



**CITY OF COTTONWOOD
HISTORIC PRESERVATION COMMISSION
COUNCIL CHAMBERS**

826 N. Main St.
Cottonwood, AZ 86326

REGULAR MEETING

Wednesday, February 26, 2020
6:00 P.M.

1. CALL TO ORDER

A. Roll Call

B. Approval of Minutes: January 22, 2020 Regular Meeting

2. 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.)

A. Home Tour Plans

3. 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.

4. SPECIAL PRESENTATIONS:

A. Verde Valley Architectural Center Board Member Informational Discussion

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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5. **OLD BUSINESS:**
 - A. Consideration for Approval of Revised Historic Preservation Commission Bylaws
 - B. Consideration for Approval of Revised 50/50 Small Grant program

6. **NEW BUSINESS:**
 - A. Review of Clubhouse Plaque – Hezekiah Allen

7. **DISCUSSION ITEMS:**
 - A. Red Map Zones (Archeological) – Kathryn Turney

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

ADJOURNMENT.

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

1. **CALL TO ORDER**
2. **Roll Call**

Historic Preservation Commission Members Present:

Commissioner King
Commissioner Stephens
Commissioner Mickle
Commissioner Garrison
Commissioner Turney
Chairman Vernosky

Historic Preservation Commission Members Absent

Vice Chairman Elinski

Staff Members Present:

Jim Padgett, Planner
Scott Ellis, Community Development Director
Ron Corbin, City Manager
Richard Faust, Economic Development Director
Brenda Campbell, Administrative Assistant, Recorder

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3. **Approval of Minutes:** December 18, 2019 Special Meeting

Motion: *To approve the minutes for December 18, 2019 Special Meeting with name correction.*

Made by: *Commissioner Garrison*

Second: *Commissioner Turney*

Vote: *Unanimous*

4. **Election of Chair and Vice Chair**

Motion: *To elect Chairman Vernosky as Chair*

Made by: *Chairman Turney*

Second: *Commissioner Mickle*

Vote: *Unanimous*

Motion: *To elect Chairman Turney as Vice Chair*

Made by: *Chairman Vernosky*

Second: *Commissioner Mickle*

Vote: *Unanimous*

5. **CALL TO THE PUBLIC**

None.

6. **OLD BUSINESS:**

1. Historic Preservation Small Grant 50/50 match program

Jim Padgett explained the grant application process and technical review committee process. They would make recommendation to the Commission for consideration on the applications received. For the first year, \$3000 is requested to be used, which is approximately one third of the funding. Scott explained that Historic Preservation Commissioners are not included in this committee to keep it separate as to not have any bias. Several commissioners expressed their concern with not being included. Ron Corbin explained the possibility of imbalance and explained how the decisions are made. Equal authority needs to be maintained. Scott explained how the rankings are done. The Commission's expertise will still be valid as the Commission will be reviewing and making the decision. Ron Corbin explained that there will be a lot of input from the Commission.

Commissioner. Chairman Vernosky presented changes that will need to be looked at in several areas of the grant. Commissioner Garrison suggested that the valuation committee be listed as such so that it doesn't appear that there will be two different committees evaluating. This needs to be done on section 5 also. Commissioner Garrison suggested that a "good faith" disbursement in a small amount be given. The "gift clause" was explained by Ron Corbin. Commissioner Garrison explained that a receipt of work done was what she was asking. It was agreed that this could be done. Scott said this could be done and reworded, if the Commission desires. Page 7 states that all applications can be rejected as deemed necessary by the City of Cottonwood. Commissioner Garrison feels that is open to interpretation. Scott says all applications are subject to specific set criteria. If they don't meet the criteria, they can be rejected. Also, on page 8, Commissioner Garrison would like to add year(s), and list the years that the house has been on the home tour so the

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homeowner can get credit for being on the home tour and the committee has their information. Commissioner Turney suggested that an information sheet on the Home Tour be given out with the packet to the people who are applying, so they don't have to come back.

Motion: To table until next month with changes.

Made by: Chairman Vernosky
Second: Commissioner Turney
Vote: Unanimous

2. Consideration of approval of the Historic Preservation Commission small grant in the amount of \$3,000

Jim explained that the \$3,000 is approximately 25% of funds generated from home tour. Commissioner Turney discussed the \$2500 cap that was previously decided. Jim Padgett explained that this can be changed every year if more or less money is available on an annual basis. The current balance is \$12,340. Scott Ellis explained that the amount will be brought before the Commission each year to approve the amount to be given. Commissioner Mickle had questions about where this money was being held. There was some discussion on this. Ron Corbin explained that it is in an interest bearing account with Wells Fargo, to the best of his knowledge, but he will confirm this.

Motion: To make available a \$3,000 matching grant for the small grant program

Made by: Commissioner Garrison
Second: Commissioner King
Vote: Unanimous

7. NEW BUSINESS:

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

Commissioner Garrison brought up that there was an error on page 2 of the by-laws stating that meetings are held on the second Wednesday of each month, when they are actually held on the fourth Wednesday of each month. This needs to be amended. On page 3, item 2-11, attendance of members, what is the process for reinstatement? Scott Ellis explained the process for removal and reinstatement. Commissioner Garrison suggested that the by-laws should be changed from 4 consecutive to 3 with a total of 4 in one year. Commissioner Garrison questioned the order of business on the agenda. Jim Padgett will change the order to what is in the by-laws in future agendas.

Motion: To amend by-laws on item 2-4, regular meetings are held on the fourth Wednesday of each month, and 2-11 to state that members absent for 3 consecutive regular meetings or a total of 5 regular meetings.

Made by: Commissioner Garrison
Second: Chairman Vernosky
Vote: Unanimous

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8. **DISCUSSION ITEMS:**

1. Update on Design Guidelines, HPC Ordinances and the Overlay District Boundaries

Scott Ellis explains HPC Ordinances and the Overlay District Boundaries guidelines. This has to be specific to Cottonwood. Will work with SHPO to get information in order to move forward. He states that it will all be brought back to the Commission at one time to get it done.

2. Home Tour Planning

Jim Padgett states that staff is recommending a small group be put together to make recommendations to the Commission at the February meeting. He states that what they are looking for is commission members who want to join in the planning. He also says that a time line and is needed and a time line with priorities on how to have a successful home tour this year. The Committee will meet periodically. Residents and commissioners who have volunteered for the committee need to reach out. Volunteers from the Commission are needed. Commissioner Garrison brought up the need for a date for home tour and revisit. Commissioner Turney volunteered, Commissioner Stephens volunteered, and Commissioner King volunteered. Commissioner Turney stated that a list of duties needs to be made. Commissioner Garrison has good suggestions to think outside the box. For example, historical farms, grave yard, historical Cottonwood tour. It doesn't need to be a structure; it could be a landmark.

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

Historic "red zone" archeological map to be put on next month's agenda.

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.)

None.

ADJOURNMENT at 7:25P.M.

Motion: To adjourn

Made by: Commissioner Garrison

Second: Commissioner King

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MEMO

TO: Historic Preservation Commission

FROM: Jim Padgett

DATE: February 26, 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. The By-Laws were discussed at the January 22, 2020 meeting and revisions were suggested. Those revisions are highlighted in yellow on the revised form. Deletions are struck through and additions are in italic. Changes to the wording under Section 211 were recommended by the City Attorney to keep the wording consistent with other Commissions in the City.

The By-Laws 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 revised. 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 revised.

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 ~~Council~~ *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~~ *Fourth* 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. A member absent from three~~

consecutive regular meetings or a cumulative total of five regular or special meetings within a calendar year shall constitute the constructive resignation of that member, and said vacancy shall be filled by the city council, with the option that said member may apply in writing to the city council for consideration of reinstatement.

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 be 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 14th 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 **26th** day of **February, 2020**.

Tim Elinski *Chris Vernosky*
Chair

Berrin Nejad *Scott Ellis*
Secretary *Community Development Director*



MEMO

TO: Historic Preservation Commission

FROM: Jim Padgett

DATE: February 26, 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. Changes to this document as requested at the January Historic Preservation Commission meeting have been made and reflected in this draft. 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.

RECOMMENDATION:

Consider approval for the Historic Preservation Commission Small Grant Funding Program. If the Commission desires to approve this item, the suggested motion is:

I move to approve the Small Grant Funding Program for the Historic Preservation Commission.



"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 (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
February 20, 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 and at a minimum to include plans, materials to be used, and proposed colors.

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, 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.

The technical review 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 shall be disbursed on a reimbursement basis throughout the duration of the project. Documentation showing proof of project expenses must be provided to the City with a matching invoice before disbursements are made. The property owner is responsible for notifying the Community Development Department when project milestones are complete. City staff will conduct an inspection to verify the work is complete as per the approved application. The property owner must submit all invoices for the completed pre-approved work by the program deadline date.

After the 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



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):

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

Y / N. If yes, please list the years of participation _____

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.



MEMO

TO: Historic Preservation Commission

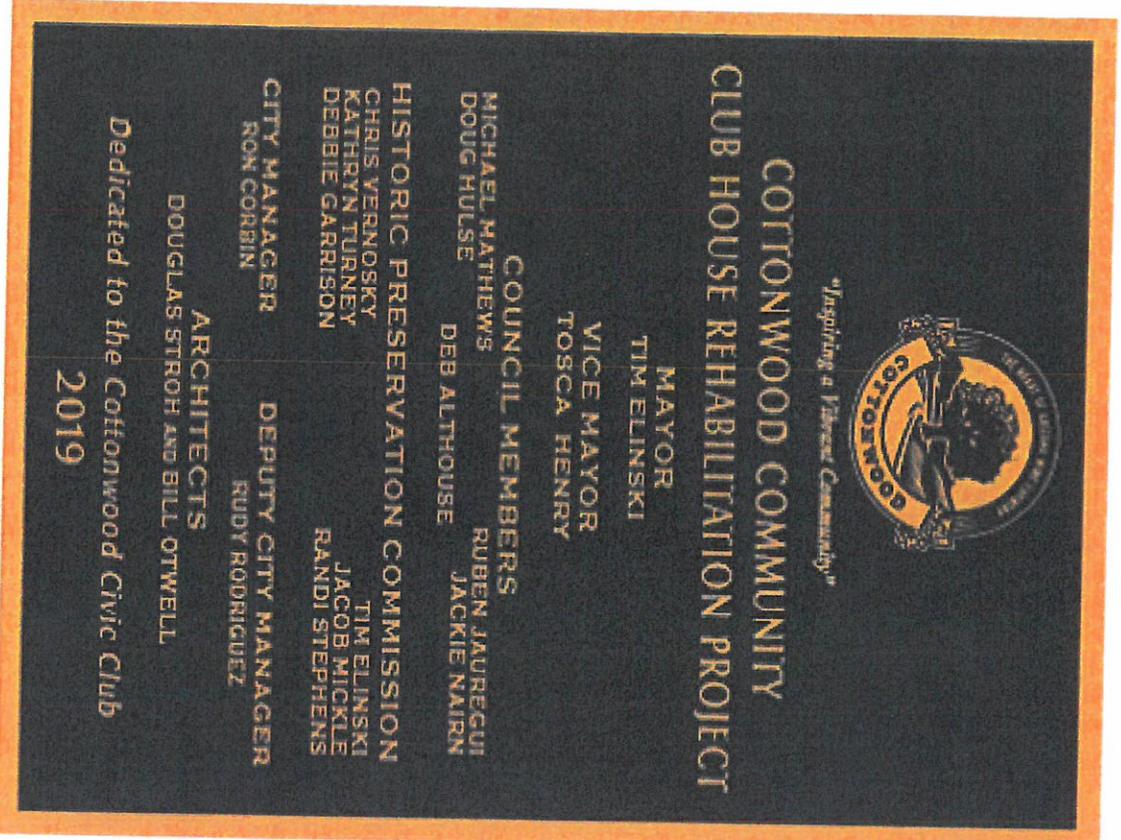
FROM: Jim Padgett

DATE: February 26, 2020

RE: Cottonwood Community Club House Dedication Plaque

Interim Parks and Recreation Director Hezekiah Allen presented the idea of a dedication plaque for the Cottonwood Community Club House Rehabilitation Project at the December 18, 2019 Historic Preservation Commission meeting. The Commission made a motion to approve funding for the dedication plaque through “brick program” funds. Mr. Allen is bringing a quote and final proof before the Commission. Total cost for Signs928 is \$998.50.

1-18" x 24" Bronze Cast Plaque



Please check your proof thoroughly. Check the artwork as well as the copy. Once the proof has been approved, 928 Sign Company considers content and artwork are ready for print. Any artwork, copy or layout errors discovered after print will be your responsibility for any type of reprint necessary.

Customer Approval

Date

928 SIGN COMPANY INSURANCE

Allyson@SIGN928.com P: 928-659-9411 F: 928-603-9412 154 S. Main St. Cottonwood, AZ 86030

www.928signco.com

928 SIGN COMPANY INSURANCE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 11/11/2011 BY 60326

PERMITS TO COPY OR REUSE THIS DRAWING CAN ONLY BE OBTAINED FROM A WRITTEN AGREEMENT WITH 928 SIGN CO.



"Inspiring a Vibrant Community"

COTTONWOOD COMMUNITY CLUB HOUSE REHABILITATION PROJECT

**MAYOR
TIM ELINSKI**

**VICE MAYOR
TOSCA HENRY**

COUNCIL MEMBERS

**MICHAEL MATHEWS
DOUG HULSE**

DEB ALTHOUSE

**RUBEN JAUREGUI
JACKIE NAIRN**

HISTORIC PRESERVATION COMMISSION

**CHRIS VERNOSKY
KATHRYN TURNEY
DEBBIE GARRISON**

**TIM ELINSKI
JACOB MICKLE
RANDI STEPHENS**

**CITY MANAGER
RON CORBIN**

**DEPUTY CITY MANAGER
RUDY RODRIGUEZ**

ARCHITECTS

DOUGLAS STROH AND BILL OTWELL

Dedicated to the Cottonwood Civic Club

2019

Cottonwood
Planning and Zoning
Kathryn Turney

New feature Present

- Red Zone
- Red Zone 2
- Red Zone 3

Pecks Lake
Tuzigoot National Monument
Dead Horse Ranch State Park
Cottonwood
Cottonwood Airport

Watch tutorial

Google 100% Camera: 11,275 m 34°45'22"N 112°00'58"W 1,021 m

3:25 PM 11/20/2020

Cottonwood Planning Office: Historic Preservation

Sections:

- 10-30.30.010 Purpose
- 10-30.30.020 Applicability
- 10-30.30.030 General Provisions
- 10-30.30.040 Designation of Landmark Properties or Historic Overlay Zones
- 10-30.30.050 Cultural Resources
- 10-30.30.060 Development of a Landmark Property and Property within a Historic Overlay Zone
- 10-30.30.070 Violations and Enforcement
- 10-30.30.080 Appeals

(Entire Division amended _____)

10-30.30.010 Purpose

The purpose of this Division is to protect and enhance the cultural, historical, and archaeological heritage of the City of Cottonwood by recognizing, preserving, enhancing, and perpetuating the use of those objects, structures, sites, and landscape features that represent distinctive elements of the City's cultural, political, architectural, and archaeological history. The Council finds and intends that preservation of the City's heritage is in the interest of the health, economic prosperity, education, cultural enrichment, and general welfare of the public.

This Division implements the City's General Plan and is implemented pursuant to the provisions of the *National Historic Preservation Act of 1966*, as amended, the Certified Local Government program (16 U.S.C. 470a 101(c)(1)), and A.R.S. § 9-462.01, providing the standards and procedures for heritage preservation. Information on the benefits to a property owner and the various incentive programs that are available to assist a property owner to preserve and protect cultural resources on their properties is available from the Historic Preservation Commission.

10-30.30.020 Applicability

- A. In addition to all other development standards provided in this Zoning Code, compliance with the requirements of this Division, and review and approval pursuant to this Division is required for the following:
1. Designation of Landmark Properties or Historic Overlay Zones (Section 10-30.30.040);
 2. Cultural Resource Studies (Section 10-30.30.050.A); and

3. Development of a Landmark Property and Property within a Historic Overlay Zone (Section 10-30.30.060).

B. Exceptions

Compliance with the requirements of this Division is not required for the following:

1. Work that the Building Official certifies as correcting an imminent hazard, for which no temporary corrective measures will suffice in protecting the public safety;
2. Ordinary maintenance or repair of a property or structure, including public infrastructure, that does not involve a change in any element of design and that does not have an impact that is greater than that of the original construction; and,
3. Changes to the interior of structures that do not alter the exterior, the site, or the setting of the cultural resource.

10-30.30.030 General Provisions

A. Conflicting Provisions

When the provisions of this Division conflict with any other laws, codes, or regulations, then the provisions of this Division shall govern, except for matters of life safety where the more restrictive of such laws, codes, or regulations shall apply.

B. Application Requirements

In addition to any specific provisions, for all reviews, considerations, or approvals sought by this Division, an applicant shall submit a completed application on a form prescribed by the City in compliance with Section 10-20.30.020 (Application Process). The application shall include the information and materials specified in the submittal checklist, together with the required fee established in Appendix 2, Planning Fee Schedule.

C. Consent Approval

1. Applicability

The Historic Preservation Commission may review and approve or conditionally approve the following:

- a. Cultural Resource Studies that are Letter Reports; and
- b. Certificates of No Effect for minor work that has a limited impact in relation to the total cultural resource, including:
 - (1) Conforming signs excluding comprehensive sign programs;

- (2) A remodel, addition, deck or porch that does not expand the floor area or any outdoor activity area by more than 10 percent or 200 square feet;
 - (3) An accessory structure that is not more than the lesser of 10 percent of the main building's footprint or 400 square feet;
 - (4) Minor alterations such as storefront windows or doors, other fenestration, awnings, shutters, gutters, porch rails, accessible features and facilities, paint colors, lighting, roofing, fencing, retaining walls, walkways, driveways, or landscaping;
 - (5) Demolition or removal of inappropriate features that are non-original, including additions, accessory structures, and structures that are not cultural resources; and
 - (6) Modifications to support systems (mechanical, electrical, satellite dishes, and so forth) that are properly sited and screened.
- c. Any matter that the Cottonwood Planning Office is referred to the Historic Preservation Commission for approval.

2. Process

Consent approval by the Historic Preservation Commission is an administrative review and approval that occurs outside of a public meeting.

a. Referral to Historic Preservation Commission

The Cottonwood Planning Office may refer any matter to the Historic Preservation Commission for any reason, and shall refer any matter to the Historic Preservation Commission when a denial appears appropriate.

b. Historic Preservation Commission Oversight

The Historic Preservation Commission shall regularly review consent matters with the Cottonwood Planning Office.

D. Concurrent Development Application Review

At the applicant's option, development proposals that require an approval pursuant to this Division may proceed concurrently with other development reviews and processes. However, no permit shall be granted, and no work shall commence, until an approval pursuant to this Division has been granted and mitigation measures have been incorporated into the final design and documentation of the development.

E. Expiration of Approvals

1. Any approval pursuant to this Division shall automatically expire if the plans are altered or construction proceeds in a manner such that the documentation submitted as the basis of the approval no longer

accurately represents the work. See also Section 10-30.30.070 (Violations and Enforcement).

2. Any approval pursuant to this Division automatically expires one year after the date of approval, unless the work associated with the approval is underway and due diligence toward completion of the work can be demonstrated.

F. Unknown or Undiscovered Conditions

During the course of any work all work that could impact a cultural resource shall be stopped immediately and the Historic Preservation Commission shall be notified if;

1. A potential cultural resource is discovered which was previously unknown; or
2. Any conditions are discovered that prohibit conformance with any approval or conditional approval issued pursuant to this Division; or
3. Any conditions are discovered that warrant any deviation from plans that served as the basis of any approval or conditional approval issued pursuant to this Division.

The work shall remain stopped until the applicant has obtained new, additional, or revised approvals pursuant to this Division.

G. Cottonwood Register of Historic Places

The Cottonwood Register of Historic Places identifies properties or zones designated by the Council as Landmark Properties or Historic Overlay Zones, which are depicted as such on the official Zoning Map of the City.

Supplemental to the Cottonwood Register of Historic Places, the Historic Preservation Commission shall maintain lists, maps and other data of areas likely to contain cultural, historic, or archaeological resources and properties believed to be eligible for designation as Landmark Properties or Historic Overlay Zones but not yet designated as such (Refer to Map 10-90.30.010 (Cultural Resource Sensitivity Map)).

Information concerning the nature and/or location of any archaeological resource shall not be made available to the public, pursuant to Federal and State laws.

10-30.30.040 Designation of Landmark Properties or Historic Overlay Zones

A. Purpose

Designation of a property as a Landmark Property or Historic Overlay Zone formally recognizes its significance, and the need to preserve its historic features.

B. Applicability

1. **Landmark Property:** An individual property, object, structure, site, sign, or landscape feature may be designated as a Landmark Property within the Landmark Overlay Zone if it is significant in accordance with the provisions of this Division.
2. **Historic Overlay Zone:** A group of properties may be designated as a Historic Overlay Zone if a majority of the properties are significant in accordance with the provisions of this Section or if they provide the necessary setting for a Landmark Property.

C. Process for Designation of a Landmark Property

The designation of a Landmark Property shall follow the procedural steps represented in Figure A (Processes for Designation of a Landmark Property and Historic Overlay Zone) and described below:

1. An application for designation of a Landmark Property, or an amendment to a Landmark Property, shall be submitted to the Historic Preservation Commission through the Cottonwood Planning Office, and shall be reviewed and a recommendation prepared in compliance with the Review Schedule on file with the Planning Section. The designation of a Landmark Property requires submittal of the application requirements for a Small Scale Zoning Map amendment as specified in Division 10-20.50 (Amendments to the Zoning Code Text or the Official Zoning Map) and as modified by the submittal requirements established for an application for designation of a Landmark Property.
2. The Historic Preservation Commission, or an owner of affected real property may initiate designation. Property owner consent is required for designation of a Landmark Property.
3. The Historic Preservation Commission recommendation shall be transmitted to the Cottonwood Planning Office in the form of a report prior to a scheduled public meeting. The report shall include the following:
 - a. An evaluation of the consistency and conformance of the proposed amendment with the goals of the General Plan and any applicable specific plans; and
 - b. A recommendation on whether the proposed Landmark Property designation should be granted, granted with conditions to mitigate any anticipated impacts, or denied.
4. A copy of the report shall be made available to the public and any applicant prior to the Historic Preservation Commission's public meeting.

5. Prior to the Planning Commission public hearing as required in Section 10-20.50.040.H (Planning Commission Public Hearing), the Historic Preservation Commission shall conduct a public meeting which shall serve in lieu of the required neighborhood meeting pursuant to Section 10.20.30.060 (Neighborhood Meeting). Notice of the Historic Preservation Commission's public meeting shall be in compliance with Section 10-20.30.060 (Neighborhood Meeting).
6. The Historic Preservation Commission shall render its decision in the form of a written recommendation to the Planning Commission and Council. The Historic Preservation Commission may recommend approval, approval with conditions, or denial of the Landmark Property request.
7. Public hearings of the Planning Commission and Council shall be noticed and conducted in accordance with Section 10.20.30.080 (Notice of Public Hearings). The Planning Commission and Council shall act on the Historic Preservation Commission's recommendation in accordance with the procedures established in Section 10-20.50.040 (Procedures).

D. Process for Designation of a Historic Overlay Zone

The designation of property or properties as a Historic Overlay Zone is represented in Figure A (Processes for Designation of a Landmark Property and Historic Overlay Zone) and shall follow the procedural steps described below:

- a. An application for designation of property or properties as a Historic Overlay Zone, or an amendment to a Historic Overlay Zone, shall be submitted to the Historic Preservation Commission, and shall be reviewed and a recommendation prepared in compliance with the Review Schedule on file with the Planning Section. The designation of a Historic Overlay Zone requires submittal of the application requirements for a Small Scale Zoning Map amendment as specified in Division 10-20.50 (Amendments to the Zoning Code Text or the Official Zoning Map) and as modified by the submittal requirements established for an application for designation of a Historic Overlay Zone.
- b. The Council, Heritage Preservation Commission, or an owner of affected real property may initiate designation. If the proposal includes property other than that owned by the applicant, then, a petition in favor of the request, and on a form prescribed by the City, must be signed by affected property owners representing at least 51 percent of the included parcels.

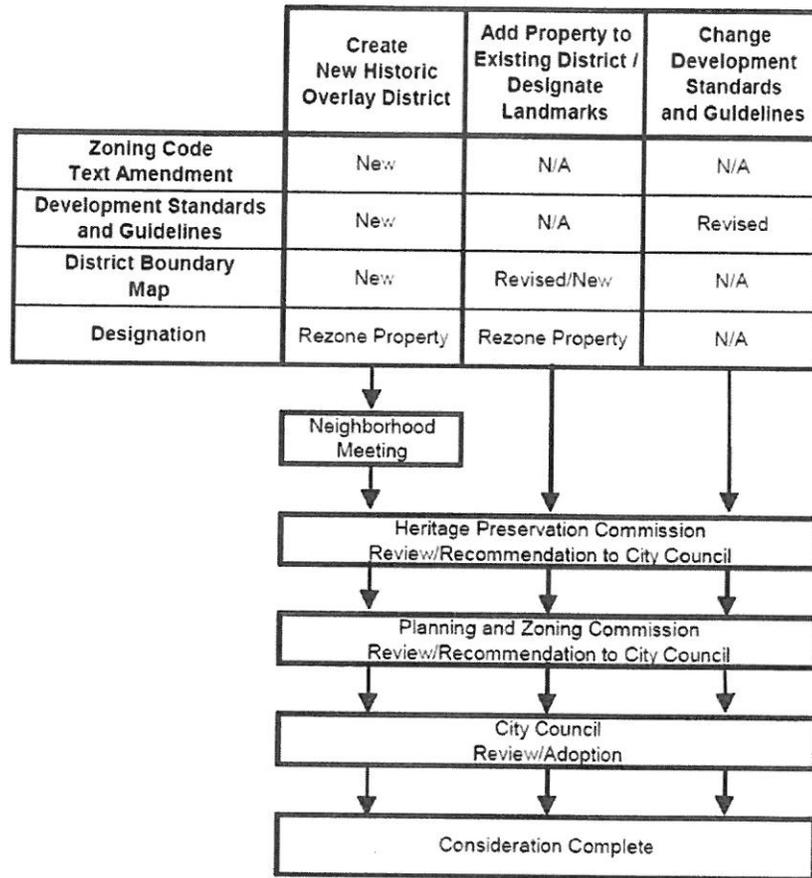


Figure A. Processes for the Designation of a Landmark Property and Historic Overlay Zone

- c. The Historic Preservation Commission recommendation shall be transmitted to the City Planning Office in the form of a report prior to a scheduled public meeting. The staff report shall include the following:
 - a. An evaluation of the consistency and conformance of the proposed amendment with the goals of the General Plan and any applicable specific plans; and
 - b. A recommendation on whether the text amendment or Zoning Map amendment should be granted, granted with conditions to mitigate anticipated impacts caused by the proposed development, or denied.
- 4. A copy of the report shall be made available to the public and any applicant prior to the Historic Preservation Commission’s public meeting.

5. Prior to the Historic Preservation Commission public meeting, the applicant shall conduct a neighborhood meeting pursuant to Section 10.20.30.060 (Neighborhood Meeting). The Historic Preservation Commission's public meeting shall be noticed in compliance with Section 10-20.30.080 (Notice of Public Hearings).
6. The Historic Preservation Commission shall render its decision in the form of a written recommendation to the Planning Commission and Council. The Historic Preservation Commission may recommend approval, approval with conditions, or denial of the Landmark Property request.
7. Public hearings of the Planning Commission and Council shall be noticed and conducted in accordance with Section 10.20.30.080 (Notice of Public Hearings). The Planning Commission and Council shall act on the Historic Preservation Commission's recommendation in accordance with the procedures established in Section 10-20.50.040 (Procedures).
8. In addition to the above procedures, new Historic Overlay Zones also require a text amendment to the Zoning Code to create the new zone following the procedures outlined in Section 10-20.50.040.B.2.
9. Modification(s) to the boundaries of designated Historic Overlay Zones by including or excluding properties shall be adopted in accordance with this process.
10. New Historic Overlay Zones require the adoption of development standards and design guidelines that are specific to the district.
 - a. Adoption of development standards and design guidelines associated with a new Historic Overlay Zone shall be a fully integrated part of the process for designation of the zone and adopted by an ordinance of the Council.
 - b. Modification(s) to adopted development standards and guidelines shall be adopted in accordance with the process for designation of a new zone, except that the application requirements exclude the need for all other documentation.
11. **Interim Protection for Nominations**

Commencing with the Historic Preservation Commission making a recommendation for approval of a Historic Overlay Zone, Building or Demolition Permits for any property within the proposed Historic Overlay Zone shall not be issued until any one of the following occurs:

 - a. The Historic Preservation Commission has reviewed the proposed work and determined that the proposed work is not subject to the provisions of this Division, or will clearly not have a major impact on a significant resource.

- b. The Council has approved or denied the proposed Historic Overlay Zone. In the case of zone approval, all work in the new Historic Overlay Zone shall be subject to the provisions of this Division.
- c. Six months have transpired since the Historic Preservation Commission's recommendation for approval of the Historic Overlay Zone with no approval or denial.

E. Individual Signs of Historic or Cultural Significance

1. Signs which may be unusual, significant, or meaningful to the City streetscape and the City's history may be worthy of special recognition and may be designated as a Landmark Property in accordance with the provisions of this Division if they meet the following criteria:
 - a. The sign has been in continuous existence at its present location for not less than 50 years;
 - b. The sign is of exemplary technology, craftsmanship or design for the period in which it was constructed; uses historic sign materials or means of illumination; and/or is unique in that it demonstrates extraordinary aesthetic quality, creativity, or innovation;
 - c. The sign is structurally safe or is capable of being made so without substantially altering its historical character or significance;
 - d. If the sign has been altered, it must be restorable to its historic function and appearance; and
 - e. The sign complies with movement, bracing, and illumination requirements contained in Section 10-50.100.050.D (Structure and Installation).

2. Effect of Designation

When a sign is found to be significant, designated as a Landmark Property (Section 10-30.30.040.C), and restored to its historic function and appearance, the sign shall not be subject to the provisions of Division 10-50.100 (Sign Regulations).

10-30.30.050 Cultural Resources

Cultural Resources are an important consideration in an application for development. Professionally prepared Cultural Resource Studies are therefore a requirement of an application for development. The type and format of studies required are determined based on the particular circumstances of the property on which development is proposed. Cultural Resource Studies assess the significance and integrity of potential resources, major impacts that would result from the proposed work and mitigation measures that could eliminate or offset

any major impacts. This Section provides detailed requirements for Cultural Resource Studies and explains how such assessments are performed.

A. Cultural Resource Studies

1. Purpose

To identify significant cultural resources and potential impacts of proposed development so that mitigation measures can be established for major impacts prior to development of the property.

2. Applicability

- a. Cultural Resource Studies are required for all public and private developments involving:
 - (1) Properties listed on the Cottonwood Register of Landmarked Places; or
 - (2) Properties listed on the Arizona Register of Historic Places; or
 - (3) Properties listed on the National Register of Historic Places; or
 - (4) Undeveloped land; or
 - (5) Structures over 50 years old at the time of application.
- b. When warranted by the specific conditions of the site or proposed work, the Historic Preservation Commission may determine that a Cultural Resource Study is not required based on the following conditions:
 - (1) The land, while undeveloped, is relatively small, surrounded by development, and unlikely to contain resources; or
 - (2) The structure is not significant or lacks integrity; or
 - (3) The proposed work is excepted from this Division pursuant to Section 10-30.30.020.C.1; or
 - (4) The proposed work does not have major impacts, diminish the significance or integrity of the resource, is reversible, or is temporary; or
 - (5) The structure is post World War II (1945) production housing; or
 - (6) Other circumstances under which it is reasonable to conclude that a Cultural Resource Study is not warranted.
- c. The requirement to prepare a Cultural Resource Study does not in and of itself mean that the resources are significant (See Subsection B

below).

3. Specific Application Requirements

a. Types of Studies

Upon consultation with the Historic Preservation Commission and based on the resources that are known or likely to be present, the applicant shall provide an Archeological Resource Study and/or a Historic Resource Study.

b. Preparation

Cultural Resource Studies shall be prepared by professionals qualified in accordance with the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (36 CFR 61 Appendix A)* as currently amended and annotated by the National Park Service.

c. Report Format

The Historic Preservation Officer will work with the professional conducting the study to determine which one of the following report formats is appropriate:

(1) Letter Reports

A Letter Report is appropriate when;

- (a) Site conditions, historic records, or previous research or studies indicate that cultural resources are not likely to be present; or
- (b) The integrity of a cultural resource is already severely compromised; or
- (c) The proposed work will not compromise the significance or integrity of the cultural resource; and
- (d) When no mitigation measures are warranted.

The report need only demonstrate that one of these conditions exists.

(2) Phase 1 Cultural Resource Studies

When a Letter Report is not appropriate, a Phase 1 Cultural Resource Study shall be prepared. A Phase 1 Cultural Resource Study shall;

- (a) Identify the presence of cultural resources;
- (b) Evaluate the potential for additional cultural resources being discovered;
- (c) Assess the significance of identified and potential cultural resources;

- (d) Assess the integrity of identified resources;
- (e) Assess identified and potential impacts proposed;
- (f) Provide measures to mitigate major impacts on cultural resources; and
- (g) Advise whether Phase 2 or Phase 3 Cultural Resource Studies will be required.

(3) Phase 2 Cultural Resource Studies

A Phase 2 Cultural Resource Study is required when major impacts are proposed for a significant resource that has integrity and when no other mitigation measures are proposed that would maintain the significance and integrity of the resource. A Phase 2 Cultural Resource Study includes all of the contents of a Phase 1 Cultural Resource Study plus complete text descriptions, as-built plans, and archival grade photography that fully document all physical aspects of the resource(s), including its setting. For Archeological Resource Studies, the required field research shall also include sampling subsurface exploration to the satisfaction of the State Historic Preservation Office and coordinated with an appropriate repository.

(4) Phase 3 Cultural Resource Studies

A Phase 3 Cultural Resource Study is only used for archeological resources and requires complete data recovery, which must be systematically excavated, inventoried, recorded, and mapped. The planned recovery must be designed to the satisfaction of the State Historic Preservation Office and coordinated with an appropriate repository.

(5) National Historic Preservation Act Section 106 Documentation

Documentation prepared pursuant to Section 106 of the National Historic Preservation Act of 1966 and approved by the Arizona State Historic Preservation Officer may serve as one of the above report formats. This alternate format is appropriate when the level of review and content of the Section 106 documentation meets the requirements of this Division.

d. Content

A Cultural Resource Study shall be submitted as a bound document and in an electronic format in a form as determined by the Historic Preservation Commission, and shall contain text, plans, photographs, and other appropriate documentation.

4. Process**a. Historic Preservation Commission Review**

The Historic Preservation Commission shall review and accept Cultural Resource Studies, and may approve or conditionally approve proposed mitigation measures. Alternatively, the Historic Preservation Commission may require additional research, documentation, or mitigation measures prior to acceptance. Letter Reports may be accepted by a consent approval process described in Section 10-30.30.030.C.

b. When a Cultural Resource Study has been accepted, it shall be offered for curation to the appropriate repository as directed by the Historic Preservation Commission or the State Historic Preservation Office, and in accordance with the standards set forth in 36 CFR 79.9 and 79.10.

c. The processes for consideration of cultural resources are provided in Figure B (Processes for Consideration of Cultural Resources).

*Note- Have not finished Figure yet

Figure B. Processes for Consideration of Cultural Resources

5. Required Recommendations by the Report Preparer

- a. A Phase 1 Cultural Resource Study shall include a recommendation for the preparation of a Phase 2 Cultural Resource Study when:
 - (1) The assessment of whether a cultural resource's presence or significance is indeterminate; or
 - (2) Major impacts are proposed for a significant resource that has integrity and when no other mitigation measures are proposed that maintain the significance and integrity of the resource.
- b. A Phase 2 Cultural Resource Study shall include a recommendation for the preparation of a Phase 3 Cultural Resource Study when:
 - (1) Significant archeological resources are present in the development area; and
 - (2) Actual or potential impacts are major impacts; and
 - (3) When no other mitigation measures are proposed that maintain the significance and integrity of the resource.

B. Determination of Significance of Cultural Resources

The criteria for determining the significance of a cultural resource is based on the potential of the cultural resource to contribute to our understanding of the past.

1. A cultural resource is significant if:
 - a. It is listed or eligible as a National Historic Landmark, or for the National Register of Historic Places, or the Arizona Register of Historic Places; or
 - b. It is associated with events or persons in the architectural, engineering, archeological, scientific, technological, economic, agricultural, educational, social, political, military, or cultural annals of the City, the State of Arizona, or the United States of America; or
 - c. It represents the work of, or for, an important individual; or
 - d. It embodies distinctive characteristics of type, period, region, artistic values or methods of construction, including being the oldest of its type or the best example of its type; or
 - e. It has yielded, or may be likely to yield, information needed for scientific research, such as important archaeological resources.

2. A resource is generally not significant if:
 - a. It is less than 50 years old at the time of application; or
 - b. The features, materials, patterns and relationships that contributed to its significance are no longer present or no longer have integrity.
3. Requirement to Meet the Criteria, Regardless of Age: Properties that are 50 years old are not automatically significant. In order to be significant, all resources, regardless of age, must be demonstrated to meet the criteria for determining the significance of a cultural resource.

C. Determination of Integrity

Integrity is the ability of a property to convey its significance and is based on significance, i.e. why, where, and when a property is important. Integrity is the authenticity of a property's physical identity clearly indicated by the retention of characteristics that existed during the property's period of significance. Ultimately, the question of integrity is answered by whether or not the property retains the identity for which it is significant.

1. Historic properties either retain integrity (convey their significance) or they do not.
2. The historic physical features that represent the significance of a property must remain and must be visible enough to convey their significance. However, it is not necessary for a property to retain all its historic physical features or characteristics. The property must retain sufficient physical features, historic character, and appearance that enable it to convey its historic identity and the reasons for its significance.
3. To retain historic integrity a property will always possess several, and usually most, of the following seven aspects of integrity:
 - a. **Location:** The place where the historic property was constructed or the place where the historic event occurred.
 - b. **Design:** The combination of elements that create the form, plan, space, structure, and style of a property. Design includes such elements as organization of space, proportion, scale, technology, ornamentation, and materials.
 - c. **Setting:** The physical environment of a historic property. Whereas location refers to the specific place where a property was built or an event occurred, setting refers to the character of the place in which the property played its historical role.
 - d. **Materials:** The physical elements that were combined or deposited during a particular period of time and in a particular pattern or

configuration to form a historic property. A property must retain the key exterior materials dating from the period of its historic significance.

- e. **Workmanship:** The physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.
 - f. **Feeling:** A property's expression of the aesthetic or historic sense of a particular period of time. It results from the presence of physical features that, taken together, convey the property's historic character.
 - g. **Association:** The direct link between an important historic event or person and a historic property.
4. Integrity is not the same as condition. Integrity relates to the presence or absence of historic materials and character defining features. Condition relates to the relative state of physical deterioration of the property. Integrity is generally more relevant to the significance of a property than condition. However, if a property is in such poor condition that original materials and features may no longer be salvageable, then the property's integrity may be adversely impacted and compromised.
 5. To be considered authentic, a property must incorporate a substantial amount of the original features and materials. While new material can exactly copy significant features, if too much historic material is replaced with new material, the integrity of the property is lost and integrity can never be re-created. The precise replication of features with new materials may produce a building that looks like a historic building, but without substantial retention of actual historic materials, the integrity of the property is lost.

D. Determination of Major Impacts to Cultural Resources

Impacts to resources are major when they directly or indirectly alter or destroy any of the characteristics that make the resource significant, including when they may diminish the integrity of the resource including its location, design, setting, materials, workmanship, feeling or association.

1. Major impacts include:
 - a. Physical destruction or damage to all or part of the resource;
 - b. Alteration to all or part of the resource that is not consistent with applicable standards and guidelines;
 - c. Relocation or isolation of the cultural resource from its setting;
 - d. Excessive replacement of original materials;

- e. Alteration of the character of the cultural resource's setting;
 - f. Introduction of visual, audible, or atmospheric elements that are out of character with the cultural resource or its setting; or
 - g. Neglect of a cultural resource resulting in its deterioration or destruction.
2. An impact is generally not major if:
- a. It does not alter the resource; or,
 - b. It is reversible; or,
 - c. It is temporary.

E. Mitigation Measures

1. Purpose

To the greatest extent feasible, mitigation measures minimize or offset major impacts on resources with a general threshold of reducing the impacts to a level that is less than a major impact.

2. Applicability

All proposed work that will or may have a major impact on a significant cultural resource, as determined by an appropriate Cultural Resource Study, shall incorporate mitigation measures.

3. Professional Design Required

The preparer of a Cultural Resource Study shall design the appropriate mitigation measures. These may include alternative projects, alternative designs, additional work, or other means. The appropriate type and scope of measures varies depending on the cultural resource and impacts, and shall be recommended based on the professional expertise of the preparer and the following:

a. For Potential Resources or Potential Impacts

Construction monitoring by the report preparer is an acceptable mitigation measure. If monitoring indicates that the work will produce a major impact to a significant cultural resource, construction shall cease in the area of the resource and the report preparer, subject to approval pursuant to this Division, shall develop and apply appropriate mitigation measures.

b. For Identified Major Impacts

The following mitigation measure designs are presented in order of general preference:

- (1) Avoidance of significant cultural resources or impacts by not taking a certain action or parts of an action;

- (2) Preservation of cultural resources in place;
- (3) Minimizing major impacts by limiting the degree or magnitude of the action and its implementation;
- (4) Allow other parties to acquire cultural resources, cultural resource sites, or conservation easements;
- (5) Data recovery.

c. Human Remains

Federal and State laws provide standards and regulations for the handling, care and removal of human remains.

F. Standards and Guidelines

The following standards and guidelines apply to the preparation, review, and acceptance of Cultural Resource Studies pursuant to this Section;

1. *Archeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines* as currently amended and annotated by The National Park Service.
2. *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings.*
3. *Preservation Briefs* and other similar best practice documents published by the National Park Service

10-30.30.060 Development of a Landmark Property and Property within a Historic Overlay Zone

A. Purpose

This Section provides standards and procedures for the preservation, reconstruction, rehabilitation, or restoration of designated Landmark Properties and properties within a Historic Overlay Zone.

B. General Applicability

Except as provided in Section 10-30.30.020.B, all proposed work on a Landmark Property and within a Historic Overlay Zone, whether or not any other approval or permit is required, including demolition, shall be approved pursuant to this Division.

C. Process

Except as provided in Section 10-30.30.030.B, prior to the granting of any required approvals or permits and prior to the commencement of any work on a Landmark Property or within a Historic Overlay Zone, the Heritage Preservation Commission or the Historic Preservation Officer shall review all work proposed and approve or conditionally approve the work in the form

of a Certificate of No Effect, Certificate of Appropriateness, or Certificate of Economic Hardship. The process for review and approval of work within a Historic Overlay Zone is represented in Figure C (Processes for Review of Development in a Landmark Property and Historic Overlay Zone).

*Note- I have not finished yet.

Figure C. Processes for Review of Development in a Landmark Property and Historic Overlay Zone

D. Certification of No Effect

1. Applicability

This approval is appropriate if the proposed work is compatible with the historic or archaeological character of a cultural resource, such that there will be no major impact on the resource, thereby not diminishing, eliminating, or adversely affecting the significance or integrity of the resource.

2. Criteria for Approval

When approving a Certification of No Effect, the Historic Preservation Commission shall find that:

- a. The proposed work is consistent with the purpose and intent of this Division;
- b. The proposed work is compatible with its context:
 - (1) The appropriate context for a Landmark or a Historic Property is the property itself and to a much lesser extent, the surrounding properties, and neighborhood;
 - (2) The appropriate context of work in a Historic Overlay Zone is the significant portions of the property itself, the surrounding properties, and the neighborhood;
- c. The cultural resources associated with the proposed work have been sufficiently identified and evaluated;
- d. There are no major impacts to any on-site cultural resources; and
- e. The proposed work is consistent with applicable Development Standards and Design Guidelines. See also Subsection G (Development Standards and Guidelines).

E. Certification of Appropriateness

1. Applicability

This approval is appropriate if the proposed work alters a cultural resource, but does so in such a way that is compatible with the historic or archaeological character of the resource and all major impacts are mitigated such that the work does not diminish, eliminate, or adversely affect the significance or integrity of the resource.

2. Criteria for Approval

When approving a Certification of Appropriateness, the Historic Preservation Commission shall find that:

- a. The proposed work is consistent with the purpose and intent of this Division;
- b. The proposed work is compatible with its context:
 - (1) The appropriate context for a Landmark or a Historic Property is the property itself and to a much lesser extent, the surrounding properties, and neighborhood;
 - (2) The appropriate context of work in a Historic Overlay Zone is the significant portions of the property itself, the surrounding properties, and the neighborhood;
- c. The cultural resources associated with the proposed work have been sufficiently sought, identified, and evaluated;

- d. Major impacts on cultural resources are sufficiently mitigated; and
- e. The proposed work is consistent with applicable Development Standards and Design Guidelines. See also Subsection G (Development Standards and Guidelines).

F. Certification of Economic Hardship

1. Applicability

This approval is appropriate if the proposed work, including demolition, and appropriate mitigation measures, will deprive the property owner of reasonable use of or a reasonable economic return on the property; or, will result in a substantial reduction in the economic value of the property; or, will result in a substantial economic burden on the property owner because the property owner cannot reasonably maintain the property in its current form.

2. Criteria for Approval

When approving a Certification of Economic Hardship, the Heritage Preservation Commission shall find that:

- a. The cultural resources associated with the proposed work have been sufficiently identified, and evaluated;
- b. An economic hardship exists (a lack of reasonable use or return, a substantial reduction in the value, or a substantial burden);
- c. Preservation is economically infeasible;
- d. The economic hardship is not a self-created hardship;
- e. Alternative development has been fully explored; and
- f. Alternative financing has been fully explored.

3. Temporary Delay of Demolition

If a Certificate of Economic Hardship is denied by the Historic Preservation Commission, no demolition shall be permitted for a period of one year from the date of the public meeting when the request was denied. During the temporary delay period, the applicant shall consult in good faith with the Historic Preservation Commission, state and local preservation groups, and interested parties in a diligent effort to seek an alternative that will result in the preservation or sale of the property. The property owner shall advertise the property for sale at a fair market value based on appraisals. Following the temporary delay period, if no other plan demonstrates a reasonable alternative, and no purchaser has been found, the proposed demolition will be allowed, subject to the issuance of the appropriate permit by the Building Official.

G. Development Standards and Guidelines

The following standards and guidelines apply to all approvals granted pursuant to this Section:

1. City Code, Title 10 Zoning Code

The Historic Preservation Commission and the Historic Preservation Officer shall apply the development standards and guidelines provided in Section 10-30.60.050 (Compatibility) as criteria for determining the appropriateness of a development proposal.

2. Industry Standards and Guidelines

- a. *The Archeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines* as currently amended and annotated by The National Park Service.
- b. *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings.*
- c. *Preservation Briefs* and other similar best practice documents published by the National Park Service.

3. Zone Specific Development Standards and Guidelines

These standards and guidelines are available from the Planning Section.

- a. *Design Handbook for City of Cottonwood (date);*
- b. *Townsite Historic Overlay Zone Design Standards and Guidelines (June 2007);*
- c. *Landmark Zone Design Standards and Guidelines (March 2008);* and,
- d. Others as may be adopted in association with any designation of a new Historic Overlay Zone.

10-30.30.070 Violations and Enforcement

- A. All work authorized as a result of an approval granted pursuant to this Division shall conform to any requirements included with it. Deviations from the plans that served as the basis of the approval of a Certificate of Appropriateness, or from any conditions of approval, constitute a violation of the provisions of this Division. Violations shall be governed by the provisions of Division 10-20.110 (Enforcement).
- B. It shall be the duty of the Historic Preservation Commission and/or the City Building Inspector to inspect periodically and assure compliance of any work performed pursuant to the provisions of this Division. Enforcement shall be governed by the provisions of Division 10-20.110 (Enforcement).

10-30.30.080 Appeals

Any person, firm, or corporation aggrieved by a decision of the Historic Preservation Commission in interpreting, applying, or enforcing this Division, may file an appeal in accordance with the appeal provisions established in Section 10-20.80.030 (Appeals of Permits and Other Approvals).