



## HISTORIC PRESERVATION COMMISSION

RIVERFRONT COUNCIL  
CHAMBERS  
1083 E. RIVERFRONT ROAD  
COTTONWOOD, AZ 86326

Wednesday, June 26, 2024

6:00 PM

[cottonwoodaz.gov](http://cottonwoodaz.gov)

Regular Meeting of the Historic Preservation Commission

### I. CALL TO ORDER:

1. ROLL CALL:
2. APPROVAL OF THE MINUTES: May 22, 2024 Regular Meeting

### II. INFORMATIONAL REPORTS AND UPDATES:

*A brief summary of current events by Chairperson, Commission members, and/or Community Development Director. (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. OLD BUSINESS:

1. 2024-2026 Historic Preservation Strategic Plan

### V. NEW BUSINESS:

1. FY2025 HPC Matching Small Grant Funding Program Update

### VI. DISCUSSION ITEMS:

1. 2024 Cottonwood Historic Property Tour

### VII. 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.

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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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The Riverfront Council Chambers are 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 Community Development Admin at 634-5505 (TDD 634-5526). All requests must be made at least 24 hours before the meeting.

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Members of the Historic Preservation Commission will attend either in person or remotely.

City of Cottonwood, Arizona  
Agenda Communication



Meeting Date: June 26, 2024  
Subject: Approval of the May 22, 2024 Historic Preservation Commission meeting minutes.  
Department: Community Development  
From: Kristina Hayden

ATTACHMENTS

[2024-05-22\\_\\_DRAFT REGULAR MINUTES\\_HPC\\_REV TH.pdf](#)

**FIRST PAGE DRAFT**

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

1086 Riverfront Dr.  
Cottonwood, Arizona 86326

**REGULAR MEETING MINUTES**

Wednesday, May 22, 2024  
6:00 p.m.

**I. CALL TO ORDER**

Chairman Collins called the meeting to order at 6:00 p.m.

**A. Roll Call**

**Commission Members Present**

Commissioner Garrison  
Commissioner Monell  
Commissioner Edwards  
Vice Chair Detjen  
Chairman Collins

**Staff Members Present**

Tina Hayden, Community Development Planner, telephonic  
Clover Pinion, Community Development, Assistant Planner  
Rudy Rodriguez, Deputy City Manager  
John Gaylord, Legal Counsel  
Charlotte Page, Recorder

**B. Approval of Minutes:** April 24, 2024 Regular Meeting.

*Motion: Motion to approve the minutes.*

*Made by: Vice Chair Detjen*

*Second: Commissioner Monell*

*Unanimously carried.*

**II. INFORMATIONAL REPORTS AND UPDATES:**

Planner Hayden, introduced John Gaylord, Legal Counsel. She said that there are two vacant seats on the Commission, and informed the Commission that Recorder, Charlotte Page is retiring.

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

**IV. OLD BUSINESS: NONE**

**V. NEW BUSINESS:**

**1. CA-24-001 – Puscifer Certificate of Appropriateness for Landmarked Building**

Consideration of an application for Certificate of Appropriateness to change signage and the exterior colors of a landmarked building located at 102 E. Pima Street. APN:406-34-052.

Planner Hayden presented the proposed project, gave some history of the building, and described some of its distinctive features. She said the proposed project will not alter the historic significance of the building.

Vice Chair Detjen asked if the selected color could be altered to a more era appropriate choice, and suggested that the item be tabled to allow time to develop a proposal or have the applicant consider an alternate blue from the time of the property's original development date. Commissioner Monell asked if there is a requirement of specific designation for colors to be used. Planner Hayden said there is not a designated color palette.

Planner Hayden and the Commission discussed if there are any restrictions or if they would want to implement a color palette that would restrict landmarked properties to using specific historic colors for exterior remodeling.

Dave SanClemente, the property owner's representative said he would be unable to make a recommendation without involving the owner, and he asked for the decision to be made so painting can be scheduled before summer weather gets hotter than 100 degrees. He said there would not be any changes to the exterior other than painting, and the river rock will not be painted.

Discussion ensued regarding the original historic colors of the building, the current colors painted prior to the landmark designation, and the current absence of any requirement to regulate colors for landmark properties in the City of Cottonwood.

Commissioner Garrison said the colors selected seem appropriate for the area and she said the structural integrity of the building is more important than the color.

Chairman Collins asked the Commission to act with a motion to give the applicant an answer to the proposed project. John Gaylord, legal counsel, said staff had suggested a motion in the packet.

Planner Hayden read the stipulations into the record.

1. The project shall be developed in conformance with the development plans as reviewed by the Historic Preservation Commission at the May 22, 2024 meeting.
2. A separate sign permit application submittal is required.

The proposed signs were discussed. Commissioner Edwards asked if the signs were original to the building. Matt Lavoie, the applicant, said the tower that the sign is mounted on is original but the sign was added sometime later. The building on the east side of the lot seems to have the original framing.

***Motion: Move to approve CA-24-001 to allow exterior changes to a landmarked building, subject to the stipulations that staff has read into the record.***

*Made by: Commissioner Monell*

*Second: Commissioner Garrison*

*Roll Call Vote:*

*Commissioner Garrison - Aye*

*Commissioner Monell - Aye*

*Commissioner Edwards -Aye*

*Vice Chair Detjen -Nay*

*Chairman Collins - Aye*

*Motion carried.*

## **VI. DISCUSSION ITEMS:**

### **1. Landmark Committee**

Chairman Collins said there is no update for the Commission.

### **2. 2024-2026 Historic Preservation Strategic Plan**

Planner Hayden reviewed the updated draft document.

The Commission discussed adding more information in the historic summary, completing a list of properties listed in the National Historic Register, including a list of resources available from past reports the City has commissioned since 1985, and the importance of these references to ongoing efforts working with the State Historic Preservation Office (SHPO).

Commissioner Edwards said he would work with Planner Hayden to finalize the details on the citations and the historic summary for the draft plan.

Commissioners were encouraged to share any additional input for the sections in the plan for vision and goals.

### **3. 2024-2025 50/50 Small Grant Matching Fund**

Planner Hayden said she needs the Commission's input for the application timeline and the amount of the matching grant. In past years the timeline has been set at 60 days (2 months) and has sometimes been extended to 90 days (3 months). The past grant matching has been set at \$3,500. The Commission could direct staff if they support a change for the amount. Planner Hayden said current funds are limited and said she supports increasing the grant but there is only \$9,000 in the fund to disperse. In the past two years no grants have been given, as no applicants came forward.

The Commissioners discussed if the requirement for applicants to be landmarked properties may be a deterrent to the process. They said the grant should stay at \$3,500 for this year, and they may consider opening the requirements for the grants to encourage participation.

Commission and Staff will consider the current award scoring process and options to open the grant opportunity to other historical properties to encourage upkeep and adaptive reuse of historic buildings.

Staff was directed to open the application process for three months this year.

### **4. Cottonwood Historic Property Tour Committee**

Vice Chair Detjen and Commissioner Monell reviewed the targets they have developed for participants and sponsorship. The sponsorship letter is in process and needs additional editing.

Planner Hayden said she will be working with internal resources to have a process to receive sponsor donations on the City website. She will update the team when this is implemented.

The next committee meeting is scheduled for June 4, 2024.

## **VII. ADJOURNMENT: 7:26 p.m.**

Notice is hereby given that pursuant to A.R.S. subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Planning and Zoning Commission are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. have been waived.

*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 and Cottonwood Recreation Center are 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.*

*Members of the Historic Preservation Commission will attend either in person or by telephone conference call.*

DRAFT



Meeting Date: June 26, 2024  
Subject: 2024-2026 Historic Preservation Strategic Plan  
Department: Community Development  
From: Kristina Hayden

#### REQUESTED ACTION

Consideration and possible recommendation of approval to City Council for the proposed 2024-2026 Historic Preservation Strategic Plan.

#### SUGGESTED MOTION

If the Commission desires to recommend approval to the City Council, the suggested motion is as follows:

"I move to recommend approval to the City Council for the proposed 2024-2026 Historic Preservation Strategic Plan."

#### BACKGROUND

Chapter 2.110 of the Cottonwood Municipal Code creates the Historic Preservation Commission (HPC) "for the identification, evaluations, protection, preservation, and enhancement of historic properties that have significance for the City of Cottonwood." To promote the objectives of this chapter, Subsection 2.110.030 enables the HPC to create a Historic Preservation Strategic Plan (HPSP) and update it as needed. The implementation and updates to the strategic plan are subject to the approval of City Council.

The HPSP is a document that is used to communicate objectives, and the actions needed to achieve those objectives, as derived from the General Plan. During the discussion at the March 27, 2024 HPC meeting, the Commission compiled a priority list of 14 strategic initiatives, with direction to staff to revise for clarity and grammar. The discussion at the May 22, 2024 HPC meeting prompted additional content for the draft.

The Historic Preservation Commission serves as an advisory commission to the City Council and can recommend approval of the 2024-2026 Historic Preservation Strategic Plan.

#### JUSTIFICATION/BENEFITS/ISSUES

Implementing a Historic Preservation Strategic Plan satisfies one of the requirements that was part of the 2014 CLG agreement with the AzSHPO. The plan also sets objectives and initiatives that serve to preserve historic resources.

#### COST/FUNDING SOURCE

There are no costs associated with the proposed strategic plan.

ATTACHMENTS

[Historic Preservation 2024 Draft - 06-2024.pdf](#)



*"Inspiring a Vibrant Community"*

2024-2026

# HISTORIC PRESERVATION STRATEGIC PLAN - DRAFT



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## Vision Statement

Cottonwood's distinct character and sense of place are based in the area's outstanding natural resources and unique cultural resources. We strive to maintain a uniquely desirable and sustainable community and recognize that prioritizing historic preservation is a character defining aspect of our community. Cottonwood is special because of our hometown atmosphere and sense of community, and we will continue to conserve, preserve, and manage our precious resources.

## Goals

- Preserve Cottonwood's unique character and sense of place.
- Identify, preserve, and protect historic properties and cultural resources within the City.
- Promote awareness and appreciation of the community's unique cultural resources and history.
- Apply objectives of the Cottonwood Historic Preservations Strategic Plan to help further the community's economic goals.
- Educate the community about historic preservation's key role in maintaining the City's economic vitality.
- Integrate historic preservation initiatives and goals into other planning and development programs.

## History

People have lived in the Cottonwood area since at least 10,000 B.C., beginning with Paleoindians who were hunters of now-extinct species of megafauna, including mammoth and bison. Along with climatic change at the end of the Pleistocene Epoch and the extinction of megafauna influenced a shift to a subsistence strategy based on the procurement of a broad spectrum of wild plants and animals around 6,500 B.C. The Archaic lifeway is characterized by a shift toward hunting of modern animal species and the development of regional traditions of flintknapping, rock art, and basketry. Around A.D. 600, a formative cultural tradition came to be recognizable in the Verde Valley.

Archaeologists refer to the Formative people, who lived in the Flagstaff area and the Verde Valley, as the Sinagua. Formative adaptations are characterized by dependence on maize horticulture, increased reliance of stored food, year-round occupation of some sites, construction of more substantial dwellings, and the production of pottery. The Sinagua were a culturally diverse group of people who lived in and around what is now the City of Cottonwood at places like the Bridgeport Ruin, Tuzigoot, and Montezuma Castle from about A.D. 600 through A.D. 1450. The Hopis call these ancestors Hisat'sinom, meaning ancient people.

Cottonwood is within the traditional use areas of the Wipukepa, or Northeastern Yavapai, and the Dilzhee, or Tonto band of the Western Apache. After suffering from attacks by the U.S. military and the territorial militia; and the resulting disruption of subsistence routines, malnutrition, and disease, most of the Wipukepa and Dilzhee surrendered at Camp Verde in 1873 and were confined upon the Rio Verde reservation. In 1875, however, the reservation was withdrawn and its occupants were forcibly marched to the San Carlos Reservation, beginning a period of exile from their homelands.

In May of 1877, the General Land Office contracted a team of surveyors who reported that several families of Euroamerican settlers were farming the area and had named their settlement Cottonwood. The settlement gained recognition when the government established a post office on March 6, 1879.

The removal of the Wipukepa and Dilzhee assuaged the fears of potential settlers, and the most promising farmlands in the Verde Valley region were soon occupied by the newcomers. Beginning in 1892, the Wipukepa and Dilzhee were allowed to leave San Carlos. Many returned to the Verde Valley region and the Camp Verde Indian Reservation was established in 1910 on a small part of the former military post. Then, in 1912, an additional reservation was created at Middle Verde.

The copper mining activity in neighboring Jerome spurred the downtown development of Cottonwood during the development boom of 1917 to 1918. Properties within the Cottonwood Commercial Historic District represent distinct phases in the development of Cottonwood as the commercial hub of the Verde Valley, including the 1920s post-war, the Depression, WWII and post-war, and the Modern period. In 2000, the Cottonwood Commercial Historic District was listed on the National Register of Historic Places. Properties in the surrounding residential area also demonstrate phased development and consist of a mix of architectural styles with the National Folk style as the predominant style.

## Historic Inventory Surveying

The City of Cottonwood has a history of valuing our sense of place and the City has invested in historic preservation by commissioning several associated studies. The first was a Multiple Resource Area building inventory that encompassed a four-square mile area that includes Cottonwood and the adjacent smelter town of Clemenceau (Laird 1986). This study resulted in the listing of 10 properties on the National Register of Historic Places. Then, in 1999, the City commissioned the listing of the Cottonwood Commercial Historic District (CCHD; district) on the NRHP (Stein 2000). The district includes buildings and structures clustered along or directly fronting N. Main Street and bounded to the north and south by bridges, a geographic area locally referred to as Old Town or “bridge to-bridge” (Levstik 2019).

The CCHD is considered locally significant for its association with the commercial and civic development of Cottonwood during the early-to-mid-20th century and includes buildings associated with local commerce, government, and religious activities as well as residential, social, recreational, and cultural functions. This includes a meeting hall, a jail, restaurants, stores, hotels, a post office, public works, churches, a theater, and two bridges (Levstik 2019).

While the CCHD initially consisted of 53 buildings and 4 structures, with 37 contributing to the historic character of the district, 20 were considered non-contributing based on a lack of integrity or age (Stein 2000). In addition, the period of significance for the CCHD was initially 1917–1949, beginning with the earliest date of construction within the district’s boundary and ending at the 50-year age threshold for NRHP designation.

In 2019, the City commissioned Jennifer Levstik to reevaluate the CCHD and Old Town area (Levstik 2019). As a result, an expansion of the district boundaries, an extension of the period of significance, inclusion of several properties to the CCHD that had previously been deemed non-contributing, and the eligibility of two residential districts (Willard Addition Residential Historic District and Old Town Residential Historic

District) were recommended. An amendment to the original CCHD listing was accepted by the Arizona State Historic Preservation Office, and the district currently includes 47 contributing elements with a period of significance of 1917–1960 (Levstik 2019).

The City then commissioned a historic residential property survey in 2023 that evaluated the historical significance of residential properties within the Old Town Planning Area to provide guidance for management of historic resources (Murray 2023). The study established a historic context for evaluating eligibility of residential properties outside of the CCHD for listing in the NRHP and focused on non-commercial properties in Old Town that developed after the platting of Cottonwood's first subdivisions. The 2023 study did not evaluate other historic subdivisions within the city limits, like the Oasis Colony of 1913 and the Scott Addition and Smelter City subdivisions of 1917 (Murray 2023).

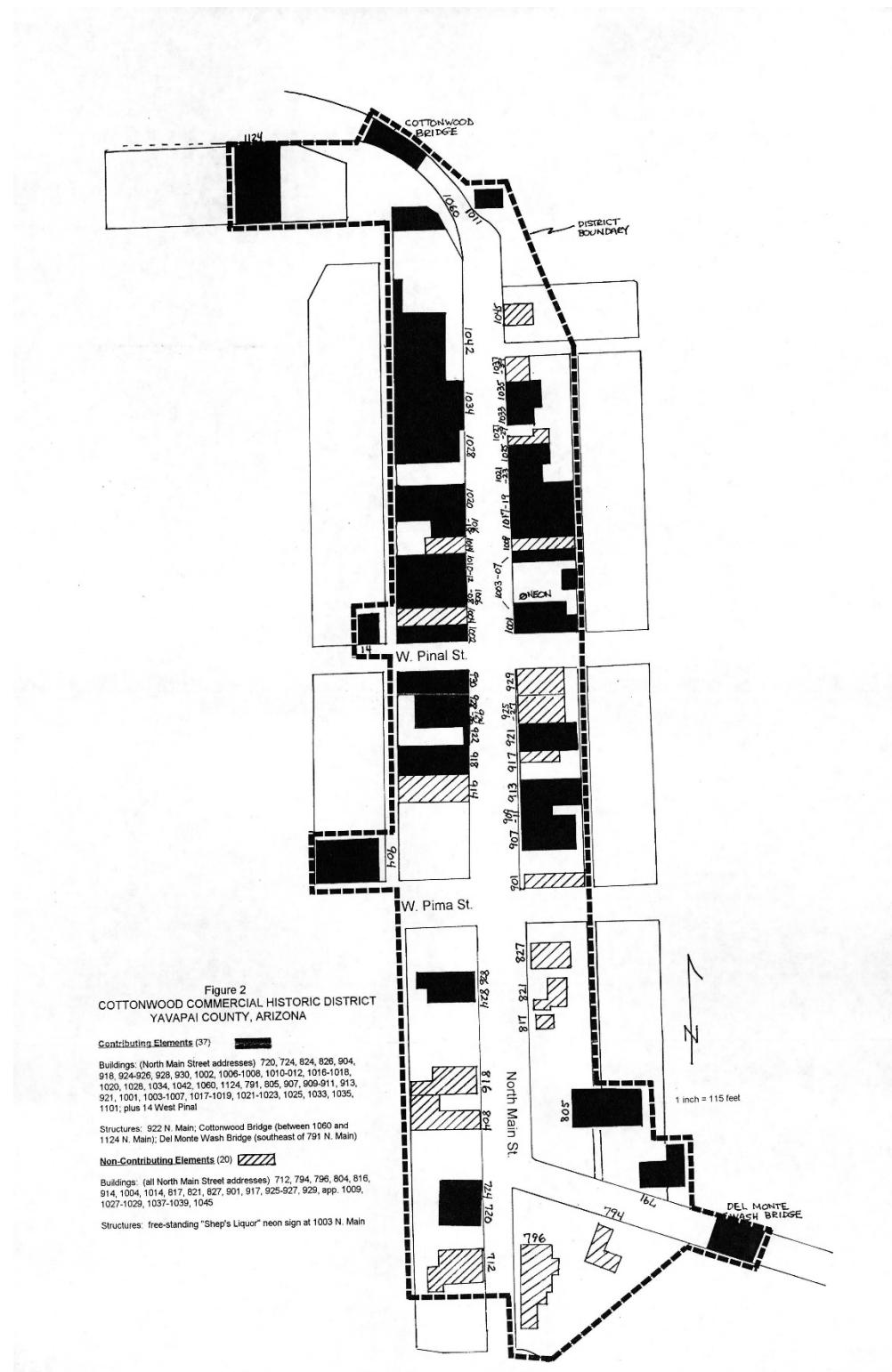
## Landmarked Properties

- ❖ Cottonwood Community Clubhouse – 805 N. Main Street – 1939
- ❖ Upper Verde Justice Court/Old Town Jail – 1101 N. Main Street – 1929
- ❖ Cottonwood Bridge – N. Main Street – 1938
- ❖ Lions Park – 730 N. Main Street – 1930
- ❖ Ersel Garrisons Liberty Garage – 1044 N. Main Street – 1923
- ❖ First Assembly of God Church – 102 E. Pima Street – 1951
- ❖ The Bank of Arizona – 816 N. Main Street – 1954
- ❖ Tovrea Residence – 744 N. Main Street – 1934
- ❖ Edens Residence/Prickly Pear Guest House – 748 N. Main Street – 1938
- ❖ Luther White Residence – 1428 E. Cochise Street – 1939
- ❖ Ford House – 922 N. 2<sup>nd</sup> Street – 1925
- ❖ U.V.X. Smelter Machine Shop – 1917
- ❖ Mattie C. Howard House – 914 N. 2<sup>nd</sup> Street – 1920
- ❖ Edens House – 1015 N. Cactus Street – 1926

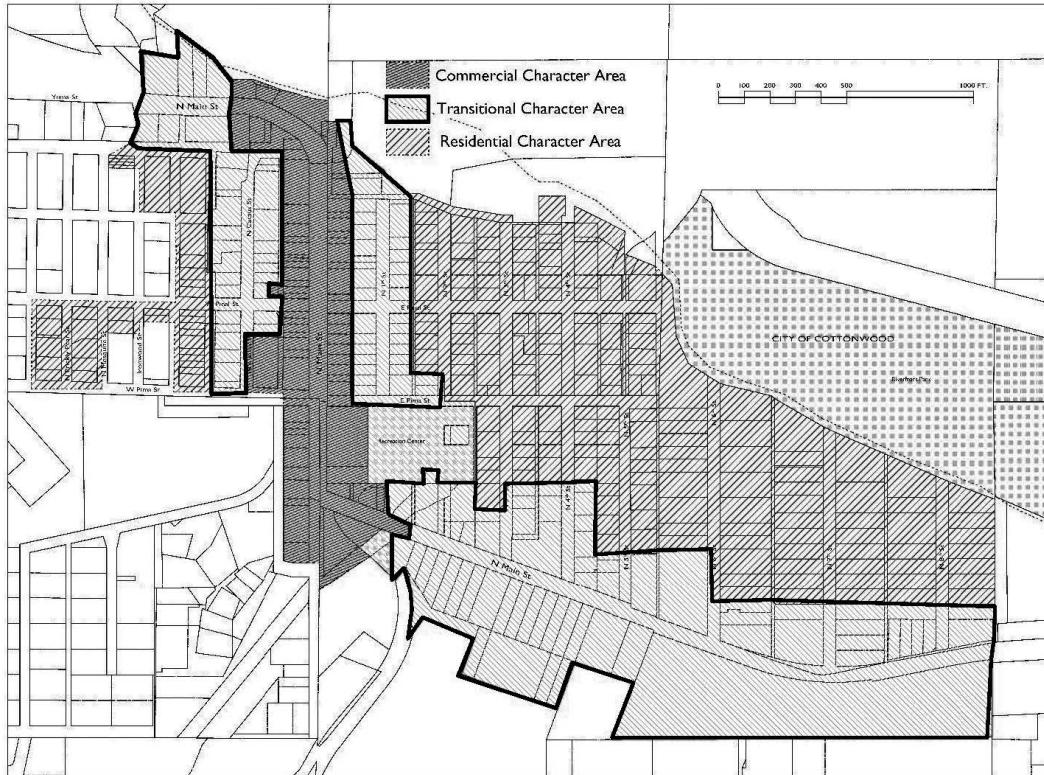
## NRHP Listed Properties

- ❖ City Clerk's Office – 826 N. Main Street
- ❖ Clemenceau Public School – 1 N. Willard Street
- ❖ Edens House – 1015 N. Cactus Street
- ❖ Master Mechanic's House – 333 S. Willard Street
- ❖ Smelter Machine Shop – 360 S. 6<sup>th</sup> Street
- ❖ Smelter Operations Complex – 361 S. Willard
- ❖ Superintendent's Residence – 315 S. Willard
- ❖ Willard House – 114 W. Main Street
- ❖ Cottonwood Commercial Historic District – Approximately 712 to 1124 N. Main Street (North Main Street to East Pima Street).

## Map of Cottonwood Commercial Historic District (CCHD)



## Map of Old Town Special Planning Area (OTSPA)



## Strategic Objectives and Initiatives

### Strategic Objective 1. Retain Old Town's vitality and unique character

- Strategic Initiative 1.a. Propose the establishment of historic overlay districts based on information gathered from recent inventory surveys.
- Strategic Initiative 1.b. Conduct a new inventory survey of the commercial buildings along N. Main Street.
- Strategic Initiative 1.c. Serve in an advisory capacity to the Planning and Zoning Commission regarding Design Review proposals that are within the Old Town area.

### Strategic Objective 2. Enhance Old Town streetscapes to provide a high-quality walkable environment

- Strategic Initiative 2.a. Participate as an advocate for Historic Preservation during efforts to conduct a parking study in Old Town.
- Strategic Initiative 2.b. Participate as an advocate for Historic Preservation during efforts to create an Old Town Master Plan.
- Strategic Initiative 2.c. Participate in efforts to establish wayfinding in Old Town.
- Strategic Initiative 2.d. Collaborate with the Old Town Association, and other similar groups to implement amenity programs for the Old Town area that include:
  - Walking Tour with QR code signage
  - Historic markers/signs
  - Seating
  - Restrooms
  - And other public amenities

**Strategic Objective 3. Provide preservation assistance to owners of historic properties**

- Strategic Initiative 3.a Continue to host the Cottonwood Historic Property Tour as the main funding source for the 50/50 Matching Small Grant fund. Discuss and create opportunities for additional fundraising.
- Strategic Initiative 3.b Provide educational materials via hosting booths at community events and website updates that consist of tax credit opportunities, landmarking, and proper treatment of archaeological resources.
- Strategic Initiative 3.c Continue to issue the 50/50 Matching Small Grant fund on an annual basis.
- Strategic Initiative 3.d Establish a presence for historic preservation on the Historic Preservation Commission's social media page.

**Strategic Objective 4. Maintain Cottonwood's status as a Certified Local Government (CLG)**

- Strategic Initiative 4.a Maintain Cottonwood's status as a Certified Local Government (CLG) by supporting the preservation of significant historic and contributing historic properties listed on the National Register of Historic Places and following the standards and procedures identified per the 2014 CLG agreement.
- Strategic Initiative 4.b Submit for the annual federal pass-through grant issued by the Arizona State Historic Preservation Office (SHPO) that is available to CLGs.

## References

Laird, Linda, and Associates

1986 *Cottonwood, Arizona, Historic Resources Inventory: Final Report*. On file, State Historic Preservation Office, Phoenix.

Levstik, Jennifer

2019 City of Cottonwood Phase I Historic Resources Survey, Yavapai County, Arizona. Logan Simpson Technical Report No. 185021. On file, State Historic Preservation Office, Phoenix.

Murray, Vince

2023 Old Town Cottonwood Historic Residential Property Report. On file, City of Cottonwood.

Stein, Pat

2000 *Cottonwood Commercial Historic District National Register of Historic Places nomination form*. On file, Arizona State Historic Preservation Office, Phoenix.

## Acknowledgements & Contributions

### HISTORIC PRESERVATION COMMISSION

DAVID COLLINS, CHAIRMAN

KRISTINA DETJEN, VICE-CHAIRWOMAN

DEBBIE GARRISON, COMMISSIONER

JOSH EDWARDS, COMMISSIONER

PATRICIA MONELL, COMMISSIONER

### CITY STAFF

SCOTT ELLIS, COMMUNITY DEVELOPMENT DIRECTOR

KRISTINA HAYDEN, COMMUNITY DEVELOPMENT PLANNER

CLOVER PINION, ASSISTANT COMMUNITY DEVELOPMENT PLANNER

LAURA HERRERA, MARKETING & PUBLIC INFORMATION SPECIALIST



Meeting Date: June 26, 2024  
Subject: Proposed changes to the FY2025 HPC Matching Small Grant Funding Program  
Department: Community Development  
From: Kristina Hayden

#### REQUESTED ACTION

Consideration of the proposed changes to the FY2025 HPC Matching Small Grant Funding Program.

#### SUGGESTED MOTION

If the Commission desires to approve this item, the suggested motion is as follows:

"I move to approve the proposed changes for the FY2025 HPC Matching Small Grant Funding Program as proposed by staff."

#### BACKGROUND

During discussion at the May 22, 2024 Historic Preservation Commission meeting, the Commission expressed their desire to expand the eligibility requirements for the HPC Matching Small Grant Funding Program due to minimal activity within recent years. It was also discussed that properties that are landmarked, listed on the National Register of Historic Places (NRHP), or located within the Cottonwood Commercial Historic District (CCHD) should be prioritized for funding.

Staff proposes the following revisions to the FY2025 HPC Matching Small Grant Funding Program to reflect the Commission's requests:

- Expand eligibility from only landmarked properties to also include properties within the Old Town Special Planning Area (OTSPA - Map provided in attached application document) and properties included on the NRHP
- Revised scoring criteria to prioritize properties that are landmarked, listed on the NRHP, and located within the CCHD
- Revised the cover sheet for legibility and added a signature block
- The previous iteration for the grant application was dated FY2023-2024, revised to reflect current fiscal year of FY2025

#### JUSTIFICATION/BENEFITS/ISSUES

The properties within the OTSPA hold historic value, and the proposed changes will provide opportunity for more property owners to apply for the grant to preserve that value.

COST/FUNDING SOURCE

Grant funds would be distributed from the City of Cottonwood Small Grant/Property Tour Fund for an amount not to exceed \$3,500 for FY2025.

ATTACHMENTS

[Draft Application](#)  
[Draft Cover Sheet](#)

# Draft Application

## City of Cottonwood, Arizona



*“Inspiring a Vibrant Community”*

### NOTICE OF FORMAL SOLICITATION

**SOLICITATION TYPE:**  
**COMMODITY/SERVICE SOUGHT:**  
**SOLICITATION NO.:**  
**PROPOSAL DUE DATE AND TIME:**

**REQUEST FOR PROPOSALS**  
**FY2023-202420245** HPC Small Grant Funding Program  
**FY23/254-HPC-01**  
**October 31, 2023September 30, 2024** at 10:00 a.m. local Arizona

time

**LOCATION:**

**City of Cottonwood**  
**Administrative Services Department**  
**Purchasing Division**  
**8271 N. Main Street**  
**Cottonwood, AZ 86326**

The City of Cottonwood is accepting applications for the fiscal year 2023/20254 Historic Preservation Commission (HPC) Small Grant Funding Program. The purpose of the HPC Small Grant Funding Program is to provide financial assistance to help qualifying property 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](http://www.cottonwoodaz.gov) (Doing Business→Bid Opportunities) or hard copies can be picked up at the City of Cottonwood, Finance Office, 1Administrative Services Department located at 8217 N. Main Street, Cottonwood, AZ 86326.

Applications will be received by the Purchasing Division, City of Cottonwood, 8217 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 via email, or if hand delivered, 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 via email or in a sealed envelope with the Solicitation Name and Number in the email subject 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

# Draft Application

CITY OF COTTONWOOD

FY2023/202420254 HPC SMALL GRANT FUNDING PROGRAM

GRANT APPLICATION PACKET



*“Inspiring a Vibrant Community”*

Revised  
July 20, 2023June 26, 2024

# Draft Application

## PURPOSE

The City of Cottonwood and the Historic Preservation Commission (HPC) have developed a grant program to assist owners of properties located within the Old Town Special Planning Area (OTSPA), listed on the National Register of Historic Places (NRHP), and 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 HPC 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 located within the OTSPA, listed on the NRHP, or are designated Local Historic Landmarks. If an applicant intends to apply for a HPC Small Grant on a property currently not designated as a City of Cottonwood landmark, located within the OTSPA, or listed on the NRHP, a Landmark Designation Application must be included and approved prior to award of grant funds. For this grant only, properties located within the boundaries of the OTSPA do not have to opt-in to be eligible.~~

**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. The maximum grant award for the fiscal year~~2023/2024~~ 2025 grant cycle is \$3,500.00.~~

**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.~~

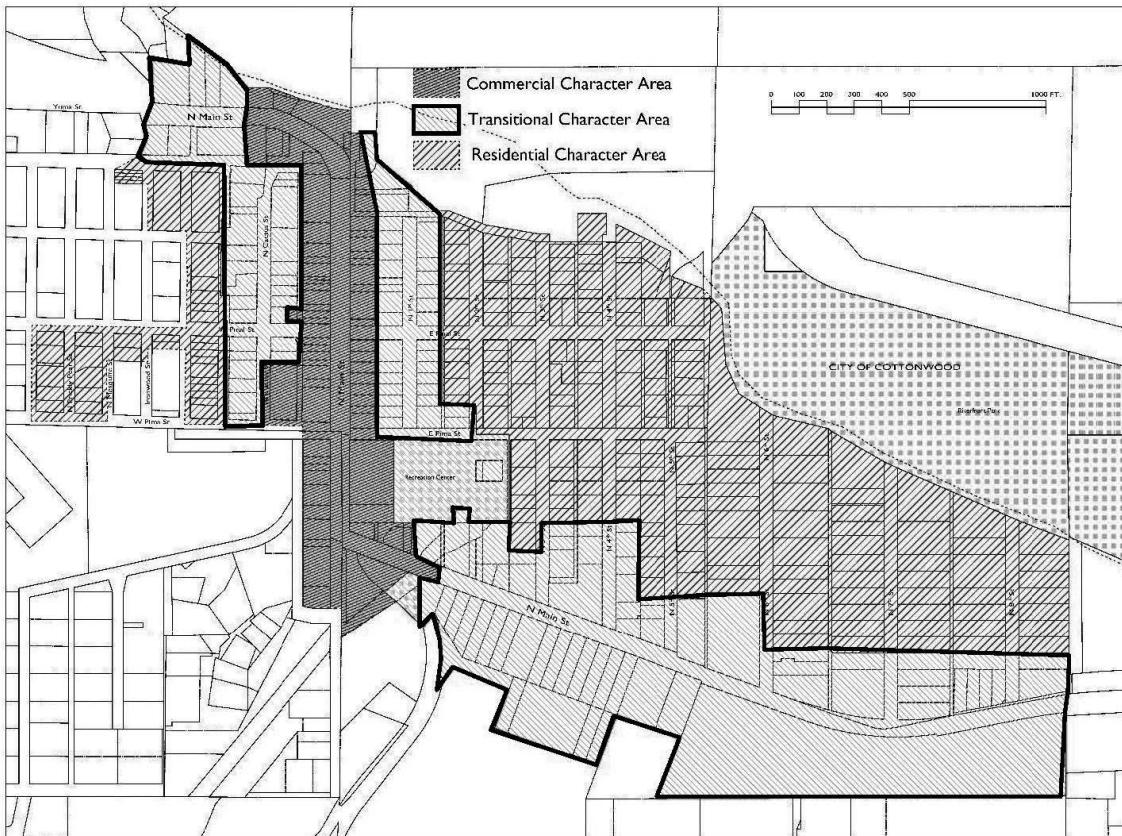
**Successive Year Grant Requests:** Property owners are limited to one grant application per property per grant cycle. Grant applications may be made in successive years to fund a continuing project. In such cases, the application should indicate a description of the overall project and a detailed description 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.

# Draft Application

## ELIGIBILITY CRITERIA

### **Project Eligibility Requirements:**

1. Property is located within the City of Cottonwood.
2. Property is listed in the Cottonwood Historic Landmark Registry, or is located within the OTSPA.
3. Proposed activity shall will obtain Certificate of Appropriateness, if required.
4. Property is in compliance complies 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.



The OTSPA consists of three character areas as follows:

- Commercial Character Area

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- Transitional Character Area
- Residential Character Area

Any properties located within these areas are eligible to submit an application.

**Historic Preservation Categories:** (Grant applications may be applied to the following three historic preservation categories):

## 1. 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.

## 1.2. 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.

## 2.1. 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 advised~~ to consult with the Community Development ~~Director or designee~~ ~~department~~ prior to applying for the Historic Preservation Small Grant Program ~~by submitting a Pre-Application meeting request~~. The purpose of this meeting is to discuss application requirements, the scope of work, and the eligibility of the property and proposed work. Please contact XXX at ??? to schedule a meeting.

**Preliminary Construction Plans and Cost Estimates:** The application for grant funding must be accompanied

# Draft Application

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.

**Application Deadline:** Applications must be received by the deadline specified in the grant cycle. Applications determined incomplete or received after the specified deadline, may reapply in the next grant cycle.

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**Technical Review Committee:** A technical review committee consisting of City staff members, and others as determined, shallwill 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 SCORING 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 100-80 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 2-1 – Historic Home/Building Tour Participant – (5 points)**

Properties that have participated in the annual Historic Property Tour within the previous 3 years shallwill qualify for 5 additional points.

### **Part 2 – Historic Designation/Landmarked/Located within Cottonwood Commercial Historic District (up to 20 Points)**

Properties that meet one of the following shallwill qualify for up to 20 additional points:

- A. Listed on both the Cottonwood Landmark Register and National Register of Historic Places (20 Points)
- B. Listed on either the Cottonwood Landmark Register or National Register of Historic Places (15 Points)
- C. Listed as a contributing property within the Cottonwood Commercial Historic District (10 Points)
- D. Located within the Cottonwood Commercial Historic District (5 points)

### **Part 3-3 – Historic Significance – (Up to 15-25 points)**

Based on National Register criteria, the historical significance section documents information on one or more of the following aspects of the propertiesproperty's history. Where known, provide references for sources of information.

- A. Age. Estimate dates of initial construction and any major reconstruction. (5 Points).
- B. Event. Describe the relationship of the property to any historic event that may have taken place there. (5 Points).
- C. Person. Describe any builder, architect, occupant, resident or other person with a prominent relationship with the property. (5 Points).
- D. Design/Construction. Provide information if the building or property is an example of a particular style of architecture, building technique or street contribution (5 Points).
- E. Information Potential. Does recognition of resource have potential to provide other relevant information

# Draft Application

regarding the development of the community? (5 Points).

## **Part 44 – Scope- Scope of Work – (6Up to 30 5 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 will~~ describe all related activity with emphasis on historic rehabilitation, preservation, or restoration. All materials ~~shall will~~ be identified on plans with a material list provided. Proposed projects will be scored on the following types:

- A. Rehabilitation (15 Points)
- B. Preservation (10 Points)
- A. Restoration (5 Points)
- B.C.

## **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 will~~ issue a Notice of Grant Award to successful property owners applicants. Work cannot begin until the applicant has received a copy of the Notice of Grant Award, and funding agreement. ~~–The applicant awardee 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, Certificate of Appropriateness, building permits, right-of-way use permits and planning approvals.~~

**Disbursement of Funds:** HPChistoric Preservation Small Grant Program funds ~~shall will~~ 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 ownerawardee 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 ownerawardee 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 DirectorChief Building Official for an additional 180 days. Failure to complete the project within the timeframe specified will result in the loss of the grant and the awardeeproperty owner will be ineligible to apply during the next grant cycle. The property ownerawardee 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.

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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/applicantawardee, 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 7.6. executed Grant Agreement is sent to the granteeawardee.

**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 awardeeproperty 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 mayshall be submitted in a sealed envelope clearly marked on the outside "Application – FY23/2420245 HPC Small Grant Funding Program" or in the email subject line if submitting via email and shall be directed to:

Attention: Jeff CookLisa Lau, Contract/Purchasing Administrator  
8271 North Main Street  
Cottonwood, Arizona 86326.  
llau@cottonwoodaz.gov

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 shallshould be directed to:

Jeff CookLisa Lau  
Contract/Purchasing Administrator  
8271 North Main Street  
Cottonwood, Arizona 86326  
(928) 634-0060 ext.2752340-2714  
jcook@cottonwoodaz.govllau@cottonwoodaz.gov

# Draft Application

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# Draft Application

CITY OF COTTONWOOD

# CITY OF COTTONWOOD

**HPC SMALL GRANT FUNDING APPLICATION COVER SHEET FISCAL YEAR 2023/2024**

**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: \_\_\_\_\_

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**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

## **Proposal Format:**

if submitting hard copy Narrative proposals shall will be attached to this application sheet following the format described below.

# Draft Application

**General & Historic Property Information.** Identify the property, briefly describe the standard information provided for properties listed as Historic Landmarks.

● **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?

● **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 will describe all related activity with emphasis on historic preservation. All materials shall will be identified on plans with a material list provided.

● **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 will show total costs, including labor and materials.

# Draft Application

# Draft Cover Sheet



*"Inspiring a Vibrant Community"*

**CITY OF COTTONWOOD**

**HPC SMALL GRANT FUNDING APPLICATION COVER SHEET FISCAL YEAR 2025**  
**NOTE: APPLICANTS MUST COMPLETE THIS COVER SHEET AND ATTACH THE GRANT PROPOSAL IN THE FORMAT DESCRIBED HEREIN.**

**Due Date:** **September 30, 2024**

**Due Time:** **10:00 a.m., local Arizona time**

**Due to:** **Lisa Lau, Contract/Purchasing Administrator @ [llau@cottonwoodaz.gov](mailto:llau@cottonwoodaz.gov) or**  
**Purchasing Division**  
**City of Cottonwood**  
**821 N. Main Street**  
**Cottonwood, AZ 86326**

**Applicant contact information:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address (if different from the legal property): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner/s Legal Name:** \_\_\_\_\_

**Property Legal Address:** \_\_\_\_\_

**Has the identified property participated in the Historic Property Tour within the last three years?**

Yes  No If yes, please check the year(s):  2023  2022  2021

# Draft Cover Sheet

## Property Eligibility Criteria: (check all that apply)

- Property located within the city limits of the City of Cottonwood
- Property listed in the Cottonwood Historic Landmark Registry
- Property listed in the National Register of Historic Places
- Property located in the Cottonwood Commercial Historic District
- Property located within the Old Town Special Planning Area (OTSPA)

## Certifications:

- I understand that by checking this box that, if awarded, an approved Certificate of Appropriateness is required prior to the start of any work.
- I understand that by checking this box that the proposed activities comply with all City Code requirements.

By signing this application, I understand that, I certify that I am the legal owner of the property listed above or have the legal authority to sign for the owner. I certify that the information provided on this application is true and correct to the best of my knowledge.

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Signature

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Date

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Printed Name

# Draft Cover Sheet

## Application Checklist:

- Sealed Envelope for Application Submittal, if submitting hard copy
- Application Coversheet (page XX)
- Project Narrative Proposal Letter (see outline)
- Construction Cost Estimates
- Construction Plans

Additional material or data may be requested as necessary to assist in the evaluation of the application.

**Project Narrative Proposals** will be attached to this application sheet following the format described below.

- ① **General & Historic Property Information.** Identify the property, briefly describe the standard information provided for properties listed on the National Register and/or Historic Landmark Register.
- ② **Historic Significance.** Based on National Register criteria, the historical significance section documents information on one or more of the following aspects of the property's 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?
- ③ **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 will describe all related activity with emphasis on historic rehabilitation, preservation, and/or restoration. All materials will 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 will show total costs, including labor and materials.