

**PLANNING & ZONING
COMMISSION**

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

Thursday, January 25, 2024

6:00 PM

cottonwoodaz.gov

January 25, 2024 Special Meeting

1. CALL TO ORDER

- A. Roll Call
- B. Approval of Minutes
- C. Election of Chair and Vice Chair

Special Meeting Minutes for the Historic Preservation Commission November 29, 2023.

2. 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).

3. 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.

4. OLD BUSINESS:**5. NEW BUSINESS:****6. DISCUSSION ITEMS:**

[2023 Historic Preservation Conference Report](#)

[Historic Preservation 2024-2026 Strategic Plan](#)

[2024 Cottonwood Historic Property Tour](#)

7. ADJOURNMENT:

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 City Council 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 the § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney.

The Cottonwood Council Chambers and Community Club House 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 (928) 634-5505 (TDD 634-5526). All requests must be made at least 24 hours before the meeting.

Members of the Planning Commission will attend either in person or by telephone conference call.

**FIRST PAGE DRAFT**

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

**SUMMARY MINUTES & ACTION REPORT
SPECIAL MEETING**

Wednesday, November 29, 2023
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 Former
Commissioner Garrison, Zoom meeting
Vice Chair Detjen
Chairman Collins

Commission Members Absent

Staff Members Present

Scott Ellis, Community Development Director
Gary Davis, Community Development Senior Planner
Tina Hayden, Community Development Planner
Charlotte Page, Recorder

B. Approval of Minutes: October 25, 2023 Regular Meeting.

Motion: I make a motion to accept it.

Made by: Commissioner Former

Second: Vice Chair Detjen

Unanimously carried.

II. INFORMATIONAL REPORTS AND UPDATES:

Vice Chair Detjen said the Copper Store is interested in landmarking their site and she is working with them. She also thinks the tattoo store may be interested and she will follow up on these possible landmarking opportunities.

Director Ellis said the Commissioners should RSVP for the City's December appreciation event.

III. CALL TO THE PUBLIC: NONE

IV. OLD BUSINESS: NONE

V. NEW BUSINESS: NONE

VI. DISCUSSION ITEMS:

1. Discussion and review of the General Plan Update draft

Senior Planner Davis showed a PowerPoint and gave an overview of the current General Plan draft. The General Plan is required by state law and serves as a tool for long-range development. It is required to be updated every ten years. The General Plan is a policy document and not part of the city codes.

Elements of the plan were reviewed; each element includes a specific goal and objectives to work toward the goal.

Commissioner Former gave input on Objective 1-12, which discourages gated communities. He said people who choose to relocate to this area may want gated residential communities, and he did not want to discourage that type of development.

Vice Chair Detjen asked about how the Neighborhood Commercial (NC) proposed land use designation would help develop sidewalks, if a certain balance between residential and retail is required in new developments in the NC areas, and how the circulation element will address disaster evacuation routes for the area.

Commissioner Garrison asked if there is a true designation for the area we call Old Town.

Senior Planner Davis reviewed how the land use designations of Neighborhood Commercial and Highway Commercial correspond to the C-1 and C-2 zones. The

land use designation does not influence a ratio of community or residential development for future projects, sidewalks can be required based on a project's valuation, and the NC land use designation is intended to sustain more walkable areas.

Director Ellis said there are emergency plans, and studies of existing plans are ongoing for improvements and updates to emergency plans for the community.

A review of possible redevelopment of the current City Hall site to provide event space and additional parking in Old Town prompted discussion about homeless in the area. Senior Planner Davis said there has been some discussion about a future park in the area of Pima and Main street replacing the buildings occupied by City offices today, having the park on the street could be an improvement in the street scape. The current park could be redeveloped into parking. Commissioner Former said the buildings might be moved instead of removed.

Senior Planner Davis said the area we call Old Town is around the commercial historical area and the Old Town special planning area up to around Pinal and 8th St. The map labeled 1-8 in the City Atlas shows the current area of the Old Town Special Planning Area.

The General Plan will be presented at a Public hearing at the Planning & Zoning Commission in December. The Planning & Zoning Commission may vote to recommend the draft to Council. Additional review, and draft amendments will continue until Council votes to approve the plan draft. It is planned to have the General Plan before voters in the 2024 election.

VII. ADJOURNMENT: 6:59 p.m.

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

City of Cottonwood, Arizona
Agenda Communication



Meeting Date: January 25, 2024
Subject: 2023 Historic Preservation Conference Report
Department: Community Development
From: Kristina Hayden

REQUESTED ACTION

N/A -- Discussion Item Only

SUGGESTED MOTION

N/A - Discussion item only.

BACKGROUND

In October 2023, staff attended the Arizona Historic Preservation Conference in Tucson, Arizona. Staff attended the following seminars:

- **Certified Local Government Training (CLG)**

Arianna Urban, State Historic Preservation Office (SHPO) CLG Coordinator, gave materials on archaeological compliance, design review for historic districts, educational programs, CLG grant opportunities, historic preservation plans, design guidelines, zoning ordinances, local designation, and how each component works together to build a strong citywide preservation program. The main presenters, Shannon Plummer, Arizona State Museum (ASM) Arizona Antiquities Act Administrator and Caroline Klebacha, SHPO Archaeological Compliance Specialist presented on archaeological compliance.

Staff Takeaway: The most important thing that was learned was that we need to develop a process for archaeological surveys. Staff has created network contacts with members from the ASM and SHPO, and will consult with them while developing a process. Staff has compiled a brief presentation based on the training provided at the conference.

- **Opportunity or Obstacle? Intersection of Affordable Housing & Historic Property Rehabilitation**

A panel that consisted of State and Municipal officials, developers, and preservation architects presented on their perspectives of historical rehabilitation and the obstacles to provide affordable housing. The moderator and panel consisted of the following: Kathryn Leonard, Arizona State Historic Preservation Officer; Corky Post, Poster Mirto McDonald Preservation Architect and Planner; Dan Klocke, Gorman & Company Senior Development Project Manager; Keon

Mongomery, AZ Dept. of Housing Assistant Deputy Director of Housing & Community Development, and Ann Chanecka, City of Tucson Interim Housing and Community Development Director.

Staff Takeaway: The shared sentiment between the developer panelists was that there is a huge legal fee to apply for historic tax credits and for smaller projects the cost is generally greater than the payout, especially when they have determined that the value of the land is greater than the value of the building.

- **AZSITE: What It's Doing For You**

AZSITE Manager Gabe McGowan presented on AZSITE which is a Geographical Information System (GIS) database that catalogs archaeological sites and SHPO historic resources. CLG staff are approved users of the database and may pay an annual membership fee to access.

Staff Takeaway: Staff is considering how data from AZSITE would be implemented in daily work activities.

- **Federal Historic Preservation Tax Incentives**

Susan Lawson, AZ SHPO Preservation Architect, presented on training and updates regarding historic rehabilitation tax credit programs.

Staff Takeaway: The tax incentives are granted by the National Parks Service (NPS) to aid in rehabilitation projects. It is important to know that the NPS must be consulted and provide review prior to any work being started. This is to ensure that the work being done complies with the Secretary of the Interior's Standards for Rehabilitation.

City of Cottonwood, Arizona
Agenda Communication



Meeting Date: January 25, 2024
Subject: Discussion to develop the 2024-2026 Historic Preservation Strategic Plan.
Department: Community Development
From: Kristina Hayden

REQUESTED ACTION

Discussion to develop the 2024-2026 Historic Preservation Strategic Plan.

SUGGESTED MOTION

N/A - Discussion item only.

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. Since the HPSP will be updated every two years, staff is including the listed objectives, regarding historic preservation, from both the current General Plan 2025 and the General Plan Update Draft. While the General Plan Update Draft has not been adopted by Council or ratified by voters, it has been reviewed by multiple stakeholders including the HPC, and the Planning and Zoning Commission has recommended approval to City Council.

Staff encourages the HPC to suggest and discuss both objectives and strategic initiatives to be listed in the HPSP. The Commission will have more opportunity to suggest and discuss additional items for the plan at the February HPC meeting.

ATTACHMENTS

[Current General Plan Objectives](#)
[General Plan 2025 Objectives.pdf](#)
[Historic_Preservation_Strategic_Plan_2024_Outline.pdf](#)



H. GOALS & OBJECTIVES – Historic Preservation

GOAL 11-1 IDENTIFY, PRESERVE AND PROTECT HISTORIC PROPERTIES AND RESOURCES WITHIN THE CITY.

- Objective 11-1.A** Maintain status in Certified Local Government (CLG) Program for Historic Preservation, as defined by the National Park Service and State Historic Preservation Office.
- Objective 11-1.B** Support the Historic Preservation Commission as the main City program for the promotion of historic preservation goals, including historic property identification and documentation, review of proposed changes to historic properties and districts, and related public outreach and education programs.
- Objective 11-1.C** Establish criteria for identifying Historic Landmark Properties and maintain the Cottonwood Historic Property Register documenting such Historic Landmarks.
- Objective 11-1.D** Establish an ongoing program to identify eligible historic sites, structures, districts, and other resources and update the City's historic resource inventory.
- Objective 11-1.E** Participate in the development of applications and support nominations for listing individual properties and eligible districts on the National Register of Historic Places.
- Objective 11-1.F** Support the preservation of significant historic and contributing historic properties listed on the National Register of Historic Places.
- Objective 11-1.G** Promote the preservation of historic streetscapes and landscapes within historic areas, so as to recognize the significance and context of the historic style and materials of sidewalks, street edge condition, drainage features, light fixtures, street signs, trees and supporting design elements.
- Objective 11-1.H** Follow the standards and procedures identified by SHPO regarding the treatment of pre-historic and historic archaeological resources in Cottonwood.
- Objective 11-1.I** Ensure that any significant archeological resources identified or discovered within the city are treated according to the highest standards of respect and according to the best practices, as well as all applicable state and federal laws. If such resources are disturbed, mitigation measures shall be undertaken.

GOAL 11-2 INTEGRATE HISTORIC PRESERVATION PROGRAMS WITH OTHER CITY PLANNING AND DEVELOPMENT PROGRAMS.

- Objective 11-2.A** Evaluate and amend various City policies, codes and ordinances to be consistent with historic preservation goals.
- Objective 11-2.B** Ensure that City policies, codes and ordinances are in place to resolve conflicts and provide beneficial results regarding preservation of existing resources in relation to proposed new development.
- Objective 11-2.C** Promote coordination between various city functions and programs regarding review of proposed development activities so as to support the goals of historic preservation.
- Objective 11-2.D** Evaluate alternative building safety code and fire safety protection codes for historic buildings to ensure that life safety objectives are not compromised.
- Objective 11-2.E** As an incentive for historic preservation, simplify and expedite the planning and building safety review process for work on contributing historic properties through the establishment of clear policies and criteria for such work.



GOAL 11-3 PROMOTE AWARENESS AND APPRECIATION OF THE COMMUNITY'S HISTORY.

Objective 11-3. A Promote historic preservation through city marketing efforts, public displays, brochures, walking tours and newspaper articles.

Objective 11-3. B Promote improved signage programs to identify historic districts and properties through the use of integrated historic district street signs, individual property markers and interpretive display signs.

Objective 11-3. C Support National Historic Preservation Month activities in May of each year through proclamations, media releases, educational events and historic preservation tours.

Objective 11-3. D Provide expanded information through the City website describing the history of Cottonwood, various historic buildings, historic figures, available resources and programs, financial incentives and other related information.

Objective 11-3. E Build partnerships with City boards and commissions, historical societies, business associations, school districts, and private owners to promote cultural heritage.

Objective 11-3. F Participate in state and regional historic preservation conferences, workshops, and programs.

GOAL 11-4 SUPPORT HISTORIC PRESERVATION AS AN ECONOMIC DEVELOPMENT AND REVITALIZATION PROGRAM.

Objective 11-4. A Promote the historic roots of Cottonwood and historic preservation resources as part of City marketing and tourism promotion efforts.

Objective 11-4. B Support regional programs related to historic preservation, including local, state and federal historic sites, museums and organizations, and combined tourism promotion programs.

Objective 11-4. C Provide strong, effective support for the preservation of historic properties through adopted ordinances that require review of alterations to historic properties according to adopted standards.

Objective 11-4. D Assure new construction within historic areas is compatible with the existing character of the area so as to protect the historic context and district standards.

Objective 11-4. E Support the process that places a temporary delay on proposed demolition of historic properties so as to allow time to work with property owners to adequately consider preservation alternatives.

Objective 11-4. F Provide information to property owners and the public regarding any local, State and Federal incentive programs, including grant and tax incentive programs for rehabilitation and maintenance of historic properties.

Objective 11-4. G Consider developing financial support programs, such as revolving loan fund for rehabilitation of properties, and a small grant program to provide matching funds for individual rehabilitation grants that meet identified criteria.

3. CHARACTER AND ECONOMY

Goal 3: Preserve and celebrate Cottonwood’s unique character and identity while helping the economy thrive.

In Cottonwood, a high quality of life is dependent on a strong economy – and vice versa. By sustaining Cottonwood’s unique character and quality of life, Cottonwood will be an increasingly desirable place for its residents as well as visitors and prospective businesses, and will continue to be the economic center of the Verde Valley. Locally-owned businesses help define our unique identity and circulate prosperity within the community. Preserving links to our rich cultural history and supporting local businesses are key to Cottonwood’s identity and economy.

- Objective 3-1 Business Attraction and Retention.** Continuously plan and implement programs to encourage existing businesses to stay and expand, and to recruit new businesses that will diversify the economy and be compatible with the environment and Cottonwood’s character. Continuously plan and implement programs to develop an educated and skilled local workforce.
- Objective 3-2 Local Business.** Help locally-owned businesses thrive by providing resources and programs that focus on small business development needs, and promotional programs to encourage residents and visitors to shop and dine in Cottonwood.
- Objective 3-3 Wine Country.** Retain Cottonwood’s branding as “The Heart of Arizona Wine Country” and collaborate with local trade organizations to support and maintain the presence of wine-related businesses.
- Objective 3-4 Outdoor Recreation.** Promote outdoor recreation opportunities such as hiking and bicycling for use by residents and visitors through marketing and by continually improving the bicycle and trail network, as described in the **Circulation** element and the **Open Space and Recreation** element of this plan.
- Objective 3-5 Tourism.** Promote tourism to benefit the small, locally-owned businesses that depend on visitors, but carefully strategize marketing efforts to avoid over-use and congestion that can detract from the small-town character valued by residents and visitors.
- Objective 3-6 Old Town Character.** Retain Old Town’s vitality and unique character by permitting and encouraging adaptive reuse of historic buildings, and permitting new buildings that are compatible with existing architectural and historic

context. Ensure development regulations support a wide range of retail, entertainment, office, and residential uses.

- Objective 3-7 Old Town Streetscapes.** Preserve and enhance the character of established streetscapes to promote a high-quality walkable environment in Old Town, with amenities such as street trees, on-street parking, sidewalk café space, street furniture, reduced crosswalk lengths, public restrooms, and pedestrian-scale lighting and signage. Alleviate parking shortages by increasing number of spaces and improving parking management. Consider replacing the City-owned buildings at the southeast corner of Main and Pima Streets with an open street-side gathering place designed for events and daily use, with the parking area moved east and enlarged, replacing the existing Old Town Activity Park. Coordinate with Old Town business owners and residents to develop a master plan for implementing this objective, in accordance with current best practices.
- Objective 3-8 Historic Preservation.** Ensure City regulations and design standards encourage and enable the preservation of significant historic and contributing historic properties citywide.
- Objective 3-9 Preservation Assistance.** Assist property owners with maintenance, preservation, and rehabilitation of historic properties by making City funding available through the small grants program, and by providing information on any available state and federal grants.
- Objective 3-10 Historic Documentation and Review.** Maintain Cottonwood’s status in the Certified Local Government (CLG) Program for Historic Preservation, as defined by the National Park Service and the State Historic Preservation Office (SHPO). Historic Preservation Commission activities include historic property identification and documentation, nominations for the National Register of Historic Places, review of proposed changes to historic properties and districts, and related public outreach and education programs.
- Objective 3-11 Archaeological Resources.** Enact and enforce development regulations that meet or exceed state and federal law regarding the treatment of pre-historic and historic archaeological resources. Ensure resources are treated according to the highest standards of respect and current best practices, and assist land management agencies in preserving archaeological resources on public lands.
- Objective 3-12 Recognition.** Reinforce pride in community and exemplary property maintenance by recognizing property owners through programs such as the Beautification Recognition awards.
- Objective 3-13 Community Events.** Hold annual festivals and public events that celebrate aspects of the community, and appeal to both residents and visitors.

Objective 3-14 Community Participation. Strengthen the sense of small-town community character and cohesiveness by encouraging a culture of active and civil participation in City government. Provide clear and timely information on upcoming topics to be discussed, and meet or exceed state law requirements for notification and access to public meetings of the City Council and the City's boards and commissions. Provide information on how to fill volunteer roles, serve on boards and commissions, apply for City employment, or run for elected office.

Objective 3-15 Telecommunications. Maximize citizen access to the internet and City government by pursuing options to increase broadband and wi-fi availability in Cottonwood, and continually improving the functionality of the City's website.

Objective 3-16 Community Engagement.

- *Promote public awareness of Cottonwood's history and historic assets through various activities, including walking tours, property tour events, signage, interpretive displays, marketing, and recognition of National Historic Preservation Month in May of each year.*
- *Produce and widely distribute promotional materials include brochures, videos, events calendars, and newsletters.*
- *Share resources with the business community through various programs and publications, and coordinate tourism activities with the Tourism Advisory Committee.*
- *Schedule and publicize periodic open houses where citizens can meet with Council members and other City officials to discuss budget priorities and other topics of interest.*
- *Hold workshops where citizens can receive information on volunteer opportunities and the Mayor and Council election process.*

Performance Measures:

- *Amount of small grant funds awarded annually for rehabilitation of historic properties*
- *Number of identified historic and contributing properties*
- *Total sales revenue by year*
- *Lodging occupancy by year*
- *Community events attendance and proceeds by year*

Historic Preservation 2024-2026 Strategic Plan Outline

➤ Table of Contents

➤ Vision and Values Statement

➤ Strategic Direction

Strategic Objective 1: Based on General Plan objectives

- 1.a Strategic Initiative
- 1.b Strategic Initiative
- 1.c Strategic Initiative

Strategic Objective 2: Based on General Plan objectives

- 2.a Strategic Initiative
- 2.b Strategic Initiative
- 2.c Strategic Initiative

Strategic Objective 3: Based on General Plan objectives

- 3.a Strategic Initiative
- 3.b Strategic Initiative
- 3.c Strategic Initiative

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Strategic Initiatives = Performance Measures: action items with a quantifiable/measurable element to determine percentage of completion in a give time frame.

City of Cottonwood, Arizona
Agenda Communication



Meeting Date: January 25, 2024
Subject: 2024 Cottonwood Historic Property Tour
Department: Community Development
From: Kristina Hayden

REQUESTED ACTION

Commissioners to volunteer to fill three positions for the Cottonwood Historic Property Tour (CHPT) Committee

SUGGESTED MOTION

N/A - No motion required for this call to action.

BACKGROUND

The Cottonwood Historic Property Tour is the major fundraising event to which proceeds fund the HPC Small Grant Funding (SGF) Program. The SGF Program is a competitive grant, offered by the City, that may allocate up to \$3,500 in matching grants, per year, for locally landmarked properties.

Staff intends to facilitate committee meetings and provide support to ensure a well executed event. Staff recommends the following committee formation:

Roles:	Tasks:
1 Committee Lead:	• Oversee Committee meetings • Delegate tasks • Obtain historical data • Present final themes and designs for advertising and materials for approval by HPC • Oversee event operations
2 Commission Committee Members:	• Acquire sponsors and properties to tour • Attend committee meetings • Obtain historical data • Assist before/during/after event • Provide input for themes and designs
Up to 5 Committee Members from the public:	• Acquire sponsors and properties to tour • Attend committee meetings • Obtain historical data • Assist before/during/after event • Provide input for themes and designs
Volunteers (as needed)	• Assist during event

The attached calendar provides a milestone completion timeline and highlights anticipated Historic Preservation Commission meetings for items that may need Commission discussion or approval. The calendar also highlights the anticipated date for the 2024 Walkin' On Main event, Saturday, November 9, 2024. Staff will inform the Commission of any further news regarding the event date.

ATTACHMENTS

[2024 CHPT Planning Schedule.pdf](#)

HISTORIC PROPERTY TOUR EVENT PLANNING SCHEDULE 2024

PROJECT/EVENT	COTTONWOOD HISTORIC PROPERTY TOUR - 2024
ORGANIZER	HISTORIC PROPERTY TOUR COMMITTEE

PROJECT PHASE	STARTING	ENDING
FORM COMMITTEE	January	February
PLAN THEME/STYLE AND SPONSOR PACKET	March	April
ACQUIRE PROPERTIES AND SPONSOR	May	August
ADVERTISE	September	November
PREPARE FOR DAY OF	September	November
WRAP UP	November	Late November

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE							
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