



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

**REGULAR MEETING**  
Wednesday, January 22, 2020  
6:00 P.M.

1. **CALL TO ORDER**
2. **Roll Call**
3. **Approval of Minutes:** December 18, 2019 Special Meeting
4. **Election of Chair and Vice Chair**
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. Pursuant to A.R.S. §38-431.01(H), 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:**

1. Historic Preservation Small Grant 50/50 match program
2. Consideration of approval of the Historic Preservation Commission small grant in the amount of \$3,000

7. **NEW BUSINESS:**

1. Annual Review of the Historic Preservation Commission By-Laws

*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 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 Technician at 634-5505 (TDD 634-5526). All requests must be made at least 24 hours before the meeting.*

**8. DISCUSSION ITEMS:**

1. Update on Design Guidelines, HPC Ordinances and the Overlay District Boundaries
2. Home Tour Planning

**9. SUGGESTED TOPICS FOR FUTURE MEETINGS:**

**10. 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.)*

**ADJOURNMENT.**

*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.*

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

**SPECIAL MEETING**  
December 18, 2019  
6:00PM

**1. CALL TO ORDER**

Chairman Vernosky called the meeting to order at 6:00PM.

**A. ROLL CALL**

**Historic Preservation Commission Members Present:**

Commissioner Stephens  
Commissioner Mickle  
Commissioner Garrison  
Commissioner Turney  
Vice Chairman Elinski  
Chairman Vernosky

**Staff Members Present:**

Jim Padgett, Planner  
Scott Ellis, Community Development Director  
Ron Corbin, City Manager  
Rudy Rodriguez, Deputy City Manager  
Richard Faust, Economic Development Director  
Hezekiah Allen, Interim Recreation Center Manager  
Brenda Campbell, Administrative Assistant, Recorder

**B. APPROVAL OF MINUTES FOR NOVEMBER 20, 2019 REGULAR MEETING**

***Motion: To approve the minutes for November 20, 2019 Special Meeting***

***Made by: Commissioner Garrison***

***Second: Commissioner Sherman***

***Vote: Unanimous***

**2. CALL TO THE PUBLIC:**

Scott Ellis was introduced as the new Community Development Director.  
Jeffrey King was introduced as the new Commissioner for Historic Preservation Commission.

**3. OLD BUSINESS: NONE**

**4. NEW BUSINESS:** The following items are for Commission discussion, consideration, and possible legal action.

1. Cottonwood Community Clubhouse Dedication Plaque concept – Hezekiah Allen

Hezekiah explained that the concept will be similar to the Recreation Center plaque. The price is approximately \$1800. A request is being made for the HPC Brick Program to pay for the dedication plaque. The plaque will be placed in the foyer area of the clubhouse, but the final spot has not yet been determined. Chairman Vernosky asked if the Parks and Rec Commission members' names will be on the plaque. Mr. Allen replied that they are still defining the names to go onto the plaque. Vice Chairman Elinski asked if the Historic Preservation Commission members' names will be on the plaque. No definitive answer was given by Mr. Allen. The plaque will be placed in the Clubhouse. Vice Chairman Elinski would like the Historic Preservation Commissioners to be recognized, as well as, the Parks and Rec Commissioners. Chairman Vernosky concurs. Mr. Allen will work this out after the authorization for funding is received. No specific timeline as of this time.

***Motion: to purchase dedication plaque for the Cottonwood Community Clubhouse in the amount of \$1800, with the caveat to include the Historic Preservation Commission on the dedication plaque.***

***Made by: Vice Chairman Elinski***  
***Second: Commissioner Turney***  
***Vote: Unanimous***

2. Historic Overlay Zone Boundary, Ordinance, and Design Guidelines

Scott Ellis explained that in 2013 the boundary was not specifically approved to encompass the overlay zoning district. Mr. Ellis presented to the Commission, the map that encompasses the historic district that was presented to SHPO to approve at the Federal level. The Ordinance needs to be revised. An opt in procedure instead of opt out option will make the process easier, and provide more interest for businesses, and at a later date, for homeowners to join the Historic District and receive the incentives. City council has final approval, after it goes to the Planning and Zoning Commission. Commercial and residential will be done at one time. Opt in will help alleviate prop 207 issues. Properties must be landmarked before they can opt in to receive incentives. Vice Chairman Elinski says it does make sense to start with the commercial historic district boundary. There are historic "pockets", and if they can get the same benefits as others, he likes that they will be landmarked. Mickle asked what incentives beyond the benefits of landmarking. What is the incentive to opt in? Scott replied

that they can get reduced setbacks, landscaping requirements, hard zoning and code requirements. Commissioner Turney stated that they can possibly go to SHPO and be included in the Historic Register. This is a stepping stone and they can get a tax break. Commissioner Turney also asked how the homeowners will be contacted to give them the option to opt in? Mr. Ellis replied that they will be notified via letter. They will be able to come to meetings and have questions answered. Opt in gives them an option and does not give them the impression that they are being forced to do something they may not want to do.

***Motion: to recommend approval of the boundary map.***

***Made by: Vice Chairman Elinski***

***Second: Commissioner Mickle***

***Vote: Unanimous***

### 3. 2020 Home Tour Planning

Jim Padgett explained the generic chain of events that could occur to get a successful home tour in place. Mr. Padgett requested that members of the commission and a staff liaison join as a volunteer to put this together. At the next meeting, how to form a committee can be discussed. A group of people will be needed to get this moving for next year. This will be brought back to the Commission regularly. Scott Ellis would like the commission to bring a list to the next meeting of any residences, businesses, or properties that they think may be interested. A comprehensive list will then be made to get this moving. This list of people will then be contacted. Chairman Vernosky suggested that the Old Town Association be contacted. Vice Chairman Elinski concurs with Chairman Vernosky that the Old Town Association be contacted since they overlap with this home tour. Commissioner Garrison suggested a work session to get this home tour going. Chairman Vernosky concurs that a work session is a good idea. Mr. Ellis suggests that we come back to the next Commission meeting with additional properties and contacts, or organizations for compilation to move forward. Commissioner Mickle suggested a contact with the Chamber of Commerce. Commissioner Stephens suggested small groups with someone from each organization working together.

## 5. DISCUSSION ITEMS: None

## 6. INFORMATIONAL REPORTS AND UPDATES:

1. Update on SHPO boundary approval for the Commercial Historic District.

Jim Padgett gave an update on the SHPO concerns based on the comments they received. He stated that he will be in attendance at their next quarterly meeting.

2. Vice Chairman Elinski reported that the clubhouse is being rented and is attracting people who want to use the space.

**7. SUGGESTED TOPICS FOR FUTURE MEETINGS:**

Commissioner Garrison would like to make people in the community aware of the landmarking process. Scott Ellis informed the Commission that January's meeting will also have the election for Chairman and Vice Chairman.

**8. ADJOURNMENT**

*Motion: To adjourn*

*Made by: Commissioner Garrison*

*Second: Commissioner Mickle*

*Vote: Unanimous*

The meeting is adjourned at 6:55PM

DRAFT



*"Inspiring a Vibrant Community"*

## MEMO

**TO: Historic Preservation Commission**

**FROM: Jim Padgett**

**DATE: January 22, 2020**

**RE: Small Grant Funding Program**

The attached Notice of Formal Solicitation is the proposed timeline and process requirements for the Small Grant 50/50 match program. Should the Commission concur with the timing, the information provided and the application form, staff will proceed with the publishing requirements in order to begin the process to receive applications. As outlined in the document, the deadline to submit for this first year would be April 3, 2020. At that time, the Technical Review Committee (TRC) will consider all applications received and make a recommendation based on the criteria outlined in the formal solicitation to the Commission at the May meeting. The timing of the award would coincide with May as the National Historic Preservation month. The funding would then be released after July 1 for available reimbursement to the successful applicant.

As discussed previously, there would be one (1) grant awarded for this first year. The amount of the grant would be 25% of the existing funds in the Small Grant program. At the present time, \$12,339 is available so the first year award would be for \$3,000 as a match from the program with the balance of \$3,000 being the contribution from the grant recipient. Based on available funding, future years may be able to increase the quantity and amount of awards given. At the current time, the sole source of funding comes from the revenue received from the Annual Historic Home and Building Tour.



*"Inspiring a Vibrant Community"*

# City of Cottonwood, Arizona

## NOTICE OF FORMAL SOLICITATION

**SOLICITATION TYPE:**  
**COMMODITY/SERVICE SOUGHT:**  
**SOLICITATION NO.:**  
**PROPOSAL DUE DATE AND TIME:**  
**LOCATION:**

**REQUEST FOR PROPOSALS**  
**FY2021 HPC Small Grant Funding Program**  
**FY21-HPC-01**  
**April 3, 2020 at 10:00 a.m. local Arizona time**  
**City of Cottonwood**  
**Administrative Services Department**  
**Purchasing Division**  
**816 N. Main Street**  
**Cottonwood, AZ 86326**

The City of Cottonwood is accepting applications for the fiscal year 2021 Historic Preservation Small Grant Funding Program. The purpose of the HPC Small Grant Funding Program is to provide 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.

Documents are available on the City of Cottonwood website [www.cottonwoodaz.gov](http://www.cottonwoodaz.gov) (Doing Business→Bid Opportunities) or hard copies can be picked up at the City of Cottonwood, Administrative Services Department located at 816 N Main Street, Cottonwood, AZ 86326.

Applications will be received by the Purchasing Division, City of Cottonwood, 816 N. Main Street, Cottonwood, Arizona 86326, until the time and date cited above. Applications received by the correct time and date will be forwarded to an evaluation committee.

Applications must be in the actual possession of the Purchasing Division Office and stamped by a member of the Administrative Services staff on or prior to the exact time and date indicated above. **Late submittals or unsigned submittals will not be considered under any circumstances.**

**Applications must be submitted in a sealed envelope with the Solicitation Name and Number and the Applicant's name and address clearly indicated on the envelope.** All applications must be completed in ink or typewritten. Additional instructions for preparing your application are provided in the application documents.

**Publish Date: Verde Independent – TBD**

**PUBLISHERS AFFIDAVIT REQUIRED**

**CITY OF COTTONWOOD**  
**FY2021 HPC SMALL GRANT FUNDING PROGRAM**  
**GRANT APPLICATION PACKET**



*“Inspiring a Vibrant Community”*

**Revised**  
**January 15, 2020**

## **PURPOSE**

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.

## **ELIGIBILITY CRITERIA**

### **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.

## **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.

**Evaluation Committee:** An evaluation committee consisting of City staff 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 Award:** Once completed applications are received, reviewed, and ranked; the evaluation committee will forward recommendations to the Historic Preservation Commission who will make the final determination for grant awards and respective funding amounts allocated.

## **SELECTION 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 following aspects will be considered in the selection:

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

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

### **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 - Historic 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.

A selection committee will review the applications submitted. The committee will forward recommendations to the Historic Preservation Commission who will make the final determination for grant awards and respective funding amounts allocated.

## AWARD AND PROJECT IMPLEMENTATION

**Notice of Grant Award:** City staff shall issue a Notice of Grant Award to successful property owners. Work cannot begin until the applicant has received a copy of the Notice of Grant Award, and funding agreement. 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.

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 and grant funding agreement is fully executed.
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. If an award is terminated, the HPC reserves the right to award funds to the next highest ranked applicant.

## **SUBMITTING THE APPLICATION**

Completed original application (no fax or e-mail copies accepted) must be received on or before the time and date listed on the cover page of this document. The application shall be submitted in a **sealed** envelope clearly marked on the outside "**Application – FY21 HPC Small Grant Funding Program,**" and shall be directed to:

Attention: Jeff Cook, Contract/Purchasing Administrator  
816 North Main Street  
Cottonwood, Arizona 86326.

The application cover sheet must be completed, and the application proposal must follow the format described.

No late applications will be accepted.

The City of Cottonwood reserves the right to reject any or all applications as deemed in the best interest of the City of Cottonwood.

Questions regarding the application process shall be directed to:

Jeff Cook  
Contract/Purchasing Administrator  
816 North Main Street  
Cottonwood, Arizona 86326  
(928) 340-2714  
[jcook@cottonwoodaz.gov](mailto:jcook@cottonwoodaz.gov)

**CITY OF COTTONWOOD**

**HPC SMALL GRANT FUNDING APPLICATION COVER SHEET FISCAL YEAR 2021**

**NOTE: APPLICANTS MUST COMPLETE THIS COVER SHEET AND ATTACH THE GRANT PROPOSAL IN THE FORMAT DESCRIBED HEREIN.**

Legal Name and Address of Applicant(s):

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Has the property identified participated in the Historic Home/Building Tour within the previous three years?

Y / N

Contact person information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Proposal Format:

Narrative proposals shall be attached to this application sheet following the format described below.

- ④ **General & Historic Property Information.** Identify the property, briefly describe the standard information provided for properties listed as Historic Landmarks.
  
- ④ **Historic Significance.** 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?
  
- ④ **Scope of Work.** This section has the highest emphasis since the scope of work describes the proposed activity in detail. Include a narrative description of the project, 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.
  
- ④ **Construction Cost Estimates.** 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.



*"Inspiring a Vibrant Community"*

## MEMO

**TO: Historic Preservation Commission**

**FROM: Jim Padgett**

**DATE: January 22, 2020**

**RE: Annual Review of the By-Laws**

### Section IV.402 ANNUAL REVIEW

The Staff Representative shall schedule an annual review of these rules and procedures at the first regular meeting of each calendar year. This Commission review is the opportunity to consider any changes.

The By-Laws, as last amended on August 14 of 2013, are provided to all members of the Historic Preservation Commission as part of the New Member Orientation Packet. This annual review is the opportunity for all members of the Commission to review the RULES OF PROCEDURE and ask any questions or suggest any modifications to the document.

### RECOMMENDATION:

Consider approval for the Historic Preservation Commission By-Laws as written and approved on August 14, 2013. If the Commission desires to approve this item, the suggested motion is:

**I move to approve the By-Laws for the Historic Preservation Commission as written and approved on August 14, 2013.**

BY-LAWS  
By The  
HISTORIC PRESERVATION COMMISSION  
CITY OF COTTONWOOD

PREAMBLE

These rules of procedure have been adopted by the Cottonwood Historic Preservation Commission to insure continuity of action, uniformity in the consideration of applications and indoctrination of new members of the Commission so that the citizens of Cottonwood will be better served in matters coming before the Commission.

RULES OF PROCEDURE

I. ORGANIZATION

101. ELECTION OF CHAIR AND VICE CHAIR

The Commission, organized as provided under Ordinance No. 566, shall as the first order of business at the first scheduled meeting each January or thereafter, elect a Chair and a Vice Chair from among its appointed members. Their terms shall be for the remainder of the calendar year, and they shall be eligible for re-election.

102. CHAIR

The Chair shall preside at all meetings and hearings of the Commission, decide all points of order or procedure and perform any duties required by law, ordinance or these rules. The Chair shall vote, and may participate in discussion of motions. The Chair may confer with the Staff Coordinator or Secretary regarding scheduling of special reports, special meetings and discussion of other matters which may be under consideration or for future consideration by the Commission.

103. VICE CHAIR

The Vice Chair shall serve in the absence of the Chair or in the event the Chair resigns until such time as a new Chair is elected.

104. VACANCY

Vacancies in the Office of Chair or Vice Chair for any cause shall be filled for the unexpired term by a new election at any regular or properly scheduled meeting of the Commission.

105. SECRETARY

The Community Development Director or designee shall act as Secretary for the Commission.

106. STAFF REPRESENTATIVE

It shall be the duty of the Staff Representative to conduct all official correspondence of the Commission; send out all approved Commission notices; publicly disseminate all agendas; coordinate the taking and distributing of minutes; perform all the customary duties of the position; and perform other such administrative duties as necessary and reasonable to assist the Commission.

107. LEGAL COUNSEL

The City Attorney of the City of Cottonwood or designated representative shall act as Legal Counsel for the Commission. Advice of Counsel shall be received and entered in the Minutes before disposition of any question of Law or Matter pertaining to Legal interpretation or advice. Request for advice and/or interpretation shall be by Commission action. The Staff Representative may ask for legal advice on behalf of the City.

II. MEETINGS

201. OPERATING PROCEDURES.

Meetings shall be guided by the principles of Robert's Rules of Order with the Chair providing the ruling on procedural matters. Minutes will be kept of all meetings by city staff, as per State statute.

202. INTERPRETATION AND CONFLICT.

In the event that any by-law of the Historic Preservation Commission shall be at variance with any State statute or any ordinance or resolution of the City of Cottonwood, the statute, ordinance, or resolution shall prevail. These bylaws are intended only to supplement such ordinance and resolutions and may not amend, annul, or abrogate any ordinance or resolution of the City of Cottonwood.

203. PUBLIC MEETINGS

All meetings and hearings of the Commission shall be open to the public. Any action calling for a formal vote shall take place only at a public meeting.

204. REGULAR MEETINGS

Regular Meetings of the Commission shall be held on the Second Wednesday of each month in the City Council Chamber unless public notice is made of another meeting place. The Commission may coordinate another regular meeting time with staff provided City facilities and necessary support are available and such time meets the needs of the majority of the public as a convenient and reasonable time.

205. SPECIAL MEETINGS

Special Meetings for good cause may be held by the Commission on call of its Chair with approval by a quorum of members, or may be scheduled by a majority of members at any previous meeting. The manner of the call shall be recorded in the Minutes of the Special Meeting, and at least 24 hour notice of the Meeting shall be given to each member and other parties of interest by the Secretary. Public posting of the Meeting shall also be required at least 24 hours in advance of the time of the Meeting as per State law.

206. EXECUTIVE SESSION

No Executive Session shall be held except under circumstances authorized by statute. If after consultation with the City Attorney an executive session is deemed necessary, it shall be placed on the agenda by the Staff Representative or the Chair.

207. QUORUM

A Quorum necessary for the transaction of business shall consist of four (4) members. Passage of all motions shall require a simple majority of the members present.

208. OPEN MEETING LAW

All meetings of the Commission and all appointed sub-committees shall be conducted in accordance with the provisions of the Arizona Open Meetings Laws.

209. CONFLICT OF INTEREST

All members of the Commission and any sub-committees formed shall comply with the State Conflict of Interest law, Title 38, Chapter 3, Article 8, Arizona Revised Statutes and all related provisions described in the City of Cottonwood Boards and Commission Member Handbook.

210. AGENDA ITEMS

The Chair and the Staff Representative will work together to develop the agenda based on the program requirements, including applications made to the Commission, items related to the Commission's annual strategic plan, and other requests as relates to the powers and duties of the Commission as authorized by the City Council.

211. ATTENDANCE

**Commission Members are expected to attend all regular meetings.** Regular meeting times are scheduled in advance so as to allow Commission members ample opportunity to schedule their time to be able to attend. Commission members are expected to attend all regular Commission hearings. Members should notify the Secretary or Staff Representative of anticipated absence from hearings for any reason so as to know whether a quorum will be present. Members absent for four consecutive regular meetings or a total of five regular or special meetings within a calendar year shall constitute the effective resignation of that member with reinstatement possible according to established procedures.

212. ORDER OF BUSINESS

Unless there are unusual or exceptional circumstances that warrant holding the meeting in some other manner, the Order of Business shall be as follows:

1. Call to Order by the Chair.
2. Roll Call by the Secretary.
3. Approval of Minutes of previous meeting/s.
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.
6. Special Presentations from other agencies, groups, individuals or non-city representatives, not including communications from City Council.
7. Consent Agenda.
8. Unfinished Business – items for discussion, consideration and possible legal action.
9. New Business – items for discussion, consideration and possible legal action.
10. Reports by Staff, including special studies conducted, review of status of past projects or proposed ordinance amendments or procedural changes.
11. Report on possible Future Agenda Items by title only with brief description.
12. Adjournment.

213. HEARING OF THE APPLICATIONS IN PUBLIC MEETING

1. The Chair will call the number of the application, the type of application, the name of the applicant, the location of the property under consideration and other information as necessary to properly describe the case.
2. Staff will present the case, describing the proposal, location, background, and other pertinent conditions, including any recommendations.
3. The applicant, property owner or legal representative may present any information or testimony he/she believes pertinent to the application and the Commission members may address questions to the applicant through the Chair.

4. The Chair may call for the public hearing to be open for public input. The Chair will call for statements from property owners or others opposed to the proposed changes first followed by those in support or neutral. Those appearing may either stand and be counted or make statements in opposition or support. Commission members may address questions through the Chair to such opposition as may appear.
5. Once the Chair is satisfied that all public input has been heard, the Chair shall call for the public hearing to be closed. The Commission shall then have the opportunity to discuss the case uninterrupted. During the period of discussion, a member may request the Chair to call an applicant for further questions or staff for further clarification.
6. Prior to the call for a vote, each member shall have the opportunity to state their position, including a general tendency or leaning on a matter, with the understanding that Commission members may change their vote after hearing the testimony of other members. Upon completion of discussion the Chair shall call for the vote by asking for all those in favor. Members abstaining by reason of conflict of interest shall be so noted. The disposition of any motion shall be recorded in the Minutes.
7. The Chair will announce the decision of the Commission, and will not recognize further discussion of the application from the floor other than to answer questions regarding Commission's decision and subsequent transmission of any recommendations to the Council.

#### 214. APPLICANT ATTENDANCE

The applicant, or an authorized representative, shall be present in person for any item being heard before the Commission unless the Staff Representative or the Chair has been notified by the applicant preferably in writing prior to the public hearing that the applicant intends to be absent and the Commission is authorized to review and act on such item. If the applicant or his/her authorized representative does not submit such written notice in advance and does not appear before the Commission in person, the application scheduled for hearing may be continued, although the Commission shall have the option to act on any item placed on their agenda with or without the applicant being present. If the applicant or his/her authorized representative fails to appear as scheduled two times, the Commission may decide to vote on the item without the applicant being present.

### III. COMMUNICATIONS

#### 301. REQUESTS FOR STAFF ASSISTANCE

Requests for specific action by the Staff will be made through the Chair and only by a vote of the Commission. However, the Chair and Staff may confer as needed or from time to time regarding preparation of matters to come before the Commission.

302. WRITTEN COMMUNICATIONS

All written communications to City Council shall be sent in the usual manner through the Staff Representative to the City Manager. Where the Commission is authorized by ordinance or other official recognition to provide direct communications to other official bodies, individuals, property owners or outside groups, such written communication shall be through the City staff under cover of the City of Cottonwood designation and shall be sent out with the signature of the Chair.

303. PUBLIC REPRESENTATIONS, PRESENTATIONS AND COMMUNICATIONS

The Chair is the designated spokesperson for the Commission. If the Chair is not available for an oral presentation or report to City Council or other official body, the Vice-Chair will be the spokesperson for the Commission to make the presentation. Any requests in writing made directly to individual Commission members for information on official actions of the Commission should be forwarded to the Chair and Staff.

IV. AMENDMENT PROCEDURE

401. AMENDMENT PROCEDURE

Amendments to these rules may be considered by the Commission at a regular meeting where the topic has been properly noticed in advance on the agenda. With an affirmative vote of at least four (4) members, the proposed amendments to the By-Laws shall be forwarded to the City Attorney, City Clerk and Community Development Director for review so as to ensure conformance with applicable state and local laws. If acceptable by the reviewing staff members, the proposed By-Laws and any attached recommendations shall be placed on the Commission's agenda for approval. If the Commission does not approve the recommendations, they shall have the option of requesting an appeal by the City Council, who shall make the final determination regarding any amendments to the By-Laws. If adopted, the amendments shall become effective at the next regular meeting of the Commission.

402. ANNUAL REVIEW

The Staff Representative shall schedule an annual review of these rules and procedures at the first regular meeting of each calendar year.

403. FILING AND DISTRIBUTION

Copies of these rules and any amendments thereto shall be distributed to the members of the Commission, to the City Clerk and to the Mayor and members of the City Council. The Secretary shall maintain a file of the original copies of these rules and any subsequent amendments.

V. REVIEW AND ADOPTION

501. LEGAL REVIEW

Prior to enactment of these By-Laws and any amendments subsequently proposed by the Commission, the City Attorney shall conduct a review to ensure the documents are in conformance with applicable state and local laws.

502. COMMISSION REVIEW

These rules shall approved by the Historic Preservation Commission and reviewed annually to consider any changes.

503. ADOPTION

These rules were adopted by the Historic Preservation Commission at its Regular Meeting held on the 14<sup>th</sup> of August, 2013. **Amendments to the By-Laws may be made from time to time as shown below.**

VI. AMENDMENT

**These rules were amended by the Historic Preservation Commission at its Regular Meeting held on the \_\_ day of \_\_\_\_ .**

\_\_\_\_\_  
Timothy Elinski  
Chair

\_\_\_\_\_  
Berrin Nejad  
Secretary



*"Inspiring a Vibrant Community"*

## MEMO

**TO: Historic Preservation Commission**

**FROM: Jim Padgett**

**DATE: January 22, 2020**

**RE: 2020 Home Tour**

Planning for the 2020 Home Tour is underway. To get an early start to the planning and organization of this years Home Tour, staff is recommending that an organizational “brainstorming” session occur in the next 2 weeks with a small focus group to identify issues and processes. The suggested participants of the group would be 2 members of the HPC, 2 members from the community at large and 2 staff members. The goal of this early planning session would be to identify the main issues for a successful tour.

Topics for the group may include:

- What will the tour be called (Home Tour? Home and Building Tour? Etc?)
- Marketing and promotional ideas
- Division of responsibilities between Commission members, citizens and staff
- How to identify and encourage participation from home owners or building owners within the community to be included on the tour
- Participation from other local organizations such as the Old Town Association, The Wine Consortium and others.

**The results and discussion of this small group will be brought to the Commission at the February 26<sup>th</sup> meeting.**