



"Inspiring a Vibrant Community"

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

826 N. Main St.  
Cottonwood, AZ 86326

**REGULAR MEETING**  
Wednesday, January 22, 2020  
6:00 P.M.

1. **CALL TO ORDER**
2. **Roll Call**

**Historic Preservation Commission Members Present:**

Commissioner King  
Commissioner Stephens  
Commissioner Mickle  
Commissioner Garrison  
Commissioner Turney  
Chairman Vernosky

**Historic Preservation Commission Members Absent**

Vice Chairman Elinski

**Staff Members Present:**

Jim Padgett, Planner  
Scott Ellis, Community Development Director  
Ron Corbin, City Manager  
Richard Faust, Economic Development Director  
Brenda Campbell, Administrative Assistant, Recorder

3. **Approval of Minutes:** December 18, 2019 Special Meeting

**Motion:** *To approve the minutes for December 18, 2019 Special Meeting with name correction.*

**Made by:** *Commissioner Garrison*

**Second:** *Commissioner Turney*

**Vote:** *Unanimous*

*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.*

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*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.*

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4. **Election of Chair and Vice Chair**

*Motion: To elect Chairman Vernosky as Chair*

*Made by: Chairman Turney  
Second: Commissioner Mickle  
Vote: Unanimous*

*Motion: To elect Chairman Turney as Vice Chair*

*Made by: Chairman Vernosky  
Second: Commissioner Mickle  
Vote: Unanimous*

5. **CALL TO THE PUBLIC**

None.

6. **OLD BUSINESS:**

1. Historic Preservation Small Grant 50/50 match program

Jim Padgett explained the grant application process and technical review committee process. They would make recommendation to the Commission for consideration on the applications received. For the first year, \$3000 is requested to be used, which is approximately one third of the funding. Scott explained that Historic Preservation Commissioners are not included in this committee to keep it separate as to not have any bias. Several commissioners expressed their concern with not being included. Ron Corbin explained the possibility of imbalance and explained how the decisions are made. Equal authority needs to be maintained. Scott explained how the rankings are done. The Commission's expertise will still be valid as the Commission will be reviewing and making the decision. Ron Corbin explained that there will be a lot of input from the Commission. Commissioner. Chairman Vernosky presented changes that will need to be looked at in several areas of the grant. Commissioner Garrison suggested that the valuation committee be listed as such so that it doesn't appear that there will be two different committees evaluating. This needs to be done on section 5 also. Commissioner Garrison suggested that a "good faith" disbursement in a small amount be given. The "gift clause" was explained by Ron Corbin. Commissioner Garrison explained that a receipt of work done was what she was asking. It was agreed that this could be done. Scott said this could be done and reworded, if the Commission desires. Page 7 states that all applications can be rejected as deemed necessary by the City of Cottonwood. Commissioner Garrison feels that is open to interpretation. Scott says all applications are subject to specific set criteria. If they don't meet the criteria, they can be rejected. Also, on page 8, Commissioner Garrison would like to add year(s), and list the years that the house has been on the home tour so the homeowner can get credit for being on the home tour and the committee has their information. Commissioner Turney suggested that an information sheet on the Home Tour be given out with the packet to the people who are applying, so they don't have to come back.

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***Motion: To table until next month with changes.***

***Made by: Chairman Vernosky***  
***Second: Commissioner Turney***  
***Vote: Unanimous***

2. Consideration of approval of the Historic Preservation Commission small grant in the amount of \$3,000

Jim explained that the \$3,000 is approximately 25% of funds generated from home tour. Commissioner Turney discussed the \$2500 cap that was previously decided. Jim Padgett explained that this can be changed every year if more or less money is available on an annual basis. The current balance is \$12,340. Scott Ellis explained that the amount will be brought before the Commission each year to approve the amount to be given. Commissioner Mickle had questions about where this money was being held. There was some discussion on this. Ron Corbin explained that it is in an interest bearing account with Wells Fargo, to the best of his knowledge, but he will confirm this.

***Motion: To make available a \$3,000 matching grant for the small grant program***

***Made by: Commissioner Garrison***  
***Second: Commissioner King***  
***Vote: Unanimous***

## 7. NEW BUSINESS:

1. Annual Review of the Historic Preservation Commission By-Laws

Commissioner Garrison brought up that there was an error on page 2 of the by-laws stating that meetings are held on the second Wednesday of each month, when they are actually held on the fourth Wednesday of each month. This needs to be amended. On page 3, item 2-11, attendance of members, what is the process for reinstatement? Scott Ellis explained the process for removal and reinstatement. Commissioner Garrison suggested that the by-laws should be changed from 4 consecutive to 3 with a total of 4 in one year. Commissioner Garrison questioned the order of business on the agenda. Jim Padgett will change the order to what is in the by-laws in future agendas.

***Motion: To amend by-laws on item 2-4, regular meetings are held on the fourth Wednesday of each month, and 2-11 to state that members absent for 3 consecutive regular meetings or a total of 5 regular meetings.***

***Made by: Commissioner Garrison***  
***Second: Chairman Vernosky***  
***Vote: Unanimous***

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8. **DISCUSSION ITEMS:**

1. Update on Design Guidelines, HPC Ordinances and the Overlay District Boundaries

Scott Ellis explains HPC Ordinances and the Overlay District Boundaries guidelines. This has to be specific to Cottonwood. Will work with SHPO to get information in order to move forward. He states that it will all be brought back to the Commission at one time to get it done.

2. Home Tour Planning

Jim Padgett states that staff is recommending a small group be put together to make recommendations to the Commission at the February meeting. He states that what they are looking for is commission members who want to join in the planning. He also says that a time line and is needed and a time line with priorities on how to have a successful home tour this year. The Committee will meet periodically. Residents and commissioners who have volunteered for the committee need to reach out. Volunteers from the Commission are needed. Commissioner Garrison brought up the need for a date for home tour and revisit. Commissioner Turney volunteered, Commissioner Stephens volunteered, and Commissioner King volunteered. Commissioner Turney stated that a list of duties needs to be made. Commissioner Garrison has good suggestions to think outside the box. For example, historical farms, grave yard, historical Cottonwood tour. It doesn't need to be a structure; it could be a landmark.

9. **SUGGESTED TOPICS FOR FUTURE MEETINGS:**

Historic "red zone" archeological map to be put on next month's agenda.

10. **INFORMATIONAL REPORTS AND UPDATES:**

*A brief summary of current events by Chairperson Commission members, and/or staff. (The public body does not propose, discuss, deliberate, or take legal action on any matter brought up during this summary unless the matter is properly noticed for legal action.)*

None.

**ADJOURNMENT at 7:25P.M.**

***Motion: To adjourn***

***Made by: Commissioner Garrison***

***Second: Commissioner King***

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