



CITY OF COTTONWOOD
HISTORIC PRESERVATION COMMISSION
COUNCIL CHAMBERS

826 N. Main St.
Cottonwood, Arizona 86326

MEETING MINUTES

Wednesday, February 22, 2023

6:00 P.M.

I. CALL TO ORDER

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

1. Roll Call

Historic Preservation Commission Members Present:

Commissioner Stephens
Commissioner Former
Vice Chairman Detjen
Chairman Collins

Historic Preservation Commission Members Absent

Commissioner Garrison

Information on the above agenda items may be obtained in person from the Community Development Department, 111 N. Main Street in Cottonwood, or by calling (928) 634-5505.

A verbal comment period will be provided during each hearing item. The Chair may impose a time limit on each speaker. The Commission will not consider written materials submitted less than three working days before the meeting.

Pursuant to A.R.S. § 38-431.02(B) the Commission may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney.

The Cottonwood Council Chambers is accessible to the handicapped in accordance with Federal "504" and "ADA" laws. Those with needs for special typeface print or hearing devices may request these from the Planning Technician at 634-5505 (TDD 634-5526). All requests must be made at least 24 hours before the meeting.

**Staff Members Present:**

Rudy Rodriguez, Deputy City Manager

Kristina Hayden, Community Development City Planner

Clover Pinion, Assistant City Planner, Recorder

2. Approval of Minutes: January 25, 2023 Meeting

Motion: To approve minutes

Made by: Stephens

Second: Detjen

Approved Unanimously

II. INFORMATIONAL REPORTS AND UPDATES:

Planner Hayden informed the commission that they administratively issued a Certificate of Appropriateness for the Luther White House at 1428 E. Cochise for their gate repair.

III. CALL TO THE PUBLIC: None**IV. SPECIAL PRESENTATIONS:**

Chairman Collins and Planner Hayden presented Landmark Plaques to Steve and Denise Schley for the Ford house on 922 N. 2nd street and the Mattie C. Howard house on 914 N. 2nd Street. A Landmark Plaque was also presented to Elaine Bremner for the U.V.X. Smelter Machine Shop on 500 E. Cherry Street. A group photo was taken of the recipients, HPC Commission and Planner Hayden.

V. OLD BUSINESS: None**VI. NEW BUSINESS: None**



VII. DISCUSSION ITEMS:

1. Landmarking Update

Chairman Collins stated that they would be walking a couple streets on March 11th. They will be asking for input on how we can update our current Landmarking application to make it less cumbersome. Once suggestions are collected Planner Hayden will make the updates and present at the HPC meeting in March for discussion and approval.

2. Historic Property Tour Update

Planner Hayden presented a PowerPoint that included a calendar with target dates, the official date of the tour Saturday, November 11th, and the responsibilities of the committee lead and its members. She asked for volunteers and Commissioner Stephens agreed to be a member. The deadline to form the committee is Tuesday, February 28, 2023. Planner Hayden informed the Commission that if a committee is not formed then the property tour will likely not take place this year.

3. Historic Residential Property Inventory

Planner Hayden gave an update on what is needed for the survey to be completed by the hard deadline of September 30, 2023. Two volunteers will be needed in order to complete the work required in the 6-8-week time frame that was given by Vincent Murray, the facilitator of our survey. The three tasks that need to be completed are photographing properties, research, and data entry. Chairman Collins stated that he will work on target dates so that the project can be completed a couple months before the deadline so as not to interfere with the Home Tour.

VIII. SUGGESTED TOPICS FOR FUTURE MEETINGS: None

IX. ADJOURNMENT:

Motion: To adjourn the meeting.
Made by: Commissioner Stephens
Second: Commissioner Former
Time: 6:24 p.m.