

Historic Preservation Commission

Powers and Duties

The City of Cottonwood Historic Preservation Commission shall make recommendations to the city council and have the authority to implement recommendations adopted by the city council. The Historic Preservation Commission shall exercise the following powers and duties:

The responsibility of the commission is to promote the purposes and objectives of the article and shall include, but not be limited to the following:

- A. Initially create, for approval by the city council, and maintain, and periodically update as needed, a plan for historic preservation of historic properties within the City of Cottonwood.
- B. Maintain review criteria contained in the historic preservation plan to assure fair and impartial evaluation and designation of properties as landmarks and historic districts. The commission shall periodically review these criteria, and make such adjustments or updates as may be required with approval of the city council.
- C. Maintain criteria to assure fair and impartial review of applications for certificate of appropriateness. Such criteria shall be subject to review by the planning and zoning commission and ratification by the city council.
- D. Review properties proposed for designation as historic sites, historic structures or historic landmarks, explain to the owners thereof the potential effects of such designation, as known to the commission at that time, and make recommendations to designate, conditionally designate, or deny designation based on criteria and facts as stated.
- E. Review property nominations for designation as a historic district, explain to the owners of all such properties therein the potential effects of designation, as known to the commission at that time; and make recommendations to the planning and zoning commission and city council regarding any proposed rezoning within a historic district.
- F. Propose design guidelines appropriate to individual historic districts.
- G. Review and approve, conditionally approve or deny applications for a certificate of appropriateness.
- H. Maintain and periodically review and update the local Historic Resources Inventory and consider the inclusion of any properties, which may have come to meet the requirements herein, and the deletion of any properties which may no longer exist or no longer meet the criteria for inclusion.
- I. Conduct detailed studies and surveys of properties and areas and assess their potential for designation as historic properties or historic districts.

- J. Determine and cause to be created a system of markers for designated properties.
- K. Recognize the owners of designated properties. Issue commendations or other forms of recognition to owners of historical properties who have rehabilitated their property in an exemplary manner.
- L. Make recommendations to the city council regarding the acquisition of property suitable for preservation. Such acquisition may include the purchase or acceptance of donated property.
- M. Make recommendations to the city council regarding the use of federal, state, city or private funds to promote historic preservation.
- N. Make recommendations to city council to accept gifts, grants, funds, contributions, and bequests from individuals and public and private entities, agencies, foundations, trusts, corporations, and other organizations or institutions
- O. Cooperate with and enlist the assistance of persons, organizations, foundations and public agencies in matters involving historic preservation, renovation, rehabilitation and reuse, with city council approval as appropriate.
- P. Increase public awareness of the values of historic, cultural, archaeological and architectural preservation, by developing and participating in public education programs.
- Q. Annually prepare written reports of commission activities; submit such reports to the city council and the State Historic Preservation Office (SHPO). These reports shall be available for public review.
- R. Work with and assist departments of the city in matters affecting historic preservation.
- S. Assist property owners, upon request, by providing advice, recommendations or direction on matters regarding the restoration, rehabilitation, alteration, decoration, landscaping, or maintenance of any historic property.
- T. Encourage and assist property owners of historic properties on procedures for inclusion on state historic listings and the National Register of Historic Places. At the request of property owners, the commission may provide recommendations to appropriate state and federal agencies in support of applications for historic designation on specific properties.
- U. Carry out such other duties as may be determined by the city council, and present other such recommendations as may be deemed pertinent.