



**CITY OF COTTONWOOD
HISTORIC PRESERVATION COMMISSION**

SPECIAL MEETING
Wednesday, May 5, 2021
6:00 P.M.

I. CALL TO ORDER

Chairman Garrison called the meeting to order at 6:07 p.m.

A. Roll Call

Historic Preservation Commission Members Present:

Chairman Garrison
Vice Chairman King
Commissioner Stephens
Commissioner Miranda
Commissioner Collins

Staff Members Present:

Scott Ellis, Community Development Director
Jim Padgett, Community Development Planner
Ron Corbin, City Manager
Kelly Jobe, Admin Assistant - Recorder

II. Approval of Minutes: February 24, 2021 Regular Meeting
March 24, 2021 Regular Meeting
April 12, 2021 Special Meeting

Motion: To approve all minutes

Made by: Vice Chairman King

Second: Commissioner Collins

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 is 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.



III. Call to the Public – No Comment

IV. Informational Reports & Updates – Director Ellis stated the Commission was sent the invitation to the City Employee and Volunteer Appreciation Event coming up in June. He asked the Commission if they could get their RSVP's in as soon as possible.

Commissioner Stephens stated it is National Preservation Month, she stated that this week was actually Historic Preservation Week, this started in May of 1973.

Director Ellis stated there has been a lot of progress up on the hill across the street at Merkin's Vineyards, the hotel on 6th Street and 89A is moving along and plan to be open by January. He stated the new trail at 10th Street, by Riverfront Park is open and goes down to the Jail Trail.

Planner Padgett stated that Gary has created a map for all the trails that will be in the kiosk.

V. Old Business – None

VI. New Business - Matching Grant Applications and Process –

Planner Padgett stated this is the second year the city has had this program in place. One of the requirements for the grant is the property has to be Landmarked. Some of the items the grant could be used for are roofing and exterior improvements. Landscaping is not something the grant would cover. He stated that last year the Commission approved a \$3000 match with the grant. The applicant would then have a total of \$6000 for improvements. There were no applicants last year. He stated the Commission can decide if and how much they would like to match for this year. He stated that the \$3000

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 is 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.



was acquired by the Home Tour. He stated there is \$12,340.00 in the account now. He asked the Commission if they wanted to keep the matching amount the same and if they were ready to have staff put out a notice of solicitation to apply for the grant.

Commissioner Stephens suggested leaving the matching amount at \$3000 and to have more solicitation for the program. She stated there most likely not any applicants last year due to Covid.

Commissioner Collins stated he would be recusing himself from the vote as he may be an applicant for the grant. He stated that the Home Tour in November would be a great place to spread the word of the grant.

Commissioner Padgett stated it may also entice people to Landmark their properties.

Vice Chairman King stated he would like to keep the match at \$3000. He stated he would like to see this happen after the November Home Tour as he is concerned with drawing down the account without ways to replenish the money. He also asked how the Home Tour generates funds.

Commissioner Stephens stated the funds come through donations. She asked if part of the funds came from the brick program.

Chairwoman Garrison stated the brick program was designed for the maintenance and upkeep of the Clubhouse only.

Commissioner Miranda stated he has several ideas on how to bring in funds for this project but would like to submit them to staff by email.

Director Scott stated the goal is to bring this back to the Commission every Spring to make revisions if needed. He stated the cut off for applications to

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 is 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.



submit for the grant may be up to several weeks, it was up to the Commission to decide.

Vice Chair King made a motion to keep the \$3000 match and to advertise for the grant with entries to start in June and the deadline to be the end of August.

Chairwoman Garrison Second the motion.

Commissioner Stephens asked how long it takes to Landmark a property.

Planner Padgett stated it would take 2 meetings / 2 months for a property to be Landmarked, and that is one of the requirements to apply for the grant.

Commissioner Stephens made a motion to table until next meeting.

Vice Chair King second the motion, all approved.

VII. Discussion Items

A. *Design Guidelines* –

Planner Padgett stated he provided a scope of work in the packets and the Motley Design Group was chosen as the consultant. He stated the consultant visited on April 23rd to get an eye view of Old Town. The consultant has already suggested adding a couple areas and suggested having a special district to open up a new set of design guidelines. Planner Padgett stated that Robert Graham, the consultant is right on track with the timeline. He stated staff is looking at May 19th from 5-7pm for holding an open meeting to

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 is 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.



include the public for questions, comments, concerns and possibly ideas.

Director Ellis stated staff is still finalizing the details, but it will not be a formal meeting. He stated this public meeting needs to happen before moving forward. He stated staff and the consultant are looking to find the issues in Old Town that work, doesn't work for zoning, etc. He stated this public meeting is for residents as well as commercial properties. He stated the Planning & Zoning Commission will be invited to join the meeting as well as contractors.

Planner Padgett stated he would also make an announcement at the Council Meeting on the 18th, day prior to the public meeting. He stated that Robert Graham will be present at the June HPC meeting to present his findings.

Commissioner Miranda agrees with the regularly scheduled meeting staying the same May 26th for a follow up to the public meeting. He stated he will get with Planner Padgett on fundraising ideas he spoke of earlier.

B. *Home Tour Update - No Update.*

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 is 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.



C. *Brick Program Update* –

Planner Padgett stated it had been some time since a brick was purchased. There have been 141 bricks purchased and installed, each brick is \$100. He suggested to get to Laura in the Marketing Department to promote on the website. He stated the money made from the bricks go to the maintenance and needs of the Clubhouse.

Vice Chairwoman Garrison asked of the Clubhouse needs anything now.

Planner Padgett stated he would check with Rudy, Lorenda and Jack.

Chairwoman Garrison suggested the Commission think about what may be needed for the Home Tour that will be held in the Clubhouse.

D. *Landmarking Status* - Planner Padgett stated they have 10 properties Landmarked and produced a list of what they were.

Chairwoman Garrison asked what kind of solicitation staff has done.

Planner Padgett stated just the city website.

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 is 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.



Chairwoman Garrison suggested the Shop in Cottonwood website. She asked if one of the Commissioners would take on the task of Landmarking as a separate project.

Director Scott suggested making a flyer to post online to get it started.

Commissioners Collins and Miranda both volunteered for the task.

Chairwoman Garrison requested staff to put a link on the city website that would send them to the Landmarking website.

Commissioner Stephens stated the city has a marketing specialist that may be able to help.

Director Ellis stated he will have Planner Padgett reach out and set up a meeting with the Marketing Department.

VIII. Suggestions for future meetings - None

Motion: To adjourn

Made by: Commissioner Stephens

Second: Vice Chairman King

ADJOURNMENT at 7:15 p.m.

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 is 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.