



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

**Summary Minutes and Action Report
Wednesday, May 24, 2023
6:00 p.m.**

I. CALL TO ORDER

Chairman Collins called the meeting to order at 6:13 p.m.

A. Roll Call

Commission Members Present

Commissioner Former
Commissioner Garrison
Vice Chair Detjen
Chairman Collins

Commission Members Absent

Chairman Randi Stephens

Staff Members Present

Scott Ellis, Community Development Director
Gary Davis, Community Development Senior Planner
Tina Hayden, Community Development Planner
Clover Pinion, Recorder
Scotty Douglas, City Manager
Rudy Rodriguez, Deputy City Manager

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

Motion: To approve the minutes from the March 22 meeting.

Made by: Commissioner Garrison

Second: Commissioner Detjen

Unanimously carried

**II. INFORMATIONAL REPORTS AND UPDATES:**

Director Ellis requested to move the Report to the end of the Agenda.

III. CALL TO THE PUBLIC: NONE**IV. SPECIAL PRESENTATIONS: NONE****V. OLD BUSINESS: NONE****VI. NEW BUSINESS:****1. Consideration of an application for a Landmark Certificate from Lukas Bernard to Landmark a property at 1030 N. Cactus Street. APN: 406-22-060A.**

Planner Hayden presented a PowerPoint presentation that included photographs and historical information about the property. The site meets the 50-year minimum age requirement and looks to be approximately 100 years old. Commissioner Garrison brought to light that the house had actually been built in approximately 1923, and then moved to its current site, the exact age is unknown. She also proposed that the name be one of a more historically significant nature as opposed to the name proposed by the applicant. The applicant was more than happy to take a different name into consideration.

Motion: I make a motion to table the landmarking application for the “Cactus Trap” and if that can be postponed until the next meeting, that would be great.

Made by: Commissioner Garrison

Second: Commissioner Former

Unanimously carried

2. Consideration of an application for a Landmark Certificate from Paul and Monika Cate to Landmark a property at 1015 N. Cactus Street. APN: 406-22-042.



Planner Hayden presented a PowerPoint presentation that included photographs and historical information about the property. The building meets the 50-year minimum age requirement and looks to be approximately 97 years old. The applicants would like to only landmark the main building at this time but would love to have the second building in the back be part of the Home Tour and to be considered for landmarking at a later date. The name, though similar to another historic landmark, was approved. All the commissioners agreed that it is a beautiful property.

Motion: I make a motion to approve the landmarking designation for the property known as the Edens House at 1015 North Cactus Street on the east side of North Cactus Street, approximately 100 feet North of West Canal Street.

Made by: Commissioner Garrison

Second: Commissioner Detjen

Unanimously carried

VII. DISCUSSION ITEMS:

1. General Plan Update

Senior Planner Gary Davis presented a PowerPoint presentation that included topics such as city values, vision and challenges. The new General Plan will focus on five elements based on information from public engagement meetings, and approximately 500 surveys completed by the public, which include economic development, land use, housing, circulation, and public services and facilities. Each element includes sub-sections such as water resources and affordable housing, that will contain the more in depth and detailed portions of the plan once complete.

2. Historic Residential Property Inventory

Planner Hayden introduced consultant Vincent Murray who filled the Commission in on the progress of the project. Everything is on track to complete the inventory on time and right now there are approximately 200 properties on the list. Murray is continuing to do research to uncover properties that can be added to the list. Most



properties were found to be National Folk style architecture when Murray did a random sampling. Murray did state that the age of a house is based on the time it was site built or moved/placed on a site, so the ages of some houses may be older than what is documented in his findings. Murray noted that he did see a definition, “Western Colonial Revival” which he stated is not a good definition, and should not be used to describe a historical landmark.

3. 50/50 Matching Grant

Planner Hayden asked the board for some direction on the timeframe for the program and if an increase in the award should be raised due to inflation and the high cost of building materials. The Commissioners agreed that the deadline for interested parties to apply for the grant would be September 30, 2023 and the awarded amount would stay the same at \$3,500.

4. Project Proposal for FY 2023 SHPO Grant

Planner Hayden will be working on the application and is looking for direction on what type of project proposal should be submitted with consideration to the current surveying inventory. There was a general consensus that the grant could help develop the plan we are currently working on now, which is to finish the commercial district and then work on a separate residential district. Expansion would be considered in the future once both of those projects are complete.

INFORMATIONAL REPORTS AND UPDATES:

Community Director, Scott Ellis informed the board that a new HPC Commissioner would be sworn in at the Next City Council meeting on June 6th, 2023. He reminded the board that we are still down one seat, so if they can continue to spread the word that would be great.

Community Director, Scott Ellis introduced our new City Manager, Scotty Douglas and he said a few words.



SUGGESTED TOPICS FOR FUTURE MEETINGS:

Commissioner Detjen proposed a discussion in regards to expanding boundaries so that more people could apply for the open seats on the HPC board. Commissioner Garrison proposed a joint meeting with Planning and Zoning to discuss HPC having a role in Design Review. Director Ellis reminded Commissioner Garrison that this is tabled for now until the current bills in State Legislature have been voted on.

Motion: To Adjourn

Made by: Commissioner Garrison

Second: Commissioner Detjen

Unanimously carried

VIII. ADJOURNMENT: 7:45 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.