rejects the application, the building or demolition permit shall not be issued. The Commission shall forward to the applicant and to the Town Manager a letter stating that the application has been rejected.

(4) If an application for a building or demolition permit is rejected by the Commission, the applicant may appeal this decision to the Council. If the applicant appeals the Commission's rejection, the following procedure shall be utilized:

(a) The applicant for a building or demolition permit files an appeal with the Town Manager within five days of receiving notice that the Advisory Commission has rejected the application.

(b) This appeal shall be placed by the Town Manager on the agenda of the next regularly scheduled Council meeting.

(c) Prior to this Council meeting, both the applicant for a building or demolition permit and a representative of the Advisory Commission shall prepare statements outlining their positions concerning the issue. These statements shall be supplied to the Council prior to its meeting.

(d) Upon receipt of these statements, the Council shall uphold, modify or reverse the decision of the Historic District Advisory Commission. It shall also direct the Town Manager concerning the issuance of a building or demolition permit.

(5) If the Historic District Advisory Commission accepts with conditions an application for either a building or demolition permit within a historic district, the applicant may either accept these conditions or may appeal them to the Council using the procedure described above. If the applicant accepts the conditions, these conditions shall become a part of the building or demolition permit application.

(6) The duties of the Historic District Advisory Commission shall not be limited to the originally designated Historic District. Instead, if this district is ever enlarged or decreased in size or if additional districts are ever formed, only one Historic District Advisory Commission shall be appointed by the Council.

(7) The Historic District Advisory Commission may also prepare or have prepared cultural or architectural resource surveys and inventories of the community or parts of it. It may also review and comment on applications for enlarging or decreasing the size of the original historic district or on the creation of new historic districts.

(8) Finally, it may apply for, receive and expend funds for which it is eligible which will enhance the objective of preserving the unique historical character of the municipality.

(C) *Exemptions to Commission review.* The following improvements shall not require review by the Historic District Advisory Commission in order to obtain a building or demolition permit:

(1) Emergency repairs which are needed to preserve the structural integrity of the structure. This exception will, however, only be granted in the case of an actual emergency as certified by the Town Manager.

(2) Emergency demolitions which are required to preserve the health, safety and welfare of the citizens of the municipality. These emergencies shall also be certified by the Town Manager.

(D) *Additional requirements.* In addition to the requirements for plans and other details which the municipality has for issuing a building or demolition permit, the Historic District Advisory Commission may require the following:

(1) A plan, drawn to scale, which shows the location of all existing structures on the property and the location of all proposed changes, a plan showing the location of all existing and proposed parking areas, driveways, easements and/or rights-of-way and other information deemed necessary by the Commission.

(2) Drawings showing one or more elevations of the proposed changes.

(3) A cost and/or benefit analysis of a proposed project or demolition which contains:

(a) An estimate of the dollar value of the subject property, both real and personal;

(b) A review of the requirements for making any existing historic structures structurally sound;

(c) A qualified estimate of the cost of rehabilitating the structures, if any, existing on the subject property; and

(d) An analysis of the return which would be required on the subject project which would be needed to make rehabilitation of the existing structure economically attractive.

(4) The requirements for this information will be defined by the Commission, in writing, to the applicant for a building or demolition permit at least ten days prior to the meeting at which the application will be reviewed. Failure by the applicant to provide this information will be sufficient bases for denying the application. This information shall become part of the Commission's record of the meeting and may be used to establish conditions for the issuance of a building or demolition permit.