



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

Regular Meeting Minutes
Wednesday, March 22, 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 Stephens, telephonic
Commissioner Former
Commissioner Garrison
Vice Chair Detjen
Chairman Collins

Commission Members Absent

Staff Members Present

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

B. Approval of Minutes: February 22, 2023 Regular Meeting.

Motion: I move to approve.
Made by: Vice Chair Detjen
Second: Chairman Collins
Unanimously carried

II. INFORMATIONAL REPORTS AND UPDATES:

Planner Hayden gave an update to the Commission, she said Human Resources Department has received a number of applications to the Historic Preservation Commission, the interview schedule is tentative.



Three properties have recently submitted Landmark applications. Planner Hayden is working on these applications to complete the submittals, and anticipates bringing them to the Commission for review at either the April or May, 2023 meetings.

III. CALL TO THE PUBLIC: NONE

IV. SPECIAL PRESENTATIONS: NONE

V. OLD BUSINESS: NONE

VI. NEW BUSINESS:

1. Consideration of changes to the Landmarking application.

Planner Hayden gave a PowerPoint presentation proposing changes to the application for Landmarking which will be submitted electronically in the future. Community Development is moving to a paperless application system for all permits and if adopted, future Landmark Applications will be available electronically on the City's website. Planner Hayden showed how the electronic application reproduces the information currently captured, the steps for approval and how the process works for the public and City Staff. Planner Hayden noted the application requires an Agreement to Waive Claim and the Property Owner's Permission forms. A preapplication meeting is part of the process and any assistance the applicant needs will be provided.

Commissioner Former asked if the paper application will still be available. Commissioner Garrison asked if signatures would be generated in DocuSign in the future.

Chairman Collins gave input as to how the current paper application is useful. He described working on site with candidates, he said it helps to capture interest and he tries to get the applicant to commit at the time.

Commissioners assist applicants to understand and submit the Landmark Application. They gave input that having a tablet to work with applicants in the field for electronic filings would be useful.

The Commission and Planner Hayden discussed the public's use of computers and how the Commission and Staff assist applicants, with the goal of encouraging more Landmark Applications for the City's Historic Register.



Commissioner Garrison requested that the electronic application have a clear notice that there is no fee for the application.

Vice Chair Detjen asked if the wording of questions could be changed, she recommended that drop down list questions should have options to be answered as 'unknown or not applicable'. She said applicants may think if they are unable to answer everything they might give up thinking they would be excluded from eligibility.

Planner Hayden agreed, open ended questions would be appropriate.

Chairman Collins noted the difference between using electronic submittals for permitting and landmarking; the public is driven to obtain permits, whereas with landmarking, the City and the Commission is reaching out to get participants interested. The approach of the Commission would be enhanced by using a tablet and getting the applicant as much information and support as possible.

Vice Chair Detjen mentioned the paper form could be used in the field to begin and the computer application might be filled out later.

Commissioner Garrison asked if the electronic applications would be stored and retrievable by future property owners even if a property was declined Landmark status.

Planner Hayden was not aware of a mechanism on the SmartGov software for this question, however, she is working on a project that will be a resource to track applications and outcomes.

Commissioner Garrison asked why a fee is noted online as there is no fee associated with applications for Landmarking properties.

Planner Hayden confirmed the fee will show up as \$0.00, this is not an item that can be removed from the software, but it may be possible to add a note to confirm there is no fee.

Discussion ensued about the software and the standardized format items; some being changeable others not. The Commission requested that the online introduction have more of a 'thank you' tone. Commissioners discussed the need to know more about how the process works for applicants as far as the interaction they should expect after submitting online.

Planner Hayden noted the applicants set up their own profiles and chooses how they will be notified. The preapplication meeting allows the Staff to assist applicants with the process and the required submissions. A Preapplication Meeting is the format for follow-up on required



information for incomplete submittals, and City Staff currently assists the public to meet requirements and will continue to do so.

As an **Action Item** Chairman Collins said he will do a test to better understand the process.

Motion: *I make a motion to accept it with the modifications suggested.*

Made by: *Vice Chair Detjen*

Second: *Chairman Collins*

Unanimously carried

VII. DISCUSSION ITEMS:

1. Landmarking Update

- Update by Committee members Former, Collins, Detjen

Chairman Collins reported on the field visit conducted on March 11, 2023. Commissioner Former, his wife, Vice Chair Detjen, and Chair Collins visited 12 residences to encourage Landmarking. The effort was reported successful with at least two applications recently submitted.

Chairman Collins led the discussion on the next proposed field visit which needed to be rescheduled. It was scheduled for April 22, 2023.

2. Historic Property Tour Update

- Planner Hayden-Establish Committee

Planner Hayden reviewed her efforts to get volunteers from the Commission and the need to have a Commissioner as the committee lead. She stated that the property tour is a fund raiser for the small grant program.

Having no additional volunteers, from the Historic Preservation Commission, Chairman Collins stated that the Commission will 'pass' on the Home Tour for this year.

3. Historic Residential Property Inventory

- Planner Hayden-Project Update



Planner Hayden reviewed the list of properties that need to be photographed and introduced Vince Murray who is a consultant who will assist with the Historic Residential Property Inventory report for the City of Cottonwood.

- Discussion with Consultant, Vince Murray

Mr. Murray reviewed how the property list was generated, he instructed Commissioners as to what angles photographs should be recorded from to be useful, and suggested that a letter be mailed before field work to explain the project and help engage property owners.

Mr. Murray presented some sources he uses to research a specific site's history.

Planner Hayden noted she will be providing a resource document to the Commission with links to many resources that can be used online as well as information requested by the Commission.

Chairman Collins said the photography may be easier then researching for accurate historical data on properties.

Mr. Murray reported that the research gets easier with experience. For photographs, he said specific angles, high resolution and consistent naming of files are all necessary to compile the photographs in a manner that will accomplish the goals and give easy access to the information for the project.

Planner Hayden's resource document will have the necessary information for generating and naming appropriate photos and research documents.

Commissioner Garrison volunteered to photograph Balboa Street to the end of Cactus, Pima, Santa Cruz and Willard.

Vice Chair Detjen volunteered to photograph 2nd Street.

Commissioner Former will photograph 4th Street and stated she will want guidelines for the public research before making a commitment.

Chairman Collins suggested he may reach out to local schools and see if he could get some intern volunteers. Chairman Collins will volunteer to photograph on Main Street.

Planner Hayden will provide specifics for the creation and storage of photos and the specifics for the historic research that the project will attempt to document. A letter to notify property owners, will be created. Planner Hayden said she has notes of Commission's various request for additional information and she will include everything in the resource document she will provide to the Commission.



VIII. SUGGESTED TOPICS FOR FUTURE MEETINGS:

The Commission suggested a presentation of available funds regarding grant funds and the need for volunteers to be generated. Planner Hayden said these topics can be covered in a future meeting.

Motion: To Adjourn

Made by: Commissioner Garrison

Second: Commissioner Former

Unanimously carried

IX. ADJOURNMENT: 7:33 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 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 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 Planning Commission will attend either in person or by telephone conference call.