



**CITY OF COTTONWOOD
HISTORIC PRESERVATION COMMISSION
COUNCIL CHAMBERS
826 N. Main St.
Cottonwood, Arizona 86326**

AGENDA

Wednesday, January 25, 2023
6:00 p.m.

I. CALL TO ORDER

A. Roll Call

B. Approval of Minutes: November 30, 2022 Special Meeting

C. Election of Chair and Vice-Chair

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 five minutes for each person.

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.

Inspiring a Vibrant Community



IV. SPECIAL PRESENTATIONS: NONE

V. OLD BUSINESS: NONE

VI. NEW BUSINESS: NONE

VII. DISCUSSION ITEMS:

1. Brick Program Update

- Planner Hayden

2. Landmarking Update

- Committee members Former, Collins, Detjen

3. Historic Property Tour Committee

- Need three volunteers from Commission

4. Volunteers for Historic Home Survey

- Need two volunteers from Commission

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, Arizona 86326

SPECIAL MEETING MINUTES
Wednesday, November 30, 2022
6:00 P.M.

I. CALL TO ORDER

Chairwoman Garrison called the meeting to order at 6:00 p.m.

1. Roll Call

Historic Preservation Commission Members Present:

Commissioner Detjen
Commissioner Stephens
Vice Chairman Collins
Chairwoman Garrison

Historic Preservation Commission Members Absent:

Commissioner Former

Staff Members Present:

Scott Ellis, Community Development Director
Tricia Lewis, Tourism & Economic Development Director
Kelly Jobe, Community Development Admin Assistant, Recorder

2. Approval of Minutes: August 31st & September 28, 2022 Meetings

Vice Chairman Collins motioned to approve, Commissioner Stephens 2nd the motion. All Approved

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.



- I. Informational Reports & Updates** – Chairwoman Garrison stated the VIP Chocolate walk is this Friday night, there are only 15 tickets left. The Chocolate Walk is after the Christmas Parade this Saturday. There are about 30 participating businesses. The Mingus Union High School Choir will be singing and the tree lighting in Old Town will be at 6:00 pm that evening.
- II. Call to the Public** – None
- III. Special Presentations** – None
- IV. Old Business:** None
- V. New Business:**

1. Consideration of an application for a Landmark Certificate from Steve and Denise Schley to Landmark a property at 914 N. 2nd Street.

Director Ellis stated this property meets all the criteria. He stated the house was built in the 1920's in Jerome and was moved down here in 1931.

Vice Chairman Collins stated he has seen the outside of the house and stated they did a really great job of restoring it.

Chairwoman Garrison stated Matti Howard was the postmaster from 1960 – 1973, and the house was first placed on the corner where City Hall is now and it was put up for sale.

Vice Chairman Collins moved to approve, Commissioner Stephens 2nd the motion.

All Approved

2. Consideration of an application for a Landmark Certificate from the Verde Valley Senior Citizens Association to Landmark a property at 500 E. Cherry Street.

Director Ellis stated the applicant was present and introduced Elaine Bremner. Ms. Bremner stated the first know use of the building was in 1917 and was a warehouse and was used to repair steam locomotives. She stated it is made with double brick walls that were mounted with experimental concrete from that era.

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.



She stated it needs to be repointed – shoring up the mortar which will need to be done by special tools. She stated there are photographs in the building that show the railway lines. She stated this building was leased in October 2003 from Yavapai County and it took four years for renovations to recapture the past. It is one of the most unique buildings in the country and serves the entire Verde Valley Community.

Commissioner Stephens moved to approve, Commissioner Detjen 2nd the motion.

All Approved

VI. Discussion Items:

1. Walkin' on Main HPC Awareness Booth

- Drawing of ticket for raffle basket

Tourism & Economic Development Director; Tricia Lewis assisted Director Ellis in picking a ticket out of the bucket from the raffle that was held at the Walkin on Main event. Denise Renard was the winner of the gift basket.

- Discussion of event

Chairwoman Garrison stated there were \$12.00 in cash donations and a total of \$465.00 for sponsorships this year. In 2021 the Home Tour collected \$300. She stated \$265 was collected online for the raffle tickets.

Vice Chairman Collins stated the booth for Walkin on Main was a great idea for the future and if there is a Home Tour next year, they can do another raffle.

Chairwoman Garrison stated she has someone that would like to volunteer and someone who is interested in Landmarking. She stated they should have an awareness booth every year.

2. 2023 Historic Property Tour

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.



Director Ellis stated there was a time frame that was sent in the packets but needed to be fine tuned.

Commissioner Stephens stated it could be advertised longer than September – November.

Chairwoman Garrison stated Tricia Lewis was a huge help on getting the items for the gift basket and the advertising.

3. Landmarking Update

- Committee members Former, Collins & Detjen

Vice Chairman Collins stated the committee will be getting together starting in January and taking a couple streets at a time for potential applicants.

Suggested Topics for Future Meetings:

Chairwoman Garrison would like an update on the plaques that were ordered for the previously landmarked properties.

She would also like an update on the Clubhouse brick program, balance in account and if the Clubhouse needs any repairs.

She stated the next regularly scheduled meeting will be Wednesday, December 28th.

Motion: To adjourn

Made by: Chairwoman Garrison

Second: Commissioner Stephens

ADJOURNMENT at 6:41 p.m.

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.