



**CITY OF COTTONWOOD
HISTORIC PRESERVATION COMMISSION
COUNCIL CHAMBERS -- RIVERFRONT**
1086 Riverfront Dr.
Cottonwood, Arizona 86326

REGULAR MEETING MINUTES

Thursday, March 27, 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

Commission Members Absent

Commissioner Former

Staff Members Present

Tina Hayden, Community Development Planner
Charlotte Page, Recorder

B. Approval of Minutes: January 25, 2024 Regular Meeting.

***Motion:** Move to approval of the minutes from January 24, 2024 from the Historic Preservation Commission Special Meeting.*

***Made by:** Vice Chair Detjen*

***Second:** Commissioner Monell*

Unanimously carried.

Commissioner Garrison abstained. She was absent from the January 25, 2024 meeting.

C. Election of Chair and Vice Chair

Motion: Move to elect the Chair and Vice Chair, so I nominate the Chair as Dave Collins.

Made by: Vice Chair Detjen

Second: Commissioner Edwards

Commissioner Garrison asked if Chairman Collins desired to remain in the position and Chairman Collins said he would.

Unanimously carried.

Motion: Move to elect, or re-elect Vice Chair Detjen.

Made by: Chairman Collins

Second: Commissioner Monell

Unanimously carried.

- II. INFORMATIONAL REPORTS AND UPDATES:** Planner Hayden said City Council appointed Bob Rothrock to the Planning and Zoning Commission to serve a partial term. There will be a solar eclipse viewing party on April 8, 2024 from 10:00 - 12:00 a.m., at the Riverfront Skate Park. She said the eclipse will be at max (68%) in this location at 11:22 a.m.

III. CALL TO THE PUBLIC: NONE

IV. OLD BUSINESS: NONE

V. NEW BUSINESS: NONE

VI. DISCUSSION ITEMS:

1. Cottonwood Historic Property Tour Committee

Vice Chair Detjen said she and Commissioner Monell recently toured Old Town and are developing a list of potential participants. Vice Chair Detjen said the committee will be working on funding for the event, and continues to develop and document property research.

Planner Hayden said the prohibition theme is developing and the date is proposed for November 9, 2024; the date will need to be confirmed with Parks and Recreation Department. Committee meetings are being held monthly leading up to the event, she encouraged the Commission to seek additional volunteers for the committee.

Commissioner Garrison said that the Clemenceau Museum hosts similar events, and might be a resource for costumes or possibly volunteers. The next committee meeting will be on April 2, 2024.

2. Landmarking Committee

Chairman Collins said the Landmarking Committee plans to do some canvassing in April and will have a report at the next meeting.

Commissioner Garrison said she could pass out literature at the Cottonwood Old Town Board and would need approximately 60 copies of materials for this purpose.

Vice Chair Detjen said she would like to see the recruitment efforts for landmarking focus on the Main Street corridor

3. Historic Preservation 2024-2026 Strategic Plan

Planner Hayden presented a series of proposed initiatives generated from the current and proposed draft of the City's General Plan; input from Commissioners and Director Ellis; and a recent Historic Preservation conference she attended.

The Commission reviewed and discussed the list, narrowing it down to 14 items.

Discussion ensued about which items would be most appropriate to be in a Historic Preservation Strategic Plan, how the Historic Overlay may allow for additional development in Old Town, and how to support compatible development without detracting from the historic district.

Commissioner Garrison said the Historic Preservation Commission could be more involved in approval of projects developed in the Old Town district. She suggested possible review for design. Planner Hayden said the homeowner opting in to landmarking gives the Commission the opportunity to review projects, and issue Certificate of Appropriateness for proposed development.

Planner Hayden said that proposals for the development of an Old Town Master Plan and a parking study are being considered by staff. The Commissioners agreed that HPC participation in these endeavors is a priority

Commissioner Garrison said the Old Town Association is working on signs that will document specific history of buildings. Commissioner Edwards said signage can play a role in promoting local businesses, keeping people in town longer, and some State Park grants may be available for signage.

Chairman Collins agreed with the initiative for the Commission to host a booth in community events, to outreach for volunteers and promote the commission's work. The Historic Property Tour, a permanent walking tour, and continued involvement with SHPO for grant opportunities were identified as priorities.

Planner Hayden and commissioners agreed that the initiative to work collaboratively with local groups in association with goals for the HPC Strategic Plan was a priority.

The following items were specifically identified as priorities for initiatives to be included in the proposed Strategic Plan for the Historic Preservation Commission:

1. Participate in efforts to conduct a parking study in Old Town.
2. Establish/propose new historic residential overlay districts based on recent survey information.
3. Conduct a new survey of the commercial corridor commercial historic district.
4. Participate in efforts to create an old town master plan.
5. Collaborate with the Old Town Association and other similar groups to promote signage for historic preservation efforts.
6. QR Codes signage/walking tour/ benches/bathrooms/amenities for the public.
7. Participate in efforts for wayfinding for Old Town.
8. Continue to submit for the annual AZ SHPO grant (AZ state parks signage grant).
9. Host property tour as main funding source of the 50/50 grant (brainstorm incentives that differentiate from sign walking tour, and brainstorm additional fundraising opportunities).
10. Provide educational materials via hosting booths at community events, and website updates (tax credit links)...promoting landmarking opportunities, and proper treatment of archaeological resources.
11. Continue to issue 50/50 small grant fund on annual basis.
12. Maintain CLG status; support role for nomination of properties to NRHP.
13. Marketing history through social media.
14. Collaboration with the planning and zoning commission on design review project proposals that are within the old town area.

Planner Hayden said the goal is to have a draft strategic plan to be approved by the Commission and then forward the proposed draft to Council for approval within the next few months. The 14 listed items may be revised by staff for clarity and correction of grammar.

VII. ADJOURNMENT: 7:34 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.