



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

1086 Riverfront Dr.
Cottonwood, Arizona 86326

SUMMARY MINUTES & ACTION REPORT

REGULAR MEETING

Wednesday, May 22, 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

Staff Members Present

Tina Hayden, Community Development Planner, telephonic
Clover Pinion, Community Development, Assistant Planner
Rudy Rodriguez, Deputy City Manager
John Gaylord, Legal Counsel
Charlotte Page, Recorder

B. Approval of Minutes: April 24, 2024 Regular Meeting.

Motion: Motion to approve the minutes.

Made by: Vice Chair Detjen

Second: Commissioner Monell

Unanimously carried.

II. INFORMATIONAL REPORTS AND UPDATES:

Planner Hayden, introduced John Gaylord, Legal Counsel. She said that there are two vacant seats on the Commission, and informed the Commission that Recorder, Charlotte Page is retiring.

III. CALL TO THE PUBLIC: NONE

IV. OLD BUSINESS: NONE

V. NEW BUSINESS:

1. CA-24-001 – Puscifer Certificate of Appropriateness for Landmarked Building

Consideration of an application for Certificate of Appropriateness to change signage and the exterior colors of a landmarked building located at 102 E. Pima Street. APN:406-34-052.

Planner Hayden presented the proposed project, gave some history of the building, and described some of its distinctive features. She said the proposed project will not alter the historic significance of the building.

Vice Chair Detjen asked if the selected color could be altered to a more era appropriate choice, and suggested that the item be tabled to allow time to develop a proposal or have the applicant consider an alternate blue from the time of the property's original development date.

Planner Hayden and the Commission discussed if there are any restrictions or if they would want to implement a color palette that would restrict landmarked properties to using specific historic colors for exterior remodeling.

Dave San Clemente, the applicant's representative said he would be unable to make a recommendation without involving the owner, and he asked for the decision to be made so painting can be scheduled before summer weather gets hotter than 100 degrees.

Discussion ensued regarding the original historic colors of the building, the current colors painted prior to the landmark designation, and the current absence of any requirement to regulate colors for landmark properties in the City of Cottonwood.

Chairman Collins asked the Commission to take action with a motion to give the applicant an answer to the proposed project.

Motion: Move to approve CA-24-001 to allow exterior changes to a landmarked building, subject to the stipulations that staff has read into the record.

Made by: Commissioner Monell
Second: Commissioner Garrison

Motion carried.

VI. DISCUSSION ITEMS:

1. Landmark Committee

Chairman Collins said there is no update for the Commission.

2. 2024-2026 Historic Preservation Strategic Plan

Planner Hayden reviewed the updated draft document.

The Commission discussed adding more information in the historic summary, completing a list of properties listed in the National Historic Register, including a list of resources available from past reports the City has commissioned since 1985, and the importance of these references to ongoing efforts working with the State Historic Preservation Office (SHPO).

Commissioner Edwards said he would work with Planner Hayden to finalize the details on the citations and the historic summary for the draft plan.

Planner Hayden noted the deadline for submission is May 31, 2024. Plans for additional studies that could be developed will be considered in the future.

Commissioners were encouraged to share any additional input for the sections in the plan for vision and goals.

3. 2024-2025 50/50 Small Grant Matching Fund

Planner Hayden said she needs the Commission's input for the application timeline and the amount of the matching grant. In past years the timeline has been set at 60 days (2 months) and has sometimes been extended to 90 days (3 months). The past grant matching has been set at \$3,500. The Commission could direct staff if they support a change for the amount. Planner Hayden said current funds are limited and said she supports increasing the grant but there is only \$9,000 in the fund to disperse. In the past two years no grants have been given, as no applicants came forward.

The Commissioners discussed if the requirement for applicants to be landmarked properties may be a deterrent to the process. They said the grant should stay at \$3,500 for this year, and they may consider opening the requirements for the grants to encourage participation.

Staff was directed to open the application process for three months this year.

Commission and Staff will consider the current award scoring process and options to open the grant opportunity to other historical properties to encourage upkeep and adaptive reuse of historic buildings.

4. Cottonwood Historic Property Tour Committee

Vice Chair Detjen and Commissioner Monell reviewed the targets they have developed for participants and sponsorship. The sponsorship letter is in process and needs additional editing.

Planner Hayden said she will be working with internal resources to have a process to receive sponsor donations on the City website. She will update the team when this is implemented.

The next committee meeting is scheduled for June 4, 2024.

VII. ADJOURNMENT: 7:26 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.