

**HISTORIC  
PRESERVATION  
COMMISSION**

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

Wednesday, July 24, 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 June 26, 2024 Historic Preservation Commission Regular Meeting Minutes

**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:****VI. DISCUSSION ITEMS:**

1. CHPT Committee Update

**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.

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: July 24, 2024  
Subject: Approval of the June 26, 2024 Historic Preservation Commission  
Regular Meeting Minutes  
Department: Community Development  
From: Kristina Hayden

ATTACHMENTS

[2024-0626 Regular Minutes Draft.pdf](#)



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

1083 E. Riverfront Dr.  
Cottonwood, Arizona 86326

**REGULAR MEETING MINUTES**

Thursday, June 26, 2024  
6:00 pm

**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- via Zoom

Vice Chair Detjen

Chairman Collins

**Staff Members Present**

Scott Ellis, Community Development Director

Tina Hayden, Community Development Planner

Evette Skerrett, Deputy City Clerk

Darlene Foster, Recorder

**B. Approval of Minutes: May 22, 2024 Regular Meeting.**

*Motion: Motion to approve.*

*Made by: Chairman Garrison*

*Second: Commissioner Monelle*

*Unanimously carried.*

**II. INFORMATIONAL REPORTS AND UPDATES:**

Planner Hayden informed all that a roll call vote is no longer needed, we will be using voice votes. City Council approved the General Plan, will be on November 5 ballot.

Copies are available tonight. Introduction of a new Community Development administrative assistant, Darlene Foster. Staff is attending Historic Preservation conference, report will be available for the July or August meeting packet.

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

### **IV. OLD BUSINESS:**

#### **1. 2024-2026 Historical Preservation Strategic Plan (Draft)**

Planner Hayden reported about major and/or minor changes, advised we are content with the vision statement (minor changes) and goals as discussed at the May meeting. Regarding the history statement, a write up prepared by Commissioner Edwards was submitted. There were minor changes made to the wording and the flow of thoughts was clarified. Planner Hayden stated we also included information about Historic Inventory surveying- a time line of projects we have done, how we have listed the Cottonwood Commercial historical properties on the National registry of Historic places. We have our landmark properties and our Nationally listed properties and a map of our Cottonwood Commercial Historic District. Prior to the meeting Commissioner Edwards raised a concern wondering if this is the most current map. If we could determine that now good, if not then a possible a motion to approve could be contingent upon confirming we have the most current of maps. We have a map of the Oldtown Special Planning area as well because that pertains to our most recent residential survey. All the residential buildings within the OTSPA area have been surveyed. There are no proposed changes for the Strategic Objective or initiatives, those have remained in place since our February discussion. We have added some references for the content added. That is it for the changes to the draft document.

Chairman Collins asked for comments:

Commissioner Garrison stated that prior to the meeting Planner Hayden, Commissioner Edwards discussed the history page of the draft document. She stated the consensus from that conversation was that the history is too long and that while people would love to read it needs polishing and editing, it does not flow with the next page. She stated that both Commissioners agreed to meet and polish up the information making it really presentable to the Council at the July 16<sup>th</sup> meeting. She feels we have spent much more time with the property tour portion and not with the written history portion. It is close she said but not finished. She made a motion to table the item allowing more time to work on the document then asked Planner Hayden if this Plan would be presented to council on July 16<sup>th</sup>?

Planner Hayden explained that with an approved Plan document she would present it. If it is not, or it gets tabled again, revisions and/or discussion she will hold off taking this to Council. Commissioner Garrison elaborated about her concerns, while she appreciated what Commissioner Edwards has written her concern is that the history draft is 90% pre-settlement of Cottonwood. In her mind, the founding and settlement of Cottonwood would be the focal points of the Cottonwood History as it pertains to this 2024-2026 Historical Preservation Strategic Plan. She did not have time to do editing but that is her thought process. If we were forced to vote, she favors going back to the original way the history was written prior to this version. She advised not being in favor of this document as written. She prefers something more polished and gives more information about when Cottonwood was founded and settled.

Planner Hayden responded pointing out that the history of Cottonwood, including the pre-history, spanning back to 10,000 BC the timeline is really condensed. The last two paragraphs of the development of Cottonwood as it is now...it is proportional looking at the grand scheme of it. It does seem proportional. This is just my two cents worth and will take the Commission's direction.

Commissioner Edwards advised he believes the history part of the document is lacking it is not finished. Vice Commissioner Detjen agreed it is just not finished, she would love to provide

input. They all want a balanced historical write up to include the European settlement, the Native settlements both being great history.

Commissioner Edwards stated the map being questioned is from 1999, the one showed is amended. Noted there are many additions/revisions to the maps.

Planner Hayden asked him to provide the information.

## **V. NEW BUSINESS: NONE**

## **VI. DISCUSSION ITEMS:**

### **1. 2023 Historic Preservation Conference Report**

Planner Hayden showed a PowerPoint review of the Historic Preservation Conference she attended with information regarding federal, state, and local statutes that apply to archeological survey requirements.

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

Planner Hayden reviewed how the Certified Local Government (CLG) requires action to maintain the status with State Historic Preservation Office (SHPO). One of these requirements is for the Commission to create a strategic plan that will ultimately be sent for review and approval by City Council.

Action item: Chairman Collins said Commissioners should email their ideas to staff and the draft will be discussed at the February meeting.

### **3. 2024 Cottonwood Historic Property Tour**

Vice Chair Detjen volunteered to lead the committee. Commissioner Monell and Commissioner Edwards will join her.

## **VII. ADJOURNMENT: 6:53 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.*

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

DRAFT



Meeting Date: July 24, 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 - 07-2024.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

The City of Cottonwood has a rich history that traces its roots back to the Native American tribes who inhabited the area for centuries. Westward expansion brought European settlers who helped transform Cottonwood from a mining support town, to agriculture, and finally to a tourist destination that draws visitors from around the world. Now known as the "Heart of Arizona Wine Country," Cottonwood also acts as the economic hub for much of the Verde Valley. Historic Old Town and the surrounding neighborhoods are a vital part of what gives Cottonwood its current character and attraction. The Historic Preservation Commission acts as an advisory body to the City Council to help ensure Cottonwood's heritage is preserved and remains an important part of the City.

## 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).

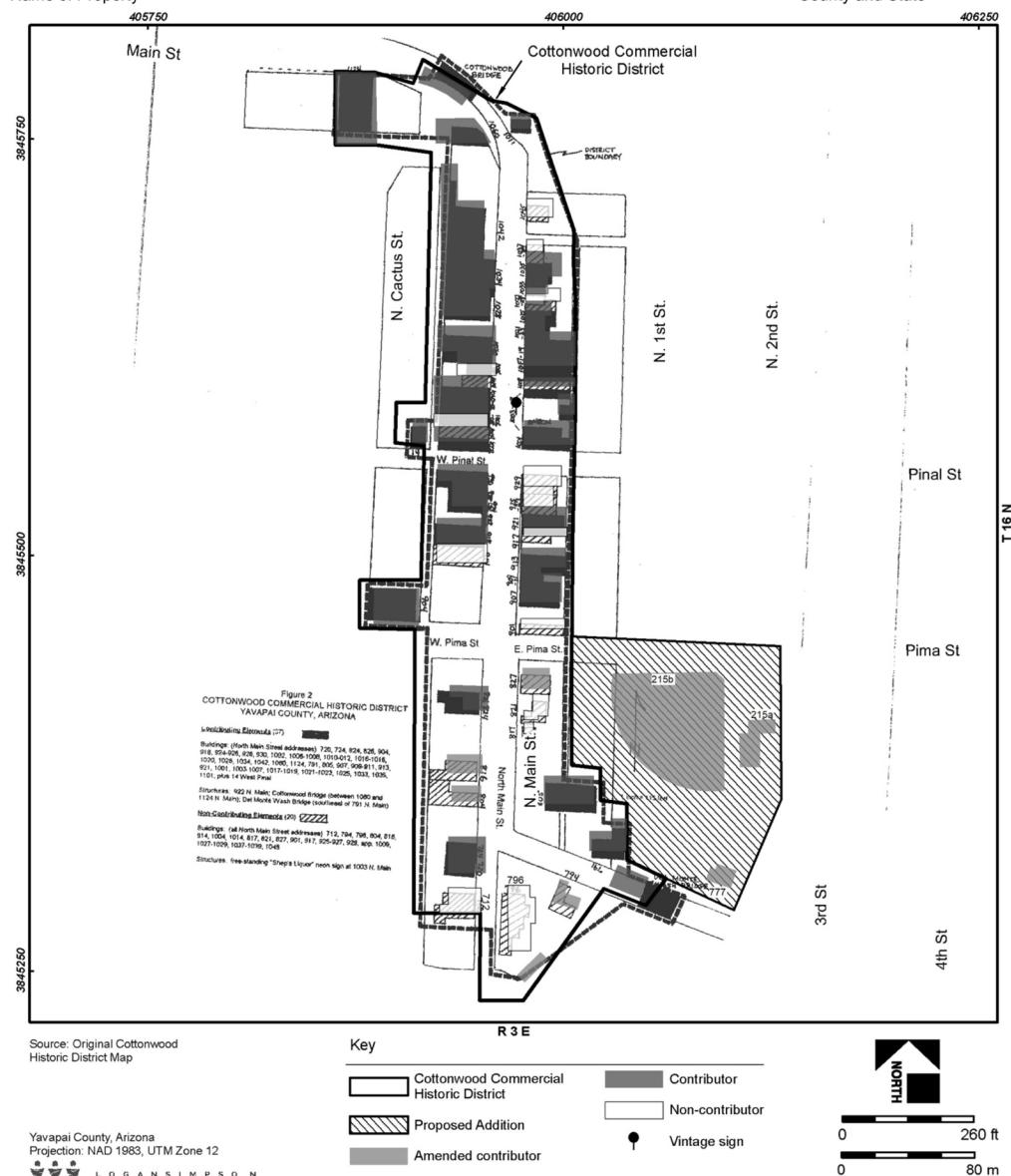
## Map of Cottonwood Commercial Historic District (CCHD)

United States Department of the Interior  
National Park Service / National Register of Historic Places Registration Form  
NPS Form 10-900  
OMB No. 1024-0018

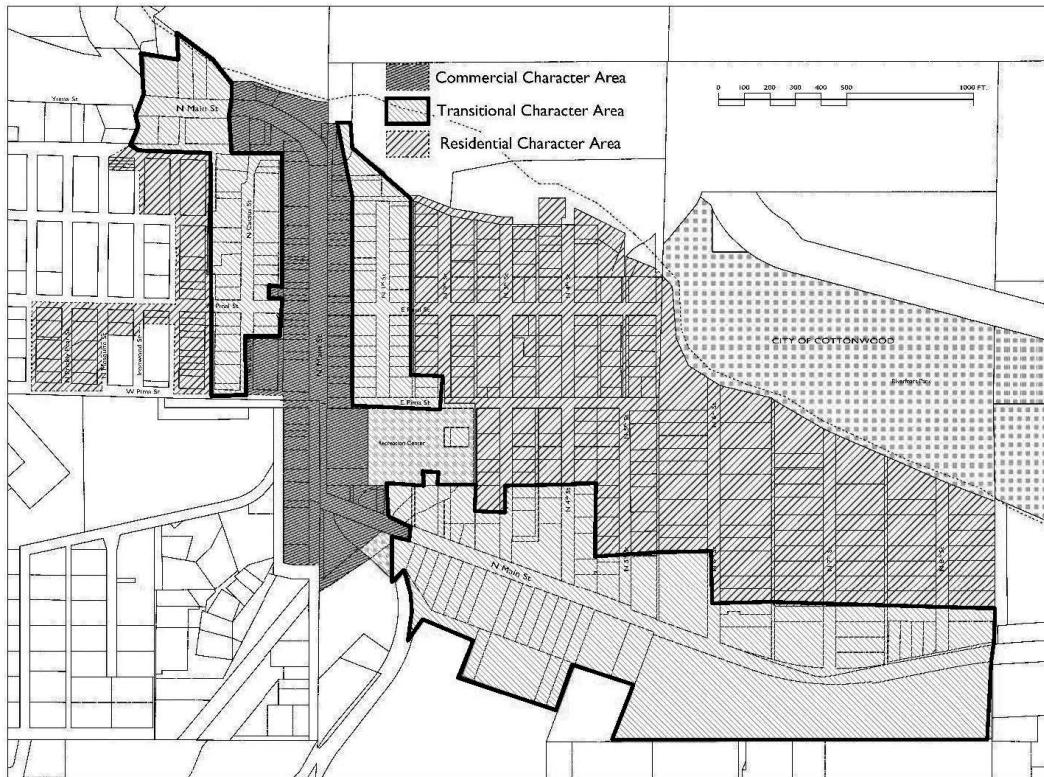
Cottonwood Commercial Historic District Add'l  
Documentation and Boundary Expansion  
Name of Property

Yavapai, Arizona

County and State



## 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

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