



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

805 N. Main St.
Cottonwood, AZ 86326

REGULAR MEETING

Wednesday, September 23, 2020
6:00 P.M.

I. CALL TO ORDER

A. Roll Call

B. Approval of Minutes: August 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

Discussion of the Home Tour Committee meeting from September 11, 2020

- a. Format of the Virtual Tour
- b. Date of Completion
- c. Dropbox tutorial
- d. Comments on You Tube walking tour and Jerome Home Tour
- e. Roles and Responsibilities list

B. Landmarking

VIII. SUGGESTED TOPICS FOR FUTURE MEETINGS:

IX. ADJOURNMENT.

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"Inspiring a Vibrant Community"

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

I. CALL TO ORDER

Chairman Vernosky called the meeting to order at 5:59 p.m.

II. Roll Call

Historic Preservation Commission Members Present:

Commissioner King
Commissioner Stephens
Commissioner Mickle
Commissioner Garrison
Chairman Vernosky

Historic Preservation Commission Members Present:

Vice Chairman Turney

Staff Members Present:

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

III. Approval of Minutes: July 22, 2020 Regular Meeting

Motion: To approve the minutes for July 22, 2020 Regular Meeting

Made by: Commissioner Garrison

Second: Commissioner Mickle

Vote: Unanimous

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IV. INFORMATIONAL REPORTS AND UPDATES:

Director Ellis addressed the Commissioners and said that Belfrey Brewery might be opening in the next few weeks. There were road improvements downtown and Old Town gained a few more parking spots as well as bike lanes.

V. CALL TO THE PUBLIC: NONE

VI. OLD BUSINESS: NONE

VII. NEW BUSINESS: NONE

VIII. DISCUSSION ITEMS:

A. Home Tour Update

Planner Padgett discussed packet items.

Director Ellis stated that properties need to be pinpointed and go in with decisions, rather than letting things linger until last minute.

Commissioner Garrison wants the HPC presence at the Walkin' on Main and she would like to collaborate with Clemenceau Museum.

Chairman Vernosky asked if the subcommittees have started identifying these properties for the Home Tour. Director Ellis responded by saying a little discussion has occurred and the ultimate goal is to stay out of people's homes.

Chairman Vernosky asked if there is a radius needed in regards to homes. Director Ellis stated this is a virtual tour, so a radius won't be needed.

Commissioner King stated that after talking to the videographers, they can be ready in a few days after being notified. He does not think drones will be necessary. Chairman Vernosky asked if he could bring in some examples or samples for the Commissioners to view.

B. Status of Design Guidelines

Planner Padgett stated Cottonwood was 24th on the list for the Grant funding.

Chairman Vernosky asked if the City would still give the funding to the commission if the grant isn't approved. Mr. Rodriguez responded by saying traditionally, they tend to only match the funds if the grants are approved. The City is spread really thin and if matching grant doesn't happen, the money will be allocated elsewhere.

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C. Landmarking City Buildings

1. 817/821 N. Main St. Former Fire and Police Dept Building
2. 824 N. Main St. City Clerk's Office
3. 826 N. Main St. Council Chambers
4. 827 N. Main St. City Administration Building
5. Cottonwood Bridge
6. Del Monte Bridge
7. Lions Park

Planner Padgett addressed the Commissioners and explained the inventory lists he had provided in the packets.

Commissioner Garrison asked if Copper Strand was included, and Planner Padgett said he would look into it. Commissioner Garrison also asked that the inventory forms get reviewed in depth so that we don't have to circle back or redo anything.

Chairman Vernosky asked why the Finance Building was being sold, and Mr. Rodriguez answered by saying the City is consolidating and combining buildings/departments.

IX. SUGGESTED TOPICS FOR FUTURE MEETINGS:

Motion: To adjourn

Made by: Commissioner Garrison

Second: Commissioner Stephens

ADJOURNMENT at 6:33 p.m.

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MEMO

TO: Historic Preservation Commission

FROM: Jim Padgett

MEETING DATE: September 23, 2020

RE: Home Tour Committee

Summary of September 11, 2020 meeting

Attendance: Jeff King, Historic Preservation Commission
Debbie Garrison, Historic Preservation Commission
Randi Stephens, Historic Preservation Commission
Jim Padgett, Planner
Gary Davis, Planner
Tricia Lewis, Economic Development and Tourism

We had a virtual meeting on Friday September 11, 2020 with the Home Tour committee of the HPC. This was the fourth meeting of the planning committee.

It was a productive meeting where some decisions were made regarding the direction and timing of a modified Home Tour. Jeff King had done some research on different video production companies and shared that with the group. The committee decided that they would go with a Virtual Tour, but that the format would be still photographs and work on getting current photos of both city and privately-owned properties. As the committee has been looking at different formats, those that had seen the Jerome video liked that still photos could be in a panoramic view and move throughout a room. There would be a spoken narrative to go along with the photos. Christina has set up a Dropbox so that as photos are found, they can be put into the Home Tour Folder. I will be putting in any photos I find as I am doing the Landmarking for the City properties and the other committee members will be gathering photos of private properties. We are starting with the list of properties identified below for current and possible future landmarks.

We spoke about getting Sponsorships for advertising. Debbie Garrison is in charge of this and she will be contacting businesses and individuals. She needs information to provide to outline what a person would get for their sponsorship like “where is the video going to be promoted and distributed”. We would have better interest the larger the distribution could be and that is where Economic Development and Tourism could help if sponsors knew they were getting a wider distribution. The thought was that this HPC piece could be used in other marketing for the City.

We discussed the timing for the “rollout” of the Video. It was commented that May is Historic Preservation month and the committee felt it would be a good opportunity to coordinate with that. It also gave time to obtain sponsorships, photos and have the end product edited for a better product than if something was rushed through too fast. This probably makes it the 2021 Home Tour!

For the upcoming HPC meeting, staff is going to focus on the Home Tour and we will update the entire Commission on the direction that the committee is moving. Also, we will have a short tutorial to show how the Dropbox works and that we need everyone's participation to research and put photos into the Virtual Tour folder. Christina is helping with getting the Dropbox system all figured out. Prior to the meeting, please look at the two following links:

<https://tours.tourfactory.com/tours/tour.asp?t=2736451&idx=1>

<https://youtu.be/p1ZMAW4JWyQ>

Potential Properties: The committee is asking for all members and staff to talk to friends, neighbors, coworkers, anyone, to put together a list of homes, buildings, districts, or anything that could be included in a virtual tour production. Identification of appropriate properties could be a good source for eligible landmarking opportunities.

This item will be on the HPC agenda as needed until May 2021 to keep the commission as a whole up to date and to continue asking for ideas and suggestions.

The subcommittee will be meeting on the 2nd Friday of each month at 9:00 a.m. in the Community Development Conference Room or via an electronic video meeting format.

October 9

November 13

December 11

January 8

February 12

March 12

April 9

May is Historic Preservation Month

May 4, 2021 City Council: Historic Preservation Month Proclamation
Introduction of the 2021 Virtual Home Tour

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

Private Property - Not Landmarked

1. Former Catholic Church	421 N. Willard	1930
2. Senior Center	500 E. Cherry St.	1917
3. Marcus J Lawrence Hospital	753 N. Main St.	1939
4. Former Baptist Church (Belfry)	791 N. Main St.	1927
5. Joseph R. Hall Building	1004 N. Main St.	1926
6. Shep's Liquor Sign - Ledbetter	1005 N. Main St.	c.1960
7. Edens Court/Wild Horse Inn	1034 N. Main St	1934
8. APS Building	1045 N. Main St.	1960
9. Willard Farley House	1142 N. Main St.	1910

City Property - Not Landmarked

1. Former Chamber of Commerce Bldg	817 N. Main St.	c1956
2. Former Fire and Police Dept. Bldg	821 N. Main St.	c1945
3. Mariani Annex - City Clerk Office	824 N. Main St.	1936
4. Mariani Brothers - Council Chambers	826 N. Main St.	1925
5. Post Office - City Hall	827 N. Main St.	1960
6. Cottonwood Bridge		c1934
7. Del Monte Wash Bridge		1935
8. Boys and Girls Club	215 E. Pima St (Aka 817 N. 2 nd St)	c1927

