



**CITY OF COTTONWOOD  
HISTORIC PRESERVATION COMMISSION**

**REGULAR MEETING MINUTES**

Wednesday, August 25, 2021

6:00 P.M.

**I. CALL TO ORDER**

**Chairwoman Garrison called the meeting to order at 6:00 p.m.**

**A. Roll Call**

**Historic Preservation Commission Members Present:**

Chairwoman Garrison  
Vice Chairman King  
Commissioner Collins  
Commissioner Former  
Commissioner Pierce  
Commissioner Stephens

**Staff Members Present:**

Scott Ellis, Community Development Director  
Gary Davis, Community Development Senior Planner  
Jim Padgett, Community Development Planner  
Rudy Rodriguez, Deputy City Manager  
Tricia Lewis, Economic Development Director – via phone  
Kelly Jobe, Admin Assistant – Recorder

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## B. Approval of Minutes: July 28, 2021 Meeting

***Motion: To approve minutes***

***Made by: Vice Chairman King***

***Second: Commissioner Former***

## II. Informational Reports & Updates –

Director Ellis stated staff is getting ready to schedule a joint session with Planning & Zoning Commission and Historic Preservation Commission. He will advise when the date is set.

Planner Padgett stated staff has submitted the application for the SHPO Grant for next year. He should have an answer by the next meeting.

## III. Call to the Public –

Paul Anderson stated he would like to see monthly or bi-monthly updates in the newspaper regarding the historic preservation efforts for all of Cottonwood, not just for Old Town. He stated It is important for the community to be informed of the history.

## IV. Special Presentations – None

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## V. Old Business –

### 1. *Design Guidelines Update* –

Planner Padgett stated the money for this project was funded by last year's SHPO Grant of \$12,000 with the city matching \$8,000. He stated that Richard Graham with the Motley Design Group focused on the preservation and reinforcement of the historic district that is already developed. He stated the goal is to provide a buffer between commercial and residential areas. He stated this second draft will be taken to the September 20<sup>th</sup> Planning & Zoning Commission which will also be a Public Hearing. He stated that it will go to City Council October 6<sup>th</sup> for the first reading and October 20<sup>th</sup> for the second reading.

Public Comment from Paul Cate – Mr. Cate stated he lives on Cactus Street and he would like to stress several points for the Commission. He stated how important the HPC is and he hopes they continue to be diligent in preserving Old Town Historic District.

He stated the height restrictions are crucial to the preservation.

He stated the parking should be looked at for any new construction and is critical for new requirements to be in place.

He stated it is important to keep the architectural context in maintaining the historic look. He believes there may be a few buildings that may be covered up by newer construction and have original hidden historic features.

In his final point, he stressed to the Commission to protect the Historic Preservation because once it is violated, it will be lost forever.

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Public Comment from Ken Mihelich - He stated he would like to second all of Paul's comments. He stated he is an architect and has been in Telluride for approximately 30 years and has dealt with the Historic Architectural Review Commission frequently. He stated he has a few do's and don'ts for the Commissioners. He stated it was imperative that all Commissioners stay professional, and to leave personal tastes and agendas out of projects for the city. He said it would be beneficial to have a construction professional and a design professional serve on the Commission. He suggested to keep owner improvements as unregulated and as inexpensive as possible so they can improve their properties in Old Town without going through an onerous and expensive process.

Commissioner Collins stated it was great to hear the feedback from the citizens. He stated he feels the concerns with the height and parking concerns are addressed within the new draft design guidelines.

Vice Chairman King stated that he felt the Motley Design Group paid a lot of attention to the Architectural context for this project.

Chairwoman Garrison thanked city staff for applying for and obtaining the SHPO Grant and Motley Design Group for their work on this project, she feels they really have Cottonwood's best interests for Old Town.

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***Motion: Recommendation to the Planning & Zoning Commission for the approval of the 2021 Design Guidelines Update for Old Town Cottonwood.***

***Made by: Commissioner Collins***

***Second: Commissioner Pierce***

***ALL APPROVED***

***2. Home Tour Update –***

Vice Chairman King stated the deadline of September 1<sup>st</sup> is closing in for having the bits, narrative and research completed for the Home Tour. He has received Chairwoman Garrison's and he has his. He stated he checked out a book at the Library that he showed, named "Cottonwood". It stated it is an excellent source of research and history for the city of Cottonwood.

Planner Padgett stated he has received information from Commissioners Collins and Former on their assigned properties and he will forward to Vice Chairman King. He stated after September 1<sup>st</sup>, a narrative will need to be compiled that will go along with the video. Commissioner Collins was given a few more properties which he is working on. He

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THE CITY OF COTTONWOOD  
stated he will set up a meeting with Vice Chairman King to go over the properties.

Chairwoman Garrison stated the packet included two quotes for a videographer for the Home Tour, Verde Valley Video came in at \$1908.00 and Motion Candy Media came \$2450.00.

Commissioner Collins stated it was very valuable to have the examples of the videos so he could make a better-informed decision.

Vice Chairman King stated each would be adequate however, Motion Candy Media would present cottonwood in a better light.

Chairwoman Garrison stated Motion Candy Media appeared to be more experienced, but she also tends to lean towards supporting local business.

Director Ellis stated Tricia Lewis advised him that Motion Candy Media offers more editing and they have more experience.

***Motion: To move to approve the quote provided by Motion Candy for the video production for the 2021 Cottonwood Historic Property Tour***

***Made by: Commissioner Collins***  
***Second: Commissioner Stephens***

*Commissioners Pierce, Collins, Stevens, King & Garrison all approved. Commissioner Former recused himself from the vote.*

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Chairwoman Garrison confirmed that Vice Chairman King, Planner Padgett and Tricia Lewis would be meeting with Motion Candy Media to get the project started.

### 3. *Landmarking Update* - No Update

## VI. **New Business – None**

## VII. **Discussion Items**

**Social Media Policies** - Planner Padgett stated there is an upcoming meeting with Tricia Lewis, Laura Herrera, Commissioners Former, Collins and himself.

Chairwoman Garrison stated she would like to join this project as she has also been working with Tricia on other social media platforms.

### **Suggested Topics for Future Meetings –**

Deputy City Manager Rudy Rodriguez stated he is saddled with monitoring the city's boards and commissions for suggestions on how to and keep meetings running efficiently. He stated this meeting ran smooth and efficient and he was proud of them and appreciated the Commission for doing so. He did want to stress a couple items:

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1. During the Informational Report and Updates is the time for city staff to give information and or updates to the Commission only. It is not a time for open discussion amongst the Commission.
2. In making decisions as a Commission, make sure they are not for personal reasons or gain and all decisions are beneficial to the whole community. He understands some Commissioners are members because they are stakeholders in Old Town but they need to be responsible and put the Cities residents' best interests first.
3. If Commissioners are unable to open links or having trouble with emails from staff, to please contact IT or any city staff member. This will ensure preparedness for making timely decisions during meetings so the Commission can move on to other projects.
4. Keep the conversations short and sweet to make sure the meeting runs efficiently.
5. He stated at the last meeting, it was mentioned to have brochures printed out. He wanted to remind the Commission that with the exception of staff time, all expenses incurred for this Commission come out of their \$12,000 budget that is raised through the Home Tour.
6. He had a question on who was maintaining the website, but has been advised it was being taken care of. He stated Laura Herrera is available and has been doing a tremendous job for the city and will work with ideas but also has a lot of great ideas herself.
7. He said he has reviewed the guidelines and stated that city staff and Motley have spent a great deal of time and effort developing this project and he was pleased to see the Commission unanimously move to adopt them.

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Planner Padgett stated Commissioner Greg Miranda submitted his resignation due to other commitments. He stated there is an opening for a Commissioner for someone who resides within the city limits.

***Motion: To adjourn***

***Made by: Vice Chairman King***

***Second: Commissioner Former***

**ADJOURNMENT at 7:15 p.m.**

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