



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

AGENDA

Wednesday, February 22, 2023
6:00 p.m.

I. CALL TO ORDER

A. Roll Call

B. Approval of Minutes: January 25, 2023 Regular Meeting

II. 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.)

III. 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 five minutes for each person.

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.



IV. SPECIAL PRESENTATIONS:

1. Presentation of Landmark Plaques

V. OLD BUSINESS: NONE

VI. NEW BUSINESS: NONE

VII. DISCUSSION ITEMS:

1. Landmarking Update

- Update by Committee members Former, Collins, Detjen
- Discussion and direction to staff regarding changes to the Landmarking application

2. Historic Property Tour Update

- Planner Hayden-Establish Committee

3. Historic Residential Property Inventory

- Planner Hayden-Project Update

VIII. SUGGESTED TOPICS FOR FUTURE MEETINGS:

IX. 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.

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.



**CITY OF COTTONWOOD
HISTORIC PRESERVATION COMMISSION
COUNCIL CHAMBERS
826 N. Main St.
Cottonwood, AZ 86326
MEETING MINUTES
Wednesday, January 25, 2023
6:00 p.m.**

I. CALL TO ORDER

Chairwoman Garrison called the meeting to order at 6:00 PM.

A. Roll Call

Commission Members Present

Commissioner Former
Commissioner Detjen
Commissioner Stephens
Vice Chairman Collins
Chairwoman Garrison

Commission Members Absent

Staff Members Present

Rudy Rodriguez, Deputy City Manager
Scott Ellis, Community Development Director
Kristina Hayden, Community Development Planner
Tricia Lewis, Tourism & Economic Development Director
Tami Mayes, Deputy Clerk

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 Community Club House 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.

Inspiring a Vibrant Community



B. Approval of Minutes: November 30, 2022 Special Meeting

Motion: To approve minutes of the November 30, 2022 Special Meeting.

Made by: Chairwomen Garrison

Second: Commissioner Stephens

Unanimously carried.

C. Election of Chair and Vice-Chair:

Chairwoman Garrison requested to table the election of chair and vice-chair until after the completion of the discussion items. This was seconded by Commissioner Stephens.

II. INFORMATIONAL REPORTS AND UPDATES:

Chairwoman Garrison stated that there are two open Historic Preservation Commission seats, and asked if volunteers outside of the City limits could apply. Director Ellis confirmed that only two Commissioners could reside outside of the City limits.

Director Ellis reiterated the open Commission seats, to which Chairwoman Garrison asked about advertising. Director Ellis confirmed that the two positions were being advertised.

III. CALL TO THE PUBLIC: NONE

Commissioner Former addressed staff regarding the landmarked residences owned by Steve Schley. Planner Hayden confirmed that she was working with Mr. Schley to apply for a Certificate of Appropriateness.

IV. OLD BUSINESS: NONE

V. NEW BUSINESS: NONE

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 Community Club House 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.

Inspiring a Vibrant Community



VI. DISCUSSION ITEMS:

1. Brick Program Update

Planner Hayden presented an update for the brick program. She provided details on the account balance, recent debits and credits, and the need for a new vendor for brick carving.

Chairwoman Garrison clarified that the brick program funds the upkeep and maintenance for the Clubhouse.

Director Ellis confirmed this clarification.

Planner Hayden stated no there were no repair or maintenance projects under \$10,000 for the Clubhouse.

Deputy City Manager Rudy Rodriguez further clarified that regular maintenance for the Clubhouse should be funded by the City and the Brick Program funds should be allocated to interior cosmetic refinishing.

Chairwoman Garrison asked for ideas for promoting the brick program to generate additional funds.

Commissioner Stephens proposed promoting at the Rec Center.

Chairwoman Garrison stated that an advertising campaign should take place and directed staff to initiate.

Chairwoman Garrison asked about the process for finding a new brick carver.

Planner Hayden stated that she would follow up on any leads that were given by the Commission.

Commissioner Stephens and Chairwoman Garrison mentioned several leads.

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 Community Club House 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.



2. Landmarking Update

Commission Detjen stated that she was working with the owner of JJ's Antiques to submit a Landmarking application. She further stated that this property owner had and others had interest in the Small Grant fund.

Vice-Chairman Collins stated that the Committee would start canvassing the neighborhoods for potential landmark applicants.

3. Historic Property Tour Committee

Planner Hayden shared a presentation on the event schedule and requirements for Committee members.

Chairwoman Garrison clarified that decisions on themes and design would be finalized by the Historic Preservation Commission.

Commissioner Former stated that the property tour was a lot of work and requested additional committee members.

Chairwoman Garrison stated that only three Commissioners were allowed on the Committee so as not to violate open meetings laws. She further stated that the Committee could request citizen volunteers to assist with the workload.

Vice-Chairman Collins stated that Landmark Committee was assisting by providing leads on potential properties for the tour.

Planner Hayden stated that a finalized sponsor packet would be a good handout for generating interest in the tour. She further stated that starting on the home tour project right away would disperse the workload for the Committee, and that she would like to have the Committee formed by Wednesday, February 22, 2023.

Chairwoman Garrison provided materials to Planner Hayden regarding advertisement for a previous property tour.

Commissioner Former asked if the date of the property tour would take place during the Walkin' on Main event.

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 Community Club House 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.



Planner Hayden stated that the decision would be up to the Commission. She further stated that she would verify the date for Walkin' On Main due to the occurring holiday on the date in question.

Chairwoman Garrison stated that Committee would suggest or make recommendations for the date of the property tour. She also recommended that the property tour being held during National Historic month in May. Chairwoman Garrison asked for a show of hands for volunteers for the property tour committee and reiterated that the Committee would be formed by the February 22, 2023 meeting.

4. **Volunteers for Historic Home Survey**

Planner Hayden shared a presentation regarding the project completion totals and volunteer roles for the Historic Residential Property Inventory funded by a grant from the State Historic Preservation Office (SHPO). She stated that she has one volunteer and is looking for a second volunteer to assist with the project.

Chairwoman Garrison asked for additional information on the consultant who would be conducting the property inventory. She followed up with a question about if the consultant had outlined the project scope.

Planner Hayden stated that she would provide additional information on the consultant and stated that the consultant had addressed his fees and the project scope in his proposal.

Chairwoman Garrison initiated a call for volunteers. She stated that she could volunteer for data entry and assist with property research. She requested clarification on the roles and requirements for volunteers.

Planner Hayden stated that she would follow-up with the survey consultant to establish roles and requirements.

Commissioner Former stated that he could volunteer to photograph properties.

Director Ellis stated that any volunteers were asked to make the initial meeting with the survey consultant, and that meetings thereafter would be infrequent.

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 Community Club House 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.



Vice-Chairman Collins stated that the Landmarking Committee would be able to provide photography services during their neighborhood walks.

Commissioner Detjen also stated that she could volunteer to take photographs.

Chairwoman Garrison stated that the volunteers would want to see the roles and requirements for volunteers outlined on paper. She stated that this would help Commissioners decide on what tasks they were able to help with.

Planner Hayden stated she would follow up with the survey consultant and that the initial meeting would be scheduled in the coming weeks.

Chairwoman Garrison expressed her enthusiasm about the project, stating, "I think SHPO sees that Cottonwood is a gem, with a lot of historical nature and I think it's great that they gave us the opportunity to utilize this grant again this year."

I.

C. Election of Chair and Vice-Chair

Motion: I move that Commissioner David Collins be the Chair.

Made by: Chairwomen Garrison

Second: Commissioner Stephens

Unanimously carried.

Motion: I make a motion to appoint Commissioner Detjen Vice Chair of HPC.

Made by: Commissioner Stephens

Second: Commissioner Former

Unanimously carried.

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 Community Club House 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.



VII. SUGGESTED TOPICS FOR FUTURE MEETINGS:

Continuous discussion and updates on the Landmarking Committee and the Historic Residential Property Inventory.

VIII. ADJOURNMENT: 6:44 PM

Motion: *To adjourn the meeting.*

Made by: *Chairwomen Garrison*

Second: *Vice-Chairman Collins*

Time: *6:44 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 Community Club House 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.

Inspiring a Vibrant Community



LANDMARKING DESIGNATION APPLICATION

CDD HPC Application #500

City of Cottonwood Historic Preservation Commission

Please provide the following information and any sources, where known:

1. Applicant / Owner Information:

Name of Applicant _____ Owner? Yes No

Mailing Address _____

Phone No. _____ E-Mail _____

Contact (if other than above) _____

Name of Owner _____

Mailing Address _____

Phone No. _____ E-Mail _____

2. Identification of Proposed Landmark:

Historic Name _____

Other Common Property Name _____

Assessor's Parcel Number/s _____ - _____ - _____ | _____ - _____ - _____

Property Address: _____

Historic Category for Landmark:

District Site Building Structure Object

3. Historic Information:

Historic Use(s) _____

Present Use(s) _____

Architect/builder _____

Property Condition: Excellent Good Fair Poor Condemned

Explain if necessary: _____

4. Description of Property: (Provide brief description of materials, colors, type, architecture and key features. Attach a separate sheet if necessary to provide more detailed information.)

Number of Parcels: _____ Size of Parcel/s: _____

Number of Building(s): _____ Stories: _____ Total Floor Area: _____

Foundation Material: _____

Exterior Wall Material(s): _____

Roof Type: _____ Roof Material: _____

Windows Types and Materials: _____

Entry/Doors: _____ Porches: _____

Storefront: _____

Other Key Features: _____

5. Related Aspects of Historic Significance:

Commerce Community Development Industry Exploration/Settlement
Governmental Military Religion Education Agriculture Tourism
Transportation Arts & Culture Pre-History Other _____

6. Description of Historical Significance: (Attach separate sheets if necessary)

- A. **Age.** (Estimate date of initial construction and any major reconstruction with sources of Information) _____
- B. **Event.** (Relationship to historic event) _____
- C. **Person.** (Prominent builder, architect, occupant or other) _____
- D. **Design/Construction.** (Example of architecture, building technique, street contribution) _____

- E. **Information Potential.** (Does recognition of resource have potential to provide other relevant information regarding the development of the community?) _____

7. Description of Historic Integrity: (Provide brief evaluation of the Integrity of the proposed Landmark based on features described in the Local Landmark Guidelines.)

- A. **Location.** _____

- B. **Design.** _____

- C. **Workmanship.** _____

- D. **Setting.** _____

- E. **Materials** _____

- F. **Feeling.** _____

- G. **Association.** _____

Surrounding Context: Residential Commercial Industrial Historic District or Area Other
(explain) _____

8. Additional Comments and Information: (Please attach separate sheets if necessary to provide additional information regarding the proposed Landmark)

Applicant Signature _____ date _____

Owner/Agent Signature _____ date _____

Approved by HPC _____ date _____



Vincent Murray, MA
Architectural/Public Historian
2825 N 26th Place
Phoenix, Arizona 85008
vince@azhistory.net
(480) 829-0267

City of Cottonwood Historic Property Survey

Scope of Work

This scope of work is for an inventory of the potentially historic residential properties within the “Old Town” portion of Cottonwood, Arizona.

The Two-Step Process

The first step in the process is to review the history of residential development within the “Old Town” study area to prepare one or more historic contexts. The second step is to conduct an inventory of the residential properties within the study area to determine National Register of Historic Places eligibility based on the historic context(s) developed in the first step.

Consultant Services

If contracted, Arizona Historical Research will conduct research according to State Historic Preservation Office historic property documentation requirements on the residential development of the study area up to the National Register’s fifty-year eligibility date. Based on this research, the contractor will develop the necessary historic context(s) to determine National Register eligibility for residential properties within the study area. In addition to the historic contexts, the determination of eligibility documentation registration requirements will include proper citation using footnotes in Chicago Style, and a bibliography of references cited. The contractor will use similar citation in the completion of the State Historic Property Inventory Forms of residential properties within the study area.

Cost Estimates

This cost estimate for the context report development is fifty (50) hours at \$80.00 per hour. The residential property inventory will require 180 hours at the same rate hour with an additional twenty (20) hours for travel and meetings, also at the same rate. The cost estimate of the project is:

Report development and property inventories (230 hours at \$80 per)	\$ 18,400
Travel and meetings (20 hours at \$80 per)	\$ 1,600
Total Project Estimate	\$ 20,000

Payment for services will be billed in six parts: 10 percent of the cost estimate subsequent to the preliminary (“kick off”) meeting with client identifying sources, duties, needs, and potential timeline for deliverables; 20 percent when a draft of the historic context report is completed; 40 percent when the inventory is completed; 20 percent when the draft context report and inventory is submitted to the client; and 10 percent when the final report and inventories are approved.