



**CITY OF COTTONWOOD  
HISTORIC PRESERVATION COMMISSION  
COTTONWOOD COMMUNITY CLUB HOUSE**

805 N. Main St.  
Cottonwood, AZ 86326

**REGULAR MEETING**  
Wednesday, June 24, 2020  
6:00 P.M.

**I. CALL TO ORDER**

**A. Roll Call**

**B. Approval of Minutes:** February 26, 2020 Regular Meeting

**II. INFORMATIONAL REPORTS AND UPDATES:**

*A brief summary of current events by Chairperson Commission members, and/or staff. (The public body does not propose, discuss, deliberate, or take legal action on any matter brought up during this summary unless the matter is properly noticed for legal action.)*

**III. CALL TO THE PUBLIC**

*This is the time for the public to comment on any matter that does not appear on the agenda. Commission members may not discuss items not identified on the agenda. Pursuant to A.R.S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to criticism, or scheduling the matter for consideration at a later date. Comments are limited to five minutes for each person.*

**IV. SPECIAL PRESENTATIONS: NONE**

**V. OLD BUSINESS: NONE**

**VI. NEW BUSINESS: NONE**

*Information on the above agenda items may be obtained in person from the Community Development Department, 111 N. Main Street in Cottonwood, or by calling (928) 634-5505.*

*A verbal comment period will be provided during each hearing item. The Chair may impose a time limit on each speaker. The Commission will not consider written materials submitted less than three working days before the meeting.*

*Pursuant to A.R.S. § 38-431.02(B) the Commission may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney.*

*The Cottonwood Council Chambers 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.*

**VII. DISCUSSION ITEMS:**

- A. Home Tour Update**
- B. Status of 50/50 Small Grant Program/Landmarking**
- C. Status of Design Guidelines**
- D. Status of Commercial Historic District Boundary Modification (HSRC)**
- E. Archeological Red Map Zone – Commissioner Turney**

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

**IX. ADJOURNMENT.**

*Information on the above agenda items may be obtained in person from the Community Development Department, 111 N. Main Street in Cottonwood, or by calling (928) 634-5505.*

*A verbal comment period will be provided during each hearing item. The Chair may impose a time limit on each speaker. The Commission will not consider written materials submitted less than three working days before the meeting.*

*Pursuant to A.R.S. § 38-431.02(B) the Commission may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney.*

*The Cottonwood Council Chambers is accessible to the handicapped in accordance with Federal "504" and "ADA" laws. Those with needs for special typeface print or hearing devices may request these from the Planning Technician at 634-5505 (TDD 634-5526). All requests must be made at least 24 hours before the meeting.*



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

826 N. Main St.  
Cottonwood, AZ 86326

**REGULAR MEETING**  
Wednesday, February 26, 2020  
6:00 P.M.

**1. CALL TO ORDER**

**A. Roll Call**

**Historic Preservation Commission Members Present**

Commissioner King  
Commissioner Stephens  
Commissioner Elinski  
Chairman Vernosky

**Historic Preservation Commission Members Absent**

Commissioner Mickle  
Commissioner Garrison  
Vice Chairman Turney

**Staff Members Present**

Scott Ellis, Community Development Director  
Jim Padgett, Planner  
Gary Davis, Planner  
Ron Corbin, City Manager  
Rudy Rodriguez, Deputy City Manager  
Brenda Campbell, Permit Technician, Recorder

*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.*

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

***Motion: To approve minutes of the January 22, 2020 Regular Meeting.***

***Made by: Commissioner Stephens***

***Second: Commissioner King***

***Vote: unanimous***

**2. INFORMATIONAL REPORTS AND UPDATES:**

**A. Home Tour Plans**

Jim Padgett explained that a small group discussion had taken place and information could not be presented this evening due to several people not being present. The plans are moving forward and will be presented next meeting. Scott explained that staff will give continuous updates to the committee. Gary Davis, new planner, was introduced.

Scott announced that members of the commission should have received an email regarding an Open Meeting Law meeting being held Tuesday, March 31<sup>st</sup> 6p.m., Riverfront Waterfront Reclamation facility. He asked that they all attend this meeting.

Staff is negotiating pricing for the design guidelines.

Selection of the company will be done by staff. It has already been approved, so there will be no RFP process.

**3. CALL TO THE PUBLIC**

**4. SPECIAL PRESENTATIONS:**

**A. Verde Valley Architectural Center Board Member Informational Discussion tabled to March meeting.**

**5. OLD BUSINESS:**

**A. Consideration for Approval of Revised Historic Preservation Commission Bylaws**

Jim explained the wording corrections were made and are highlighted in yellow. Wording in italics was suggested by the City Attorney so it is consistent with other city wide commissions and is in the Municipal Code.

***Motion: To approve the Bylaws of the Historic Preservation Commission as revised.***

***Made by: Commissioner King***

***Second: Commissioner Elinski***

***Vote: unanimous***

*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.*

## **B. Consideration for Approval of Revised 50/50 Small Grant program**

Jim explained that there were a couple of technical changes. The technical review committee will be ranking applications received, and making recommendations to the Commission. If approved this evening, the RFP will go out. The award would be made to the accepted applicant at the May Council Meeting, Historic Preservation Month.

Commissioner Elinski asked whether we bound to 25% year after year. Jim explained that it is just this year. The amount can be changed each year.

Chairman Vernosky asked if we can change the amount, Rudy Rodriguez replied that no, but changes can be made the next year. Staff will recommend what will be awarded, but the Commission has the final say.

Commissioner Elinski would like the amount to be increased as needed in the future. If we had a good year we could increase the amount to the community. This will have a positive impact on the community.

Commissioner King asked if a homeowner can come back for an additional year for another grant. Scott Ellis replied that the commission can make that decision.

***Motion: To approve 50/50 Small Grant program as revised.***

***Made by: Commissioner Stephens***

***Second: Commissioner King***

***Vote: unanimous***

### **6. NEW BUSINESS:**

#### **A. Review of Clubhouse Plaque – Hezekiah Allen**

Rudy Rodriguez presented the plaque format. He explained that only the attendants at the grand opening inauguration in 2019 will be on the plaque. The format of names is questioned and modifications need to be made.

***Motion: To approve the Club House Plaque with the exception of moving Deb Althouse's name.***

***Made by: Commissioner Stephens***

***Second: Commissioner King***

***Vote: unanimous***

### **7. DISCUSSION ITEMS:**

#### **A. Red Map Zones (Archeological) – Kathryn Turney Tabled**

*Information on the above agenda items may be obtained in person from the Community Development Department, 111 N. Main Street in Cottonwood, or by calling (928) 634-5505.*

*A verbal comment period will be provided during each hearing item. The Chair may impose a time limit on each speaker. The Commission will not consider written materials submitted less than three working days before the meeting.*

*Pursuant to A.R.S. § 38-431.02(B) the Commission may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney.*

*The Cottonwood Council Chambers is accessible to the handicapped in accordance with Federal "504" and "ADA" laws. Those with needs for special typeface print or hearing devices may request these from the Planning Technician at 634-5505 (TDD 634-5526). All requests must be made at least 24 hours before the meeting.*

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

Jim Padgett said that tabled items will be brought forward to the next meeting,

In April, there will be a joint meeting to discuss design review options regarding HPC taking over design review in the Historic District.

**ADJOURNMENT: 6:32**

DRAFT

*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.*



## MEMO

**TO:** Historic Preservation Commission Home Tour Planning Committee

**FROM:** Jim Padgett

**DATE:** March 18, 2020

**RE:** Meeting Notes

### Summary of March 12, 2020 meeting

**Attendance:** Kathryn Turney, HPC Vice Chair  
Jeffrey King, Commission member  
Felicia Coates, Community Representative  
Jim Padgett, Planner  
Gary Davis, Planner

This was the initial meeting of the sub-committee of the HPC to begin the planning for the 2020 Home and Building Tour. Many ideas and suggestions were put on the table as we begin to narrow the focus of the committee and the organizational needs. It is the request of the committee that any coordinating of the event be shared with all HPC members, staff and citizens so that one individual person is not burdened with excessive time commitments and responsibilities.

**Date:** The tour has previously been held on the same day as the City of Cottonwood “Walkin’ on Main” event. The date for 2020 is November 14. There was discussion about pros and cons of having the tour on Sunday the 15<sup>th</sup>, or the following weekend. General consensus was to leave the Home Tour on the 14<sup>th</sup>.

**Potential Properties:** This has been a difficulty in the past to find homes or businesses that are both appropriate and have the property owner involvement. Some initial suggestions were The Prickly Pear Guest House, Old Town Mission, Iron Horse Motel and the Belfry Brew Pub that is trying for an opening for the Thunder Valley Rally in September. The committee wants to reach out to the local businesses and property owners for ideas.

**Sponsorships:** This could be a larger source of income for the Home Tour to get either cash donations, or items to raffle. A sponsor would get placement on the various advertising and tickets, etc. for the event. As always, we need suggestions and will begin compiling a list to approach for contributions. Focus more attention this year on advertising and marketing

partnerships. The City should have a new Tourism and Economic Developer Director on board by then that could assist in promoting the event.

**Club House:** Since the Club House has been renovated, it is hoped that this could be used as a staging area for our events. Staff is reaching out to Parks and Rec to determine availability and rules. This would be an area we could use as a check in and general info area. We could utilize photos and artwork, easels, and possibly a location for the Clemenceau Museum to set up a table for their displays. Use a nearby restaurant for any catering and food needs and alcohol licensing requirements.

**Guided Walking Tour:** The idea here was to have a docent/volunteer, perhaps dressed in a period costume, to give a walking tour of the commercial district providing historical information and tours of the interiors of select buildings. This could be something that would be scheduled to depart from the Club House every couple of hours as needed and demand requires. A couple of names were mentioned and we will reach out to check on their willingness to participate.

Miscellaneous Ideas:

1. Have a dance in the evening at the Club House? Vintage Band? Sock Hop?
2. Have docents in period costumes.

This item will be on the HPC agenda for the rest of the year to keep the commission as a whole up to date and asking for ideas and suggestions.

The subcommittee will be meeting on the 2<sup>nd</sup> Friday of each month at 9:00 a.m. in the Community Development Conference Room.

April 10

May 9

June 12

July 10

August 14

September 11

October 9

November 13

