



**CITY OF COTTONWOOD
HISTORIC PRESERVATION COMMISSION
COUNCIL CHAMBERS
826 N. Main St.
Cottonwood, Arizona 86326**

Regular Meeting Minutes
Wednesday, May 24, 2023
6:00 p.m.

I. CALL TO ORDER

Chairman Collins called the meeting to order at 6:13 p.m.

A. Roll Call

Commission Members Present

Commissioner Former
Commissioner Garrison
Vice Chair Detjen
Chairman Collins

Commission Members Absent

Chairman Randi Stephens

Staff Members Present

Scott Ellis, Community Development Director
Gary Davis, Community Development Senior Planner
Tina Hayden, Community Development Planner
Clover Pinion, Recorder
Scotty Douglas, City Manager
Rudy Rodriguez, Deputy City Manager

B. Approval of Minutes: March 22, 2023 Regular Meeting.

Motion: To approve the minutes from the March 22 meeting.

Made by: Commissioner Garrison

Second: Vice Chair Detjen

Unanimously carried

II. INFORMATIONAL REPORTS AND UPDATES:

Director Ellis requested to move the Report to the end of the Agenda.



III. CALL TO THE PUBLIC: NONE

IV. SPECIAL PRESENTATIONS: NONE

V. OLD BUSINESS: NONE

VI. NEW BUSINESS:

1. Consideration of an application for a Landmark Certificate from Lukas Bernard to Landmark a property at 1030 N. Cactus Street. APN: 406-22-060A.

Planner Hayden presented a PowerPoint presentation that included photographs and historical information about the property. The site meets the 50-year minimum age requirement and looks to be approximately 100 years old.

Commissioner Garrison asked how the age of the house was determined. Planner Hayden stated the information was included in an historical inventory. Commissioner Garrison also questioned where the name 'Cactus Trap' had originated. She suggested that a more historic name be given for the landmark application. Commissioner Garrison referenced an article dated November 9, 1923 from the Verde Copper News, that documents the home was moved around this time from the rear of the site of the Liberty Garage, which was owned by the Garrison family. She stated that William R. Garrison and Lola A. Crawley Garrison had lived in the home. William, a brickmaker, built a house next door which they later moved into, and rented the property currently under consideration for landmarking. Commissioner Garrison said she thought there is not adequate documentation for the actual age of the property, however it was likely moved in 1923 and built prior to that date.

Lukas Bernard, the property owner, was agreeable to considering a more historic name for the landmarking. He asked for more information to do additional research.

Commissioner Former suggested that house might be called the Liberty House.

Commissioner Garrison stated some of the research came from Glenda Farley who writes for the Verde Independent, and has information from historical ledgers that documents historical property deeds. Commissioner Garrison asked if the Commission would postpone the Landmark Designation for a name to be researched



allowing the application to have a name ‘historically known as’ instead of listing it as the ‘property known as’.

Commissioner Garrison will provide the information she has for the research she did. Chairman Collins asked Planner Hayden to have the application amended with a historical name for the property.

Motion: I make a motion to table the landmarking application for the “Cactus Trap” and if that can be postponed until the next meeting, that would be great.

Made by: Commissioner Garrison

Second: Commissioner Former

Unanimously carried

2. Consideration of an application for a Landmark Certificate from Paul and Monika Cate to Landmark a property at 1015 N. Cactus Street. APN: 406-22-042.

Planner Hayden presented a PowerPoint presentation that included photographs and historical information about the property. The building meets the 50-year minimum age requirement and looks to be approximately 97 years old. Planner Hayden stated she had contacted Eric Bondi at the State Historic Preservation Office (SHPO), regarding the Edens House name, to confirm it is acceptable to have a similar name as another property in town that is landmarked with Edens House as the name. Frand Eden was the architect or builder of these buildings. The building being considered in this application, at 1015 N Cactus St., is in the Spanish Revival style. She stated the applicants would like to only landmark the main building at this time but would love to have the second building in the back be part of the Home Tour and to be considered for landmarking at a later date.

Paul Cate, the owner, stated that he plans to repaint the house, and they would like to have the entire property on the Home Tour. He stated the other building on site was built by Mr. Edens and was a laundry for the building that is now the Iron Horse Inn. Mr. Cate said they will likely landmark that building at a later date.

Commissioners agreed that it is a beautiful property. The name, though similar to another historic landmark, was approved.



Motion: I make a motion to approve the landmarking designation for the property known as the Edens House at 1015 North Cactus Street on the east side of North Cactus Street, approximately 100 feet North of West Canal Street.

Made by: Commissioner Garrison

Second: Commissioner Detjen

Unanimously carried

VII. DISCUSSION ITEMS:

1. General Plan Update

Senior Planner Gary Davis presented a PowerPoint presentation that included topics such as city values, vision and challenges. The new General Plan will focus on five elements based on information from public engagement meetings, and approximately 500 surveys completed by the public, which include economic development, land use, housing, circulation, and public services and facilities. Each element includes sub-sections such as water resources and affordable housing, that will contain the more in depth and detailed portions of the plan once complete.

Senior Planner Davis reviewed public comments, the demographics of the respondents, and the issues that were identified as most important. The Vision Statement is also part of the City of Cottonwood's 2021-2023 Strategic Plan:

'The City of Cottonwood strives to maintain a uniquely desirable and sustainable community.

We are unique, because of our people, our grand natural resources, public amenities, leadership, diversity and home town atmosphere.

We will continue to conserve, preserve, and manage precious resources including the Verde River and its unique riparian habitat.

We will enhance our position as the economic center for the Verde Valley supporting retail, medical services, education, transportation, recreation, and tourism.

The City of Cottonwood provides leadership and solutions to ensure a prosperous community where a diversity of people and nature thrive'.



Senior Planner Davis presented a challenge statement he drafted and a values statement related to the five elements. Important points were identified as economic diversity, preservation of the 'small town' atmosphere, support and balance of the tourism economy, providing more housing, appropriate development, protecting resources such as the Verde River and natural open space to maintain our community's connection to the environment. These issues will be implemented through specific goals and objectives in the General Plan.

Housing challenges, traffic congestion, and accident rates due to congestion were reviewed. Public Safety and utilities are basic needs for the community. Maximizing the quality of community services and preserving resources such as parks, roadways, library, and recreation services will be important for the community now and in the future.

Vice Chair Detjen asked about mixed-use development for adding value to housing developments. Commissioner Former asked about the types of event venues that might be developed to enhance community entertainment. He gave examples of developing venues that promote music events or possibly NASCAR. Commissioner Garrison commented on the number of survey respondents as a percent of the community overall, and she would like to see more participation from the community. Commissioner Garrison also complimented the City Atlas that was developed as a companion document for the General Plan.

Senior Planner Davis agreed with the Commissioner's comments and stated many of these points were covered by community input in the survey and public meetings. The City Atlas is available in pdf on the City of Cottonwood's website and is intended to be a snapshot of the current conditions of the community. It is a companion document for the General Plan.

The value statements will be drafted and specific policies will be ratified by the City Council. The General Plan will be ratified by citizen vote in the 2024 election.

2. Historic Residential Property Inventory

Planner Hayden introduced consultant Vincent Murray who filled the Commission in on the progress of the project.



Vincent Murray stated that everything is on track to complete the inventory on time and right now there are approximately 200 properties on the list. Murray is continuing to do research to uncover properties that can be added to the list. Murray talked about the historical subdivisions that will be included how street names have been changed over time. He stated he is tracking his research by matching up historical data to current research.

Most properties were found to be National Folk style architecture when Murray did a random sampling, the National Register has specific architectural guidelines and the McAlester Guide was mentioned as a resource. Murray did state that the age of a house is based on the time it was site built or moved/placed on a site, so the ages of some houses may be older than what is documented in his findings. Murray noted that he did see a definition, “Western Colonial Revival” which he stated is not a good definition, and should not be used to describe a historical landmark.

Chairman Collins asked for the reference to the guide mentioned. Commissioner Garrison asked for information on the photo format and documenting GIS information for individual properties.

Mr. Murray will provide a spreadsheet to the Commission he is using for data collection, and he confirmed the reference McAlester, V. *A Field Guide to American Houses*: Knopf Publishing Group, 1984-2015. Planner Hayden will provide the information for data generation and photography to the Commissioners.

3. 50/50 Matching Grant

Planner Hayden asked the board for some direction on the timeframe for the program and if an increase in the award should be raised due to inflation and the high cost of building materials.

The Commissioners agreed that the deadline for interested parties to apply for the grant would be September 30, 2023, and the awarded amount would stay the same at \$3,500.

Planner Hayden will update documents for the 2023–2024 grant fund cycle.



4. Project Proposal for FY 2023 SHPO Grant

Planner Hayden will be working on the application and is looking for direction on what type of project proposal should be submitted with consideration to the current surveying inventory.

There was a general consensus that the grant could help develop the plan we are currently working on, to finish the commercial historic district and then work on a separate residential historic district. Expansion would be considered in the future once both of those projects are complete.

Director Ellis stated that there is a possibility of expanding the current historic district. With the effort of the current residential inventory there may be a development of a new residential historic district or an expansion of the historic district which is currently limited to the Old Town commercial district. If a SHPO Grant was received this year it could be used to explore options.

Commissioner Garrison stated that she would prefer to have the current historic district registered and completed before making efforts to expand the district. Chairman Collins suggested building the project in phases. Mr. Murray stated there are additional options and he will be making some recommendations in his report.

Director Ellis stated the grant application will go before City Council for approval. Staff is looking for project ideas, and the Commission's comments and recommendations.

Planner Hayden will get the application prepared for Council's review.

INFORMATIONAL REPORTS AND UPDATES: Agenda Item 2

Community Director, Scott Ellis informed the board that a new HPC Commissioner would be sworn in at the Next City Council meeting on June 6th, 2023. He reminded the board that we are still down one seat, so if they can continue to spread the word that would be great.

Community Director, Scott Ellis introduced our new City Manager, Scotty Douglas and he said a few words about his history. Mr. Douglas talked about the General Plan and the response compared to his recent experience in Modesto, California. He stated that the response is actually a good percentage and representative of the diversity of the community. He stated that often communities will hire this type of project by contract and



he said the involvement of City Staff brings more opportunities to personalize the report.

VIII. SUGGESTED TOPICS FOR FUTURE MEETINGS:

Commissioner Detjen proposed a discussion in regards to expanding boundaries so that more people could apply for the open seats on the HPC board. Commissioner Garrison proposed a joint meeting with Planning and Zoning to discuss HPC having a role in Design Review. Director Ellis reminded Commissioner Garrison that this is tabled for now until the current bills in State Legislature have been voted on.

Motion: To Adjourn

Made by: Commissioner Garrison

Second: Commissioner Detjen

Unanimously carried

IX. ADJOURNMENT: 7:45 p.m.

Notice is hereby given that pursuant to A.R.S. subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the City Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. have been waived.

Information on the above agenda items may be obtained in person from the Community Development Department, 111 N. Main Street in Cottonwood, or by calling (928) 634-5505.

A verbal comment period will be provided during each hearing item. The Chair may impose a time limit on each speaker. The Commission will not consider written materials submitted less than three working days before the meeting.

Pursuant to A.R.S. § 38-431.02(B) the Commission may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney.

The Cottonwood Council Chambers and Cottonwood Recreation Center are accessible to the handicapped in accordance with Federal "504" and "ADA" laws. Those with needs for special typeface print or hearing devices may request these from the Planning Technician at 634-5505 (TDD 634-5526). All requests must be made at least 24 hours before the meeting.

Members of the Planning Commission will attend either in person or by telephone conference call.