



**CITY OF COTTONWOOD
HISTORIC PRESERVATION COMMISSION
COTTONWOOD COMMUNITY CLUB HOUSE
805 N. Main St.
Cottonwood, Arizona 86326**

REGULAR MEETING
Wednesday, March 24, 2021
6:00 P.M.

The City of Cottonwood Historic Preservation Commission will hold a public hearing at 6:00 P.M. on Wednesday, March 24, 2021 in the Cottonwood Community Club House 805 North Main Street in Cottonwood. The agenda will include the following:

All interested persons are encouraged to send comments to the Community Development Director by 12:00 pm on Friday, March 19, 2021, or attend the meeting virtually through GoTo Meeting. Instructions for logging into the meeting and other materials relating to the above may be obtained at www.cottonwoodaz.gov/359/Historic-Preservation-Commission or by contacting the Cottonwood Community Development Department, 111 North Main Street in Cottonwood, (928) 634-5505. This agenda item may be heard at the next regularly scheduled Historic Preservation Commission meeting due to unexpected cancellation of this meeting or removal of the item from the agenda. Material relating to the above is available for review from 7:00 AM to 5:00 PM, Monday through Thursday, and Fridays from 7:00 AM to 12:00 PM, at the Community Development Department.

I. CALL TO ORDER

- A. Roll Call**
- B. Election of Chair**
- C. Election of Vice Chair**
- D. Welcome to New Member**
- E. Approval of Minutes: February 24, 2021 Regular Meeting**

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.

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 to five minutes for each person.

IV. SPECIAL PRESENTATIONS: NONE

V. OLD BUSINESS: NONE

VI. NEW BUSINESS:

VII. DISCUSSION ITEMS:

- 1. Design Guidelines Update**
- 2. Home Tour Update**
- 3. Special Meeting April 12, 2021 Club House 1:00pm – 3:00pm**
- 4. Special Meeting April 28, 2021 Club House 5:30 pm**

VIII. SUGGESTED TOPICS FOR FUTURE MEETINGS:

IX. ADJOURNMENT.

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Design Group, LLC

Architecture - Historic Preservation - Planning - Landscape Design

March 16, 2021

Jim Padgett
Community Development Planner
City of Cottonwood
111 N. Main St.
Cottonwood, AZ 86326

RE: Memorandum of Scope
Cottonwood Design Guidelines Project - P. O. # 1202

Dear Mr. Padgett:

This letter is to confirm the final agreed scope of work for the above project. Within the project budget we will complete the following.

1. **Existing data analysis** – Read, evaluate, compare, and identify conflicts and problem areas within Zoning Ordinance, HP Design Guidelines, available historical data and surveys relative to Old Town. Deliverable: Summary of identified issues/conflicts.
2. **One-day site visit** – Familiarize with project area and key buildings/sites, identify boundaries of “Old Town” area to be subject to Special Planning District; evaluate potential feasibility of a future historical designation, identify important character-defining features of Old Town to be reinforced and/or protected. Deliverables: (1) preliminary Old Town area boundary map; (2) Summary of Character Defining Elements and Features within Old Town, and (3) Letter of opinion / recommendations for future historical designations within Old Town.
3. **Zoning Ordinance Revisions** – Draft proposed amendments to Zoning Ordinance to define “Special Planning District” or “Special Character Area” or similar; develop new section to define design characteristics and appropriate zoning limitations (height, area, setbacks, etc.) recommended for new SPD/SCA. Deliverable: Draft ZO amendments.
4. **HP Chapter Revisions** – Draft proposed amendments to the HP Chapter of the Zoning Ordinance to resolve identified issues and implement current best practices in historic preservation planning. Deliverable: Draft HP Chapter amendments.
5. **Public Meetings and Iterative Revisions to proposed amendments** – attend (virtually) meetings with the following entities, each of which may be followed up with a revision to the proposed ZO amendments. Deliverable: Revised documents at each stage as appropriate.
 - a. **Staff Review x 2**
 - b. **Historic Preservation Commission x 2**
 - c. **Planning Commission**
 - d. **City Council**

An expense allowance of \$200 is included for travel expenses for the site visit (mileage, meals). No other expenses are included.

Thank you again for selecting Motley Design Group as your consultants for this important project. If your understanding of our scope differs from the above, please let me know. We look forward to seeing you on site soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Graham', with a long horizontal flourish extending to the right.

Robert Graham, AIA
Principal Architect