



**CITY OF COTTONWOOD
HISTORIC PRESERVATION COMMISSION
COUNCIL CHAMBERS
826 N. Main St.
Cottonwood, AZ 86326
MEETING MINUTES
Wednesday, January 25, 2023
6:00 p.m.**

I. CALL TO ORDER

Chairwoman Garrison called the meeting to order at 6:00 PM.

A. Roll Call

Commission Members Present

Commissioner Former
Commissioner Detjen
Commissioner Stephens
Vice Chairman Collins
Chairwoman Garrison

Commission Members Absent

Staff Members Present

Rudy Rodriguez, Deputy City Manager
Scott Ellis, Community Development Director
Kristina Hayden, Community Development Planner
Tricia Lewis, Tourism & Economic Development Director
Tami Mayes, Deputy Clerk

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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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B. Approval of Minutes: November 30, 2022 Special Meeting

Motion: To approve minutes of the November 30, 2022 Special Meeting.

Made by: Chairwomen Garrison

Second: Commissioner Stephens

Unanimously carried.

C. Election of Chair and Vice-Chair:

Chairwoman Garrison requested to table the election of chair and vice-chair until after the completion of the discussion items. This was seconded by Commissioner Stephens.

II. INFORMATIONAL REPORTS AND UPDATES:

Chairwoman Garrison stated that there are two open Historic Preservation Commission seats, and asked if volunteers outside of the City limits could apply. Director Ellis confirmed that only two Commissioners could reside outside of the City limits.

Director Ellis reiterated the open Commission seats, to which Chairwoman Garrison asked about advertising. Director Ellis confirmed that the two positions were being advertised.

III. CALL TO THE PUBLIC: NONE

Commissioner Former addressed staff regarding the landmarked residences owned by Steve Schley. Planner Hayden confirmed that she was working with Mr. Schley to apply for a Certificate of Appropriateness.

IV. OLD BUSINESS: NONE

V. NEW BUSINESS: NONE

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VI. DISCUSSION ITEMS:

1. Brick Program Update

Planner Hayden presented an update for the brick program. She provided details on the account balance, recent debits and credits, and the need for a new vendor for brick carving.

Chairwoman Garrison clarified that the brick program funds the upkeep and maintenance for the Clubhouse.

Director Ellis confirmed this clarification.

Planner Hayden stated no there were no repair or maintenance projects under \$10,000 for the Clubhouse.

Deputy City Manager Rudy Rodriguez further clarified that regular maintenance for the Clubhouse should be funded by the City and the Brick Program funds should be allocated to interior cosmetic refinishing.

Chairwoman Garrison asked for ideas for promoting the brick program to generate additional funds.

Commissioner Stephens proposed promoting at the Rec Center.

Chairwoman Garrison stated that an advertising campaign should take place and directed staff to initiate.

Chairwoman Garrison asked about the process for finding a new brick carver.

Planner Hayden stated that she would follow up on any leads that were given by the Commission.

Commissioner Stephens and Chairwoman Garrison mentioned several leads.

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2. Landmarking Update

Commission Detjen stated that she was working with the owner of JJ's Antiques to submit a Landmarking application. She further stated that this property owner had and others had interest in the Small Grant fund.

Vice-Chairman Collins stated that the Committee would start canvassing the neighborhoods for potential landmark applicants.

3. Historic Property Tour Committee

Planner Hayden shared a presentation on the event schedule and requirements for Committee members.

Chairwoman Garrison clarified that decisions on themes and design would be finalized by the Historic Preservation Commission.

Commissioner Former stated that the property tour was a lot of work and requested additional committee members.

Chairwoman Garrison stated that only three Commissioners were allowed on the Committee so as not to violate open meetings laws. She further stated that the Committee could request citizen volunteers to assist with the workload.

Vice-Chairman Collins stated that Landmark Committee was assisting by providing leads on potential properties for the tour.

Planner Hayden stated that a finalized sponsor packet would be a good handout for generating interest in the tour. She further stated that starting on the home tour project right away would disperse the workload for the Committee, and that she would like to have the Committee formed by Wednesday, February 22, 2023.

Chairwoman Garrison provided materials to Planner Hayden regarding advertisement for a previous property tour.

Commissioner Former asked if the date of the property tour would take place during the Walkin' on Main event.

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Planner Hayden stated that the decision would be up to the Commission. She further stated that she would verify the date for Walkin' On Main due to the occurring holiday on the date in question.

Chairwoman Garrison stated that Committee would suggest or make recommendations for the date of the property tour. She also recommended that the property tour being held during National Historic month in May. Chairwoman Garrison asked for a show of hands for volunteers for the property tour committee and reiterated that the Committee would be formed by the February 22, 2023 meeting.

4. **Volunteers for Historic Home Survey**

Planner Hayden shared a presentation regarding the project completion totals and volunteer roles for the Historic Residential Property Inventory funded by a grant from the State Historic Preservation Office (SHPO). She stated that she has one volunteer and is looking for a second volunteer to assist with the project.

Chairwoman Garrison asked for additional information on the consultant who would be conducting the property inventory. She followed up with a question about if the consultant had outlined the project scope.

Planner Hayden stated that she would provide additional information on the consultant and stated that the consultant had addressed his fees and the project scope in his proposal.

Chairwoman Garrison initiated a call for volunteers. She stated that she could volunteer for data entry and assist with property research. She requested clarification on the roles and requirements for volunteers.

Planner Hayden stated that she would follow-up with the survey consultant to establish roles and requirements.

Commissioner Former stated that he could volunteer to photograph properties.

Director Ellis stated that any volunteers were asked to make the initial meeting with the survey consultant, and that meetings thereafter would be infrequent.

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Vice-Chairman Collins stated that the Landmarking Committee would be able to provide photography services during their neighborhood walks.

Commissioner Detjen also stated that she could volunteer to take photographs.

Chairwoman Garrison stated that the volunteers would want to see the roles and requirements for volunteers outlined on paper. She stated that this would help Commissioners decide on what tasks they were able to help with.

Planner Hayden stated she would follow up with the survey consultant and that the initial meeting would be scheduled in the coming weeks.

Chairwoman Garrison expressed her enthusiasm about the project, stating, "I think SHPO sees that Cottonwood is a gem, with a lot of historical nature and I think it's great that they gave us the opportunity to utilize this grant again this year."

I.

C. Election of Chair and Vice-Chair

Motion: I move that Commissioner David Collins be the Chair.

Made by: Chairwomen Garrison

Second: Commissioner Stephens

Unanimously carried.

Motion: I make a motion to appoint Commissioner Detjen Vice Chair of HPC.

Made by: Commissioner Stephens

Second: Commissioner Former

Unanimously carried.

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VII. SUGGESTED TOPICS FOR FUTURE MEETINGS:

Continuous discussion and updates on the Landmarking Committee and the Historic Residential Property Inventory.

VIII. ADJOURNMENT: 6:44 PM

Motion: *To adjourn the meeting.*

Made by: *Chairwomen Garrison*

Second: *Vice-Chairman Collins*

Time: *6:44 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.

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