



CITY OF COTTONWOOD
CITY COUNCIL CHAMBERS
826 N. MAIN STREET

HISTORIC PRESERVATION COMMISSION

AGENDA

November 9, 2016 6:00 P.M.

1. CALL TO ORDER.
2. ROLL CALL.
3. APPROVAL OF MINUTES OF October 12, 2016 MEETING
4. INFORMATIONAL REPORTS AND UPDATES: *A brief summary of current events by Chairperson, Commission members, and/or staff. (The public body does not propose, discuss, deliberate, or take legal action on any matter brought up during this summary unless the matter is properly noticed for legal action.)*
5. CALL TO THE PUBLIC: *This is the time for the public to comment on any matter that does not appear on the agenda. Commission members may not discuss items not identified on the agenda. Action taken as a result of public comment will be limited to directing staff to study the matter, responding to criticism, or scheduling the matter for consideration at a later date. Comments are limited to five minutes for each person*
6. OLD BUSINESS: The following items are for Discussion, Consideration and Possible Action by the Commission:
 - a. Planning for Cottonwood Home & Building Tour - November 12, 2016.
 - b. Historic Inventory Program Update.
 - c. Matching Grant Update.
7. NEW BUSINESS: The following items are for Discussion, Consideration and Possible Action: None.
8. ADJOURNMENT.

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

The Cottonwood Council Chambers is 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 Department at 634-5505 (TDD 634-5526). All requests must be made at least 24 hours before the meeting.

City of Cottonwood
Historic Preservation Commission Regular Meeting
Minutes
October 12, 2016 6:00 P.M.
Council Chambers 826 N. Main Street, Cottonwood, Arizona
86326

1. CALL TO ORDER

Chairman Elinski called the meeting to order at 6:01 p.m.

2. ROLL CALL

Historic Preservation Commission Members Present:

Tim Elinski, Chair
Ryan Bigelow
Glenda Farley
Karen Leff
Annabel Sclipa

Historic Preservation Commission Members Absent:

Christian Vernosky, Vice Chair
Marie Palowoda

Staff Members Present:

Charlie Scully, Community Development Planner
Carolyn Pettengill, Community Development Administrative Assistant, Recorder

3. APPROVAL OF MINUTES FOR September 14, 2016 MEETING

Motion: To approve the minutes from 9/14/2016, with stipulation to change in Informational Reports and Updates, Number 2, "Clarkdale" should be changed to "Town of Clarkdale".

Made by: Commissioner Farley

Second: Chairman Elinski

Vote: Unanimous

4. INFORMATIONAL REPORTS AND UPDATES

- 1.) Introduction to Carolyn Pettengill.
- 2.) Distribution of Board & Commissioner Handbook by Planner Scully. Also available on City Website under Human Resources.
- 3.) Bronze plaques were presented by Planner Scully.

5. CALL TO THE PUBLIC

No public comment.

6. OLD BUSINESS.

- a. PLANNING FOR COTTONWOOD HOME TOUR-November 12, 2016 (Ryan Bigelow, Tim Elinski, Glenda Farley)

Commissioner Farley brought in poster boards of historical history for Home Tour. Chairman Elinski noted that they are in need of more volunteers and sponsors for the event and will speak with Chamber members for support. Commissioner Bigelow also added that they have Flyers to be distributed. Chairman Elinski added that social media is a good avenue to take with Facebook and the City Website to advertise event and prompt volunteers. The idea of Docents in the cemetery, to represent deceased prominent community prominent leaders, will be presented at the next City Council meeting.

7. NEW BUSINESS

- a. Public Hearing to consider Historic Landmark status for former First Assembly of God Church, built 1951, located at 102 E. Pima Street. Denise Kelly, Applicant.

Staff began by stating how the process works and that the Staff Report is done first, the applicant reports next, and then any public comment afterwards. Applicant can then respond. So staff report, application format is followed which indicates building with key points of historical significance and the recommend finding property as local landmark. Report submitted included plot, three building photos, and aerial photo. Chairman Elinski asked what happens next with applicant and staff replied that designed landmark status and if any changes, goes back to HPC Commission for design review process. Staff also added that applicant has three years to opt out after then process dissolves. Chairman Elinski also added zoning also changes with this declaration.

Applicant indicated she has no intentions of changing building, only painting, and replacing windows which are over 70 years old and, of course, the signage. Chairman Elinski added that the building looks great and that there are 50/50 matching grants available to assist with repairs. Applicant added that she cannot find anyone to fix the windows. Commission Sclipa indicated that the property has historic value and needs to keep integrity of design. Commissioner Farley offered that there are some companies in Phoenix that could assist with window work.

Staff mentioned that an additional plaque would have to be ordered. Chairman Elinski commented on who would have to purchase. Staff added that cost is \$180 for each one and Commission Bigelow said should look to see who pays for it. Staff offered that need to check past Meeting Minutes for additional information. Applicant would like to be also be added eventually to State and National Historical Registers.

- b. Historic Inventory Program Update.

Staff provided handout of Excel spreadsheets. These indicate guidelines for local services and inventory list. Need to contact the State Historic Preservation Office (SHPO) on grant funding to update survey. The SHPO grant would 20K; matching

grant 40% for 20K. Need to list in-kind donation and/or volunteer work and to confirm what in-kind means. Timeline for submittal is approximately mid-March 2017 and funding could be available by June. Need to update inventory list with County information/resources. SHPO to advise of boundaries and commission members will need to meet with SHPO on steps and get estimates of costs for purchasing manager.

Commissioner Farley inquired as to volunteer time and if any/all time spent on historical research helpful for credit and staff replied that would need to look at guidelines. Chairman Elinski added that commission needs to get bigger partner on board or work on survey as inclusively as possible. Also noted that all need to be clear on steps and first may be completing recognizance survey. Staff suggested copying base map to one larger map for grant process. Chairman Elinski then added that first step would be recognizance survey and start working on Excel list. Commissioner Bigelow can look into Google Apps and create a shared file for everyone to work with. From there, update and figure out edits and move on.

Staff added that at next meeting of November 9th and just around Home Tour date. Suggest to keep next meeting date to do more planning on this subject. Chairman Elinski agreed and that at next meeting follow-up on Home Tour, Survey, and Landmark Application.

8. ADJOURNMENT

Motion: To adjourn the meeting.

Made by: Commissioner Scippa

Second: Commissioner Farley

Vote: Unanimous

The meeting was adjourned at 7:09 p.m.



**City of Cottonwood
Historic Preservation Commission
Historic Preservation Small Grant Program
2016 Requirements**

Table of Contents

Program Overview

Eligible Properties:

Grant Amount:

Match Grant Contribution Requirement:

Reimbursement Program:

Successive Year Grant Requests:

Project Eligibility Requirements:

Historic Preservation Categories:

Eligible Grant Activities:

Application Process

Pre-Application Meeting:

Preliminary Construction Plans and Cost Estimates:

Application Deadline:

Technical Review Committee:

Historic Preservation Commission Review:

Review Criteria (Parts 1-5):

Award and Project Implementation

Notice of Grant Award:

Disbursement of Funds:

Project Time Frame:

Site Visits:

Termination/Suspension:

City of Cottonwood
Historic Preservation Small Grant Program
Grants Criteria and Guidelines 2015

The City of Cottonwood and the Historic Preservation Commission (HPC) have developed a grant program to assist owners of properties designated as Historic Landmarks in Cottonwood with rehabilitation, preservation, or restoration of their properties. This program provides financial assistance to help owners improve the exterior portions of historic buildings, structures or sites that are located in the City of Cottonwood, thus improving the overall historic character of the community. It is the intent of this Program to ensure that proposed activities funded through the Historic Preservation Small Grant Program shall be completed in a manner that is compatible with the architectural and historical character of the property and surrounding context.

Program Overview

Eligible Properties: Eligible properties are designated Local Historic Landmarks. If an applicant intends to apply for a Small Grant on a property currently not designated, a Landmark Designation Application must be included and approved prior to award of grant funds.

Grant Amount: The grant funding amounts available per project application will be announced prior to the application period based on the availability of funds at that time. The Historic Preservation Commission may award less than the grant request for a project based on the availability of funds.

50/50 Matching Grant Contribution Requirement: This is a matching grant program. Grant recipients are required to contribute a 50/50 cash match in an amount equal to at least 50% of the approved project cost. After the grant award is made, the City is not responsible for cost-sharing any increases in the total cost of the project. In-kind contributions may not be used to satisfy the matching requirement.

Reimbursement Program: The program is a reimbursement program. Payment of the grant award will be made after the work is completed and City staff has inspected and approved the work and paid invoices have been submitted.

Successive Year Grant Requests: Property owners are limited to one grant application per property per grant cycle. Grant applications may be made in successive years to fund a continuing project. In such cases, the application should indicate a description of the overall project and a detailed description of the portion of the project for which the grant is requested for the current grant cycle. Approval of one grant does not guarantee that future grants for a continuing project will be approved.

City of Cottonwood
Historic Preservation Small Grant Program
Grants Criteria and Guidelines 2015

Project Eligibility Requirements:

1. Property is located within the City of Cottonwood.
2. Property is listed in the Cottonwood Historic Landmark Registry.
3. Proposed activity shall obtain Certificate of Appropriateness, if required.
4. Property is in compliance with all other City code requirements.
5. Application is complete at the time of submittal. All application submittal requirements are included.
6. Application is signed and submitted by the property owner or authorized representative.

Historic Preservation Categories: Grant applications may be applied to the following three historic preservation categories:

1. *Preservation.*

The act or process of applying measures necessary to sustain the existing form, integrity and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction.

2. *Rehabilitation.*

The act or process of making possible a compatible use for a property through repair, alterations and additions while preserving those portions or features which convey its historical, cultural and architectural values.

3. *Restoration.*

The act or process of accurately depicting the form, features and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

Eligible Grant Activities: Rehabilitation, preservation, or restoration of exterior portions of locally landmarked historic buildings, structures, and properties, including but is not limited to:

1. Roofs.
2. Windows and Doors.
3. Building Walls and Siding.
4. Porches.
5. Foundations.
6. Awnings and Covered Walkways.
7. Signs.
8. Architectural Ornamentation.
9. Fences and Site Walls.
10. Masonry Repointing.
11. Painting.
12. Reversal of inappropriate alterations and reconstruction of original architectural elements based on historic documentation.

City of Cottonwood
Historic Preservation Small Grant Program
Grants Criteria and Guidelines 2015

Application Process

Pre-Application Meeting: Potential applicants are required to consult with the Community Development Director or designee prior to applying for the Historic Preservation Small Grant Program. The purpose of this meeting is to discuss application requirements, the scope of work, and the eligibility of the property and proposed work.

Preliminary Construction Plans and Cost Estimates: The application for grant funding must be accompanied by an outline of the proposed scope of work that is adequate to provide cost estimates for the applicable work proposed to be covered by the grant funding. As there is a range of potential activities that may be covered by the grant program, the specific form of documenting the proposed work and cost estimates is flexible.

Application Deadline: Applications must be received by the deadline specified in the grant cycle. Applications received after the specified deadline may reapply in the next grant cycle.

Technical Review Committee: A technical review committee consisting of City staff members, designated Historic Preservation Commission members and others as determined, shall be formed to evaluate the completeness of applications, eligibility of proposed work, construction estimates and scope of work. To qualify for funding, applications must be complete and in compliance with all requirements. Additional material or data may be requested as necessary to assist in the evaluation of the application.

Historic Preservation Commission Review: Once a complete application is received and it is cleared by the technical review committee, it shall be scheduled for review by the Historic Preservation Commission their next available regular meeting. Staff shall prepare a report and include analysis and recommendations from the technical review committee. The Commission shall evaluate all applications received during the grant cycle and provide analysis based on the review criteria rating system.

Review Criteria:

Applications will be reviewed based on the criteria outlined below and ranked according to the number of points the applications receive. A maximum of 100 points may be awarded. Grants will be awarded in a grant cycle based on the ranking determined by the review. In a case of a tie in ranking where program funds are insufficient to award grants to all tied applicants, the tied applications will all be funded with each getting a proportional share of the available grant funds. The maximum possible points allowed for each section of the Grant Application is specified below:

Part 1 - General and Historic Property Information – (5 points)

This section includes standard information provided for properties listed as local Historic Landmarks.

City of Cottonwood
Historic Preservation Small Grant Program
Grants Criteria and Guidelines 2015

Part 2 - Historic Home/Building Tour Participant – (5 points)

Properties that have participated in the annual Historic Tour within the previous 3 years shall qualify for 5 points.

Part 3 - Historical Significance – (15 points)

Based on National Register criteria, the historical significance section documents information on one or more off the following aspects of the properties history. Where known, provide references for sources of information.

- A. Age. Estimate dates of initial construction and any major reconstruction.
- B. Event. Describe the relationship of the property to any historic event that may have taken place there.
- C. Person. Describe any builder, architect, occupant, resident or other person with a prominent relationship with the property.
- D. Design/Construction. Provide information if the building or property is an example of a particular style of architecture, building technique or street contribution.
- E. Information Potential. Does recognition of resource have potential to provide other relevant information regarding the development of the community?

Part 4 - Scope of Work – (65 points)

This section has the highest emphasis since the scope of work describes the proposed activity in detail. Include a narrative description, as well as construction plan drawings. The scope of work shall describe all related activity with emphasis on historic preservation. All materials shall be identified on plans with a material list provided.

Part 5 - Construction Cost Estimates – (10 points)

Depending on the scope of work, the construction cost estimates may be provided by the applicant or may be based on professional review. The cost estimates shall show total costs, including labor and materials.

Award and Project Implementation

Notice of Grant Award: Once an application has been reviewed and a grant awarded, City staff shall issue a Notice of Grant Award to the property owner. Work cannot begin until the applicant has received a copy of the Notice of Grant Award. The applicant is also required to obtain all other necessary permits and approvals from applicable City departments prior to commencing any work, including, but not limited to, building permits, right-of-way use permits and planning approvals.

Disbursement of Funds: Historic Preservation Small Grant Program funds are provided on a reimbursement basis once the entire project is completed. The property owner is responsible for notifying the Community Development Department when the project is complete. City staff will conduct an inspection to verify the work is complete as per the approved application. The property owner must submit all final invoices for the completed pre-approved work by the program deadline date.

City of Cottonwood
Historic Preservation Small Grant Program
Grants Criteria and Guidelines 2015

After the final inspection and approval, the grant reimbursement funds will be processed. Reimbursement for project expenses, whether eligible or not, will not be made for expenses incurred before the notification of grant award has been issued.

Project Time Frame: Project work must be commenced within 180 days of the issue date of the Building Permit unless an extension is granted by the Community Development Director for an additional 180 days. Failure to complete the project within the timeframe specified will result in the loss of the grant and the property owner will be ineligible to apply during the next grant cycle. The property owner must notify City staff as soon as possible if the project does not move forward at any point after notice of grant award.

Work may begin after all of the following conditions have been met:

- 1) Application has been reviewed and the grant award approved.
- 2) A notice of grant award is issued.
- 3) A Certificate of Appropriateness for the proposed work on the local historic landmark property is submitted and approved in a public hearing by the Historic Preservation Commission.
- 4) Building Permits, Planning approvals or other City permits are obtained where required.
- 5) A final meeting is held and attended by the property owner/applicant, contractor, and city staff wherein the construction plans for the project have been approved and are determined to be in conformance with the design approvals indicated with the Certificate of Appropriateness.
- 6) Project or design work must be initiated within forty-five days of the date that the fully executed Grant Agreement is sent to the grantee.

Site Visits: City staff, including building, planning, utilities, public works and others may visit the property as a standard part of the construction inspection process and as part of the grant application review process. City staff will conduct a site visit upon completion of the project to finalize the review of the portions of the work related to the grant program.

Termination: A grant award may be terminated before the completion date of the project at the written request of the property owner, or if the Community Development Director determines that related work performance is unsatisfactory or not in compliance with approved plans or the principal conditions of the grant are not being met. A letter of termination of the grant award shall be sent to the property owner stating the reasons for termination of the grant award, along with steps that may be taken to reinstate the grant and related deadlines for consideration of reinstatement.



City of Cottonwood
Community Development Department
Historic Preservation Commission

**Historic Preservation
Small Grant Program
Exterior Rehabilitation**

Provide attachments as necessary to describe the proposed work related to the grant request, including existing conditions, design plans, cost estimates, photographs or other documents.

GRANT APPLICATION DEADLINE: _____

A. PROPERTY INFORMATION

PROJECT NAME AND USE: _____
PROPERTY ADDRESS: _____
PARCEL NUMBER/S: _____
ZONING DISTRICT: _____
PROPERTY OWNER: _____
MAILING ADDRESS: _____
PHONE: _____ **E-MAIL:** _____
CURRENT USE: _____

B. PROJECT SUMMARY

1. Attach Historic Property Inventory Form; and Cottonwood Historic Landmark report, if available.
2. Cottonwood Historic Landmark: No: _____ Yes: _____ Date: _____
3. If located in Historic District: Contributing Property _____ Non-Contributing Property _____
4. Participating Property in Home Tour in last 3 years: No: _____ Yes: _____
5. Briefly describe the key areas of Historical Significance of the property: _____

6. Scope of Work: Explain how the project will benefit Historic Preservation of the property. _____

7. Describe any previous rehabilitation work or construction activity done at the property location, including known or estimated dates of previous activity: _____

8. Describe the overall plan for preservation and whether the grant request is part of a larger plan, including any phased or long-term plans for the property: _____

C. APPROVALS

1. Certificate of Appropriateness – Date of Approval: _____

2. Provide copies of any other required approvals for the proposed work, such as Building Permits, Right-of-Way Permits, Planning Approvals. List attached approvals: _____

D. REQUEST FOR FUNDS

1. Total Historic Preservation Grant amount requested: _____

2. Provide attachment with detailed information describing the work associated with the matching grant funds, including itemized list of work, materials, and construction cost estimates.

Property Owner Name: _____

Property Owner Signature: _____

Date: _____