



# Planning Memorandum

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**DATE:** May 10, 2023

**TO:** Historic Preservation Commission

**FROM:** Matthew Taylor, Planning Division

**SUBJECT:** Alteration and Maintenance Guidelines for Historic Neighborhoods

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Staff is bringing this item to the Commission for consideration and discussion. The city intends to implement general property guidelines applicable to both contributing and non-contributing properties within Glendale’s historic neighborhoods.

**HP (Historic Preservation) Overlay**

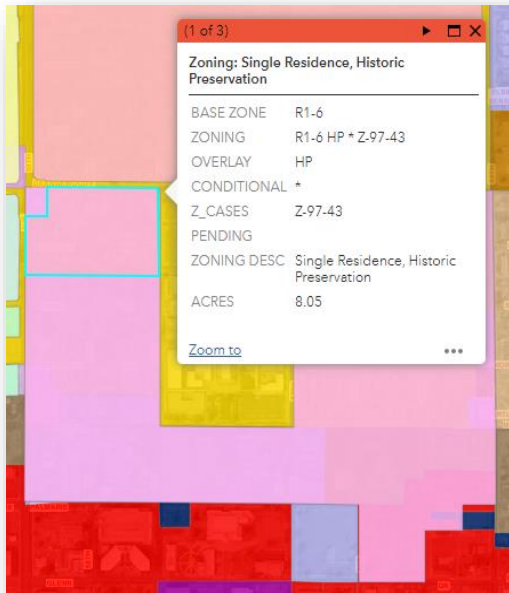
The city has 12 individual properties with an HP zoning overlay adopted by City Council. Only one of Glendale’s 10 historic neighborhoods has the HP overlay, and this is only for a portion of one neighborhood, Catlin Court. The HP portion of Catlin Court is generally bound between Orangewood and Myrtle Avenues between 58<sup>th</sup> and 59<sup>th</sup> Avenues.

Properties below have the HP overlay and are also listed on the federal National Register of Historic Places:

HISTORIC RESOURCE	BUILT	LOCATION	LISTED
Beet Sugar Factory	1906	5243 W Glendale Ave	1978
Sahuaro Ranch	1895	9802 N 59 <sup>th</sup> Ave	1980
First National Bank Building	1918	6838 N 58 <sup>th</sup> Dr	1983
Glendale’s Woman’s Club	1912	7032 N 56 <sup>th</sup> Ave	1989
Manistee Ranch	1897	5127 W Northern Ave	1998
Glendale Grammar School	1920	7301 N 58 <sup>th</sup> Ave	2006
First United Methodist Church Sanctuary	1926	7102 N 58 <sup>th</sup> Dr	2006
C.H. Tinker House	1913	6838 N 59 <sup>th</sup> Dr	2006
Glendale High School Auditorium	1939	6126 W Glendale Ave	2006
Jonas McNair House	1897	5919 W Myrtle Ave	2006
E.C. Bunch House	1898	5602 W Lamar Rd	2008
George O. Dowdy Rental Cottage	1932	6818 N 60 <sup>th</sup> Ave	2009

Section 6.400 of the zoning ordinance contains provisions governing the identification, preservation, and enhancement of the city’s historic and cultural resources. The ordinance provides review authority to the

Commission and city staff for those properties containing the HP overlay through Certificate of Appropriateness and Certificate of No Effect processes.



Staff reviews projects involving HP properties through the Certificate of No Effect process. The purpose of this process is to ensure proposed work is minor and falls within guidelines identified in the zoning ordinance and any additional guidelines contained in the HP overlay ordinance adopted by City Council. Applicants must demonstrate proposed work will not diminish, eliminate, or adversely impact the historic character of the property and, in the case of Catlin Court, adversely impact the HP district itself.

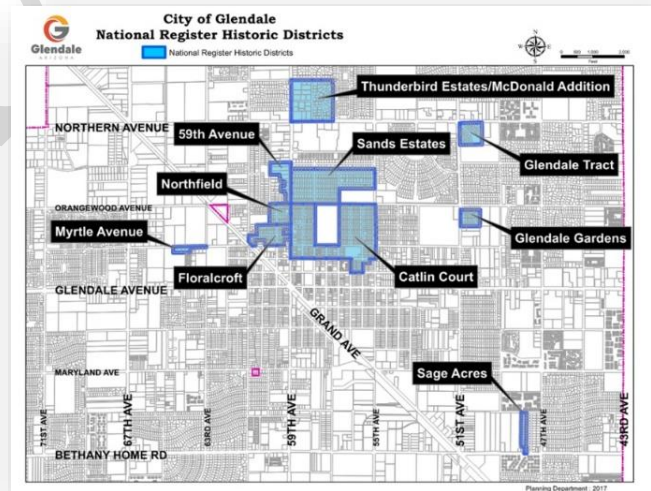
More intensive HP projects may require a public hearing before the Historic Preservation Commission. The zoning ordinance requires the Commission to consider Department of the Interior rehabilitation standards in its findings. This process is like the No Effect review performed by staff – ensure proposed work is compatible with the property’s historic, cultural, educational, and

architectural qualities and does not diminish or impact the integrity of the property and, in the case of Catlin Court, adversely impact the HP itself.

### **National Register Neighborhoods**

The oversight afforded to the city for HP properties through the zoning overlay process does not apply to historic neighborhoods. There is no historic overlay in place providing the city with a regulatory-based opportunity to ensure effective protection and preservation measures are taken within Glendale neighborhoods listed in the National Register of Historic Places.

The city seeks to develop general design guidelines that can be practically applied to all historic neighborhoods with minimal variation from one neighborhood to another. These guidelines are not intended to be overly complicated, imposing unnecessary burdens or financial hardships on property owners. The city also seeks to develop design and maintenance guidelines that can be equitably applied to both contributing and non-contributing properties within each historic neighborhood.



Contributing properties are residences that were present during the period of historic significance that retain their historic integrity. These properties independently meet national register listing criteria. Non-contributing properties are essentially the opposite, displaying one of the following characteristics – not present during the period of historic significance; no longer possessing historic integrity; or does not independently meet national register criteria. Unfortunately, non-contributing properties can negatively impact the historic character of contributing properties and the entire neighborhood since there are no city processes which provide any oversight relative to structural alteration or general maintenance beyond what is included in the city’s Municipal Code.

### **Structure and Maintenance Guidelines**

Guideline implementation begins with proactive outreach to property owners within each of Glendale’s 10 historic neighborhoods. Property owner outreach will leverage the city’s historic preservation page along with digital media platforms. Internal coordination between city divisions and departments is also necessary to effectively implement neighborhood guidelines.

The intent of these guidelines is to foster a sense of unity and community within each historic neighborhood regardless of whether a property is contributing or non-contributing to the district. Utilizing the existing planning service request process offers the opportunity for up-front communication with property owners in advance of formal applications or construction documents for improvement projects.

Staff presents the following draft guidelines for Commission consideration as a first step in developing guidelines applicable to all historic neighborhoods. A final, formatted draft will be provided to the Commission in advance of the September 28, 2023, meeting.

- *Keep yards free of weeds, brush, and debris.*
- *Install and maintain landscaping along street frontages to accentuate historic characteristics of the property and neighboring properties.*
- *Secure vacant, damaged, or abandoned dwellings to prevent trespassing and further degradation of potentially reparable dwellings.*
- *Prevent neglected accessory structures from becoming a nuisance or safety hazard.*
- *Ensure exterior structural work is consistent with the dominant architectural style of the dwelling and other dwellings within the neighborhood.*
- *Locate residential additions to the rear of the dwelling and away from public view.*
- *Preserve façade architectural details and character.*
- *Promote window and door replacements that express an appearance of originality and consistency with architectural type.*

- *Encourage period consistent yard enhancements such as trellises, gazebos, and pergolas.*
- *Discourage enclosing existing garages or carports to create additional living space.*
- *Ensure new exterior materials and paint are consistent with prevailing neighborhood materials and colors. Bright and high contrasting colors or color combinations are strongly discouraged.*
- *Locate new mechanical equipment on the ground where possible.*
- *Screen new or existing equipment with fencing and/or landscaping that is compatible with property and neighborhood character.*
- *Use subdued lighting that enhances the property without inconveniencing neighbors, pedestrians, or motorists.*
- *Encourage new or rehabilitated fencing consistency with dominant design, materials, and colors of existing neighborhood fencing.*