



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

805 N. Main St.  
Cottonwood, AZ 86326

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

**I. CALL TO ORDER**

**A. Roll Call**

**B. Approval of Minutes:** June 24, 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.*

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**VII. DISCUSSION ITEMS:**

- A. Home Tour Update**
- B. Status of Design Guidelines**
- C. Status of Commercial Historic District Boundary Modification (HSRC)**
- D. Landmarking**

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

**IX. ADJOURNMENT.**

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"Inspiring a Vibrant Community"

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

**I. CALL TO ORDER**

**Chairman Vernosky called the meeting to order at 6:02 p.m.**

**II. Roll Call**

**Historic Preservation Commission Members Present:**

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

**Staff Members Present:**

Jim Padgett, Planner  
Scott Ellis, Community Development Director  
Rudy Rodriguez, Deputy City Manager  
Tricia Lewis, Economic Development Director  
Cassidy Presmyk, Administrative Assistant, Recorder

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

**Motion: To approve the minutes for February 26, 2020 Regular Meeting**

**Made by: Commissioner Stephens**

**Second: Commissioner Garrison**

**Vote: Unanimous**

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**IV. CALL TO THE PUBLIC: NONE**

**V. OLD BUSINESS: NONE**

**VI. NEW BUSINESS: NONE**

**VII. DISCUSSION ITEMS:**

**A. Home Tour Update**

Commissioners discussed roles and responsibility list. There will be a subcommittee meeting next Friday, July 10, 2020. Vice Chairman Turney suggested we film and distribute CD's/devices and possibly sell at a reduced rate.

Chairman Vernosky suggested using drones. Director Ellis asked Rudy Rodriguez if the HPC funds can be used to assist with virtual tours. Rudy responded by saying the HPC Commissioners can take a vote and move forward with their funds that direction if they wanted.

Vice Chairman asked if sponsorships could be done. Commissioner King asked if participants get funded or compensated for opening their homes. Chairman Vernosky stated that historically it has not been done, but they are looking into maybe a sponsorship basket or gift.

Commissioner Garrison wanted to include certain areas within Cottonwood, such as Historic Districts and turn it into a promotional piece for Cottonwood.

**B. Status of 50/50 Small Grant Program/Land marking**

Advertised with no response. Should try to push for more land marks, since there are not enough places currently land marked that this would benefit.

Commissioner Garrison asked if there are any pushes for land marking? She believes that there should be a little backtrack and focus on properties and teaching property owners how to land mark.

The Commission discussed brochures and stated that there are some already made, but distribution hasn't been happening. They would like to discuss in the next meeting a push forward for distributing brochures and information on land marking.

**C. Status of Design Guidelines**

Director Ellis asked for volunteers for a small committee to sit down and plan and discuss how to move forward.

Commissioner Garrison asked if the board had considered using or reaching out to college students for assistance. Director Ellis stated that ASU does occasionally send Capstone projects out.

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#### **D. Status of Commercial Historic District Boundary Modification (HSRC)**

Planner Padgett states that all questions have been answered and there will be a meeting July 10, 2020 to review.

#### **E. Archeological Red Map Zone – Commissioner Turney**

Commissioner Turney went into detail over her map and hot spots showing burials sites. She has access to a website that will allow her to find all this information and create a product that can be shown to customers if need be.

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

**Home Tour Update**  
**Status of 50/50 Small Grant Program/Land marking**

*Motion: To adjourn*

*Made by: Commissioner Vice Chairman Turney*

*Second: Commissioner Garrison*

**ADJOURNMENT at 7:02 p.m.**

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## MEMO

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

**FROM:** Jim Padgett

**DATE:** July 15, 2020

**RE:** Meeting Notes

### Summary of July 10, 2020 meeting

Attendance: Scott Ellis, Community Development Director  
Jim Padgett, Planner  
Gary Davis, Planner  
Tricia Lewis, Tourism and Economic Development Director  
Felicia Coates, Community Representative

After a long break since the first planning meeting on March 12, 2020 this was the second meeting of the planning sub-committee for the 2020 Home and Building Tour. Many ideas and suggestions were put on the table as we begin to determine how a Home Tour would be held this year. With the world events being what they are, the committee brought up the question of a Virtual Home Tour and how to accomplish a successful event. It is still 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.

**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. It was discussed that some homeowners may be more willing to participate in the event with a video production and not have people physically walking through their residence or business.

**Sponsorships:** Since there would be an electronic version via an online portal, a flash drive or thumb drive or CD there would still be an opportunity for income for the Home Tour to get either cash donations, or some other form of donation. A sponsor would get placement on the various promotional advertising, etc. for the event. As always, we need suggestions and are compiling a list to approach for contributions. Focus more attention this year on advertising and marketing partnerships. The City has a new Tourism and Economic Developer Director on board

and offered suggestions for the ability to use the video production and promotional activities in areas not just for the Home Tour.

**Club House:** Since the Club House has been renovated, it was hoped that this could be used as a staging area for our events. Prior to the Covid -19 issues, we had secured the Club House to be the staging area and home base for the event, but without a physical event, it would be anticipated that an electronic video production could still showcase the renovations.

Miscellaneous Ideas:

1. Use drones. What are the production costs?
2. Include businesses and homes outside of the Old Town areas. The logistics of transportation would be a non-event for a video production.
3. Promote Landmarking in the video production
4. A narrated tour could be very effective
5. Research other communities that have done virtual Home Tours to determine the most effective methods and techniques.

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 group was asked to research other communities and offer suggestions back to the group.

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 or via an electronic video meeting format.

August 14

September 11

October 9

November 13



## MEMO

**TO: Historic Preservation Commission**

**FROM: Jim Padgett**

**DATE: July 15, 2020**

**RE: Landmarking Process**

The information provided are resources and processes that staff refers to when assisting a property owner with a request for Landmarking. I have included the “Rack Cards” that we hand out and an informational brochure that could be used for additional information for potential landmarked opportunities.

I have also included a list of the properties that are currently landmarked and a list of potential properties along with the Landmarking application.

I hope this information helps and offers a background for the information that staff refers to and would be used through the Landmarking process.



## Cottonwood Historic Landmark Program

In 2014, the City of Cottonwood Historic Preservation Commission established the Cottonwood Historic Landmark program for recognizing locally significant buildings, structures and sites. The process for consideration is relatively simple and there is no cost.

### CATEGORIZATION

The first step in the designation process is to categorize the proposed landmark as a type of historic resource, described as the following: **District, Site, Building, Structure, or Object.**

### CRITERIA for Historic Landmark Designation.

Qualifications for local historic designation are based on national standards, which start through consideration of Age, Significance and Integrity:

- **AGE** generally refers to properties that are 50 years of age or older.
- **SIGNIFICANCE** considers issues associated with a property with respect to History, Architecture, Engineering, Archeology and Culture. Further, a property may express significance through association with a particular Historic Event, Person, example of Design or Construction type, or for potential to provide additional information.
- **INTEGRITY** considers how much of the original structure is essentially intact. Review looks at Location, Design, Workmanship, Setting, Materials, Feeling and Association.

### PROCEDURES for designation as a Cottonwood Historic Landmark.

- Application Submittal to Community Development Staff. Includes preliminary meeting with staff to discuss opportunities and responsibilities.
- Staff Review and Report to Historic Preservation Commission.
- Historic Preservation Commission review and decision at monthly meeting.
- Appeal: Property Owners may appeal decision or conditions to City Council.
- Approval: Staff updates the Cottonwood Historic Property Register.

### EFFECT of listing as a locally recognized Historic Landmark.

- Expresses a sense of pride in community.
- Helps understand and preserve value of historic places, events, people and culture.
- Participation in historic review process for any future exterior changes.

**The Secretary of the Interior's Standards for Rehabilitation**

The Secretary of the Interior's Standards for Rehabilitation include ten basic principles created to help preserve the distinctive character of a historic building and site, while allowing for reasonable change so as to meet new uses and needs.

The Standards apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction.

The Standards for Rehabilitation are intended to be applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## **Treatments for Historic Preservation**

The Standards for Historic Preservation, as developed by the National Park Service, are neither technical nor prescriptive, but are intended to promote responsible preservation practices that help protect irreplaceable cultural resources. The Standards recognize four Treatments for Historic Preservation, each having a unique approach to the varied situations that define an effective and realistic historic preservation program.

The Secretary of the Interior's Standards for the Treatment of Historic Properties (1995) include Standards for **Preservation, Rehabilitation, Restoration and Reconstruction**. Historic preservation needs to take in to account the unique circumstances of each property and the proposed activity and make appropriate decisions based on all circumstances.

1. **PRESERVATION.** Preservation places a high premium on the retention of historic materials through conservation, maintenance and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made. Techniques to preserve and maintain existing materials and design elements define this historic preservation treatment.
2. **REHABILITATION.** Rehabilitation emphasizes the retention and repair of existing historic materials but provides greater latitude for alterations as it recognizes the need for flexibility with changing uses over time. "Rehabilitation" is the most common approach to Historic Preservation used nationally and in Arizona. Rehabilitation allows changes and updates to the exterior portions of a building, structure or site so as to accommodate the evolving uses or needs of such buildings. Through careful consideration of design decisions, such changes can be accomplished in a manner that respects the essential character and essence of the historic resource. Rehabilitation allows this balance of the preservation of existing features while considering new elements when done in a way that maintains the essential historic character.
3. **RESTORATION.** Restoration focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods. Typically, restoration looks to provide an accurate presentation of the property in its original form and from a particular time period. Restoration may focus on an individual building or an entire district.
4. **RECONSTRUCTION.** Reconstruction establishes opportunities to re-create a non-surviving site, landscape, building or portion of a structure, or object with new materials. Reconstruction typically uses photographs or architectural plans to serve as the guide for recreating the missing elements of a building. Sometimes this could be from drawings, paintings or written descriptions. Documentation of the source of any design plans is essential to ensure support for accurate reconstruction.

## **PROCESS FOR DESIGNATION OF LOCAL HISTORIC LANDMARK.**

The following summary describes the basic outline of the process for designation of local landmarks:

1. Preliminary consultation by Applicant with Staff.
2. Submittal of complete application signed by property owner/s..
3. Schedule HP Commission hearing within 60 days of submittal of application.
4. Notification at least 15 days before Public Hearing, as follows:
  - a. The city shall give notice of the date, time, and place of a public hearing for consideration of a proposed landmark, including general explanation of the matter to be considered and a general description of the area affected at least 15 days before the hearing in the following manner:
    - 1) Publication at least once in a newspaper of general circulation in the city.
    - 2) In addition to notice by the means set forth above, the city may give notice of the hearing in a specific case in such other manner as it deems necessary or appropriate.
    - 3) As provided in A.R.S. § 9-462.04.A (7), or any successor statute, the failure of any person or entity to receive notice shall be as set forth in the statute or in A.R.S. § 9-400.05 15-10.
5. Staff Report prepared and sent to Commission and Applicant in advance of Hearing.
6. Commission holds Public Hearing, considers input and makes decision
7. Potential appeal to City Council.
8. Upon approval, staff includes property/building in City Historic Property Register.

## **ZONING ORDINANCE**

### **SECTION 310. HISTORIC PRESERVATION ORDINANCE**

The following is an excerpt from the Historic Preservation Ordinance pertaining to the local Historic Landmark Designation Process.

#### **C. HISTORIC LANDMARK DESIGNATION PROCESS.**

1. The Commission may designate as a landmark an entire property, an identified portion of a property, or one or more individual structures on a property.
2. Application Submittal and Review. An application for a landmark designation shall be submitted by the owner or agent of the subject property and involves the following steps:
  - a. Preliminary consultation. Prior to the submittal of an application for a landmark designation, the applicant should consult with the Manager or designee to discuss the application submittal requirements and process.
  - b. Application submittal requirements. An application for a landmark designation shall contain at a minimum the following:
    - 1) Completed and signed application forms that include the property owner's signature.
    - 2) Address, parcels number and other location information as needed to describe the property.
    - 3) The applicant shall provide a written description of the proposed landmark property describing the buildings, structures or objects and the known or estimated age of all such features. If available, include information on any special aesthetic, cultural, architectural, archaeological or engineering issues of a historic nature, including information about the architecture, notable construction features and other information indicating the historical significance of the property.
    - 4) The application may include any photographs, sketches, drawings, or other similar descriptive materials, including those showing historic or current conditions.
    - 5) A written statement of the condition of the property and/or structures with attention to any known concerns or threats to the maintenance or historic integrity of the property.
    - 6) Filing fee as set by City Council.
    - 7) Other information as may be requested by the City to accomplish these goals.

- c. Incomplete applications. Incomplete applications may be returned to the applicant and/or not be processed until all materials have been submitted. Following acceptance of a complete application, the staff shall review the application and prepare a report which shall be submitted to the Commission and made available to the applicant and public in advance of the Commission's public hearing on the landmark application.
  - d. Application acceptance. Upon acceptance of a complete application, no building or demolition activity shall occur and no permits affecting the proposed landmark shall be issued by the city until the process as described herein has been completed and the Commission has made its decision.
3. Notice of Commission Hearing.
- a. Within 60 days of receipt of a complete application for a landmark designation, the application shall be placed on the HPC agenda for a public hearing. Public notice of this hearing shall be given as prescribed by this Ordinance. The city shall give notice of the date, time, and place of a public hearing for consideration of a proposed landmark, including general explanation of the matter to be considered and a general description of the area affected at least 15 days before the hearing in the following manner:
    - 1) Publication at least once in a newspaper of general circulation in the city.
    - 2) In addition to notice by the means set forth above, the city may give notice of the hearing in a specific case in such other manner as it deems necessary or appropriate.
    - 3) As provided in A.R.S. § 9-462.04.A (7), or any successor statute, the failure of any person or entity to receive notice shall be as set forth in the statute or in A.R.S. § 9-400.05 15-10.
4. Landmark Designation Criteria. The Commission shall evaluate each structure, site, building or property within an area that is included in an application and may designate it as a landmark if it is determined to possess integrity of historic appearance, location, design, setting, materials, workmanship, feeling and association; and, being at least 50 years old or having achieved significance within the past 50 years if the property is of exceptional importance; and exhibits one or more of the following characteristics:
- a. Association with events or activities that made significant contributions to the broad patterns of local, regional or national history;
  - b. Association with the lives of persons significant in the past;
  - c. Embodiment of distinctive characteristics of a type, period or method of construction, or representing significant architectural history, landscape history, or engineering achievements, or high artistic values or representing a significant and distinguishable entity whose components may lack individual distinctiveness; or

- d. Information important in the understanding of the pre-history or history of our community; potential to yield information through archeological investigation about our past.
5. Commission Public Hearing and Designation.
    - a. The Historic Preservation Commission shall hold at least one (1) public hearing on each landmark application. At the public hearing, the Commission shall review the proposal with consideration given to the review criteria. Approval, conditional approval or denial of a landmark application shall be based on the findings of the Commission as they relate to the criteria as described in this Section.
    - b. The Commission's decision shall be final unless appealed to the City Council as provided for in this Ordinance. A recommendation for approval may be subject to conditions as the Commission deems applicable.
  6. Six month bar on refilling. If the Commission denies an application, the Commission may refuse to accept another application for the same or substantially the same landmark on the same property or any part of it within six (6) months from the date the original application was filed on the same property or a portion of it.
  7. Effect of Landmark Designation.
    - a. Upon approval of a landmark designation, the affected property shall be included in the Historic Property Register for the City of Cottonwood and on any other applicable documents as appropriate for its preservation.
    - b. No person shall carry out any exterior alteration, restoration, renovation, reconstruction, new construction, demolition or removal, in whole or in part, on any landmark, without first obtaining a Certificate of Appropriateness from the Commission.
    - c. No person shall make any material change in the exterior appearance of any landmark, its color, materials, light fixtures, signs, fences, steps or other elements which affect the appearance of the property without first obtaining a Certificate of Appropriateness.
    - d. Each property designated as a landmark shall be maintained in good condition and faithful to its historic character.
    - e. Nothing in this article shall be construed to prevent normal maintenance and repair, which does not involve change in the exterior design, material, color or appearance.



# LANDMARKING DESIGNATION APPLICATION

## City of Cottonwood Historic Preservation Commission

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

### 1. Applicant / Owner Information:

Name of Applicant \_\_\_\_\_ Owner? Yes  No

Mailing Address \_\_\_\_\_

Phone No. \_\_\_\_\_ E-Mail \_\_\_\_\_

Contact (if other than above) \_\_\_\_\_

Name of Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone No. \_\_\_\_\_ E-Mail \_\_\_\_\_

### 2. Identification of Proposed Landmark:

Historic Name \_\_\_\_\_

Other Common Property Name \_\_\_\_\_

Assessor's Parcel Number/s \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

### Historic Category for Landmark:

District  Site  Building  Structure  Object

### 3. Historic Information:

Historic Use(s) \_\_\_\_\_

Present Use(s) \_\_\_\_\_

Architect/builder \_\_\_\_\_

Property Condition: Excellent  Good  Fair  Poor  Condemned

Explain if necessary: \_\_\_\_\_

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

Number of Parcels: \_\_\_\_\_ Size of Parcel/s: \_\_\_\_\_

Number of Building(s): \_\_\_\_\_ Stories: \_\_\_\_\_ Total Floor Area: \_\_\_\_\_

Foundation Material: \_\_\_\_\_

Exterior Wall Material(s): \_\_\_\_\_

Roof Type: \_\_\_\_\_ Roof Material: \_\_\_\_\_

Windows Types and Materials: \_\_\_\_\_

#Entry/Doors: \_\_\_\_\_ #Porches: \_\_\_\_\_

Storefront: \_\_\_\_\_

Other Key Features: \_\_\_\_\_

\_\_\_\_\_

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

A. **Age.** (Estimate date of initial construction and any major reconstruction with sources of Information) \_\_\_\_\_

B. **Event.** (Relationship to historic event) \_\_\_\_\_

C. **Person.** (Prominent builder, architect, occupant or other) \_\_\_\_\_

D. **Design/Construction.** (Example of architecture, building technique, street contribution) \_\_\_\_\_

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

**6. Description of Historic Integrity:** (Provide brief evaluation of the Integrity of the proposed Landmark based on features described in the Local Landmark Guidelines. All aspects of historic integrity do not need to be filled out, just what applies to your property.)

A. **Location.** \_\_\_\_\_

B. **Design.** \_\_\_\_\_

C. **Workmanship.** \_\_\_\_\_

D. **Setting.** \_\_\_\_\_

E. **Materials** \_\_\_\_\_

F. **Feeling.** \_\_\_\_\_

G. **Association.** \_\_\_\_\_

**Surrounding Context:** Residential  Commercial  Industrial  Historic District or Area  Other  
*(explain)* \_\_\_\_\_

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

Owner/Agent Signature \_\_\_\_\_ date \_\_\_\_\_

Approved by HPC \_\_\_\_\_ date \_\_\_\_\_

## LANDMARKED

### Landmarked City Property

- |                              |                  |      |
|------------------------------|------------------|------|
| 1. Clubhouse                 | 805 N. Main St.  | 1939 |
| 2. Upper Verde Justice Court | 1101 N. Main St. | 1929 |
| 3. Bank of Arizona           | 816 N. Main St.  | 1954 |

### Landmarked Private Property

- |                                 |                     |      |
|---------------------------------|---------------------|------|
| 1. Garrisons Liberty Garage     | 1044 N. Main St.    | 1923 |
| 2. First Assembly of God Church | 102 E. Pima St.     | 1951 |
| 3. Tovrea Residence             | 744 N. Main St      | 1934 |
| 4. Edens Residence              | 748 N. Main St.     | 1938 |
| 5. Luther White Residence       | 1428 E. Cochise St. | 1939 |

### POSSIBLE LANDMARKS

- |                                   |                   |        |
|-----------------------------------|-------------------|--------|
| 1. Old Catholic Church            | 421 N. Willard    | 1930   |
| 2. Shep's Liquor Sign - Ledbetter | 1005 N. Main St.  | c.1960 |
| 3. Marcus J Lawrence Hospital     | 753 N. Main St.   | 1939   |
| 4. Senior Center                  | 500 E. Cherry St. | 1917   |
| 5. APS Building                   | 1045 N. Main St.  | 1960   |
| 6. Old Baptist Church             | 791 N. Main St.   | 1927   |

### Other Historic City Property - Not Landmarked

- |  |                 |      |
|--|-----------------|------|
| 1. Post Office - City Hall             | 827 N. Main St. | 1960 |
| 2. Mariani Brothers - Council Chambers | 826 N. Main St. | 1925 |
| 3. Mariani Annex - City Clerk Office   | 824 N. Main St. | 1936 |
| 4. Cottonwood Bridge                   |                 |      |
| 5. Del Monte Bridge                    |                 |      |

## National Register Properties in Cottonwood

1. Willard House	114 W. Main	1886-1890	Burnett residence
2. Superintendent's Residence	315 S. Willard	1914	Previously office
3. Smelter Machine Shop	360 S. 6 <sup>th</sup> St.	1917	Senior Center
4. Master Mechanics House	333 S. Willard	1918	Residence
5. UVX Smelter Operations Complex	361 S. Willard	1920	5 Buildings
6. City Hall Building	826 N. Main St.	1925	Cast block
7. Clemenceau Public School	1 N. Willard	1925	Offices
8. Edens House	1015 N. Cactus	1928	Residence
9. Cottonwood Commercial Historic District			"Old Town Cottonwood"

## **COTTONWOOD HISTORIC** **LANDMARK DESIGNATION**

*Recognizes and protects properties  
which represent Cottonwood's heritage*

### **Benefits for your property:**

- **Eligibility for matching grant program for its restoration**
- **Receipt of a Historic Landmark Certificate**
- **Historical research**
- **Information and guidance for maintenance, preservation and adaptive re-use**
- **Advantage when applying to the National Register of Historic Places for tax and other benefits (optional)**

### **How are properties evaluated?**

- **To be considered eligible, a property must meet the National Register of Historic Places Criteria**
- **This involves examining the property's age (at least 50 years old), integrity and significance**

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City of Cottonwood  
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**COTTONWOOD HISTORIC**  
**LANDMARK DESIGNATION**

**For more information and assistance,**  
**contact:**

**City of Cottonwood**  
**Community Development**  
**111 N. Main St.**  
**Cottonwood, AZ 86326**

**Phone: (928) 634-5505**

**Email: [sellis@cottonwoodaz.gov](mailto:sellis@cottonwoodaz.gov)**



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## WHAT OTHER PROGRAMS & ASSISTANCE ARE AVAILABLE ?

- If you are interested in National Historic Status, contact the National Register of Historic Places. Website: [www.nps.gov/nr](http://www.nps.gov/nr)  
Email: [nr\\_reference@nps.gov](mailto:nr_reference@nps.gov)  
Phone: (202) 354-2211
- The Arizona State Historic Preservation Office (Arizona SHPO) assists in the identification, evaluation, protection, and enhancement of historic and archaeological properties. Contact SHPO at (602) 542-4009.
- The National Park Service supports historic preservation through a variety of funding sources and technical assistance programs. NPS programs may be available directly in some cases for major projects but are generally made available indirectly through Arizona SHPO.
- The National Trust for Historic Preservation is a private, nonprofit membership organization dedicated to saving historic places and revitalizing America's communities. [www.preservationnation.org](http://www.preservationnation.org)

## The Cottonwood Historic Preservation Commission

Meetings: 4th Wednesday of each month

Time: 6:00 PM

Location: City Council Chambers  
826 North Main Street

Information Available At: <http://cottonwoodaz.gov/359/Historic-Preservation-Commission>



### For Questions Contact:

The City of Cottonwood  
Community Development  
Planning Division

111 N. Main St.  
(827 N. Main St. - mailing address)  
Cottonwood, Arizona 86326

Phone: (928) 634-5505  
Fax: (928) 639-4254

# COTTONWOOD HISTORIC LANDMARK DESIGNATION



**Cottonwood provides a rich historic setting for our community. Please consider adding your property to our growing list on the Cottonwood Historic Property Register.**

## WHAT IS COTTONWOOD LANDMARK DESIGNATION?

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- Established in 2014, the Cottonwood Historic Property Register is the City's official list of historically, culturally, and visually significant buildings, structures, landmarks, districts, and archaeological sites.
- The intent is to provide recognition and protection for properties which represent important aspects of Cottonwood's heritage; to enhance the character of the community by considering such sites during development, and to assist owners in the preservation and restoration of their properties.

## WHY APPLY FOR LANDMARK DESIGNATION?

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- It is required in order to be eligible for the Cottonwood Historic Preservation **Matching Grant Program**, which provides matching funds to help individuals restore their historic properties.
- You will receive a Historic Landmark Certificate recognizing your site as historic.
- You can obtain information and guidance for the maintenance, preservation and adaptive re-use of your property.
- You will provide others the opportunity to discover a piece of their city's past. Listing properties also promotes tourism and contributes to the revitalization of neighborhoods and business districts.
- It will help prepare you for applying to the National Register of Historic Places. Our program is based on their process so, not only will you become familiar with the necessary steps, you can use your local Landmark status as support in your application. The Historic Preservation Commission may even provide support and endorsement.

## WHAT PROPERTIES QUALIFY?

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- Those that are at least **50 years old** and hold some special significance reflective of Cottonwood's cultural, social, political, or economic past; or that are associated with a significant person or event.

## WHAT DO I NEED TO DO?

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- The property owner must complete and submit an application. To obtain the application contact the Planning Department at (928) 634-5505
- The applicant will consult with City staff.
- The Historic Commission holds a Public Hearing on the proposed Landmark designation. The commission's decision is final, unless appealed to City Council.

## HOW DOES THIS EFFECT FUTURE WORK?

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- Protections are granted through inclusion in the Historic Design Review Process (performed by the Historic Preservation Committee) for future changes.