



**CITY OF COTTONWOOD  
HISTORIC PRESERVATION COMMISSION**

**SPECIAL MEETING MINUTES**

Wednesday, June 9, 2021

6:00 P.M.

**I. CALL TO ORDER**

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

**A. Roll Call**

**Historic Preservation Commission Members Present:**

Chairman Garrison

Vice Chairman King

Commissioner Collins

Commissioner Miranda

Commissioner Former

**Commission Members Absent:**

Commissioner Stephens

Commissioner Pierce

**Staff Members Present:**

Scott Ellis, Community Development Director

Jim Padgett, Community Development Planner

Rudy Rodriguez, Deputy City Manager

Tricia Lewis, Economic Development Director

Kelly Jobe, Admin Assistant – Recorder

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**B. Approval of Minutes:** May 5, 2021 5:30 pm Special Meeting  
May 5, 2021 6:00 pm Special Meeting

***Motion: To approve all minutes***

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

***Second: Commissioner Collins***

**II. Informational Reports & Updates –**

Director Ellis stated it was time to submit for the Historic Preservation Grant as the application is due July 16<sup>th</sup>. It will be taken to council on July 6<sup>th</sup> for their approval to apply for the grant.

He stated Merkin Vineyards Project turned in Phase 2 and is being reviewed. He stated sidewalks will be getting placed and structures should start going up soon.

Planner Padgett stated that since they were given the SPHO Grant last year, they would be put to the bottom of the list of Cities and Towns to receive it this next year. He stated the property owners @ 1020 N Main Street, have applied to add two floors to the building making them short term rentals and keeping the bottom floor for retail business. The applicant will be at the June 23<sup>rd</sup> HPC meeting to make a presentation. This will be going to the Planning and Zoning Commission on June 21<sup>st</sup> to apply for a conditional use permit.

Vice Chairman King wanted to share that this week is the 115<sup>th</sup> anniversary of the American Antiquities Act which President Roosevelt

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signed into effect in 1906. He stated this is the reason the Commission is here. He feels it should be memorialized in some small way.

Chairwoman Garrison – stated the grand opening of the newly remodeled Clemenceau Heritage Museum is Friday, June 11<sup>th</sup> at 10 am. She stated they are a supporter of this commission and hopes there can be a few commissioners attending. She also stated that Vice Chairman King was named Collections Director of Archeology in the Verde Independent.

**III. Call to the Public** – Betty Wolters stated she would like her home to be added to the Landmarking system.

**IV. Special Presentations** - None

**V. Old Business – Matching Grant Applications and Process**

Planner Padgett stated there is \$12,000 in the fund. The matching grant will go up to \$3000. He requested a motion from staff to run the application time period from June 30<sup>th</sup> through August 30<sup>th</sup>.

Chairwoman Garrison asked if the property has to be landmarked to apply for the grant.

Director Ellis stated the property would have to be approved of being Landmarked, then they would be allowed to apply.

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Commissioner Former asked how this would be advertised. He suggested getting a committee together and making a pros and cons list to entice more people to apply.

Planner Padgett stated they will work with Economic Development and discussing advertising.

Vice Chairman King made a motion to keep the amount at \$3000.

Commissioner Former stated with the cost of building supplies, maybe the amount should be raised.

Vice Chairman King stated it would be better to spread it out to more property owners.

Commissioner Collins stated he would like to see if there could be a larger window of time for the applicants.

Deputy City Manager Rudy Rodriguez stated he would advise the Commission to keep it at the 60 days as there are always applicants that wait until the last minute, and there is a deadline to use the grant.

Chairwoman Garrison stated there is potential for twelve private properties to be Landmarked.

Commissioner Former made a motion to raise the grant matching amount to \$3500 for 2021. Commissioner Miranda 2<sup>nd</sup> the motion. All approved.

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Tricia Lewis – stated her team is who would assist on things like this with support and marketing. She stated they will do what they can to create more awareness. She stated they can get letters out to potential properties.

Commissioner Collins made a motion to keep the dates of June 30<sup>th</sup> to August 30<sup>th</sup> for the grant applications.

Vice Chairman King second the motion, all approved.

**VI. New Business - None**

**VII. Discussion Items**

**A. Design Guidelines Update –**

Planner Padgett stated after the public meeting on May 19<sup>th</sup>, the consultant compiled the questionnaires and has reviewed the data. He stated the consultant will be presenting the results and have a preliminary draft of the design guidelines at the June 23<sup>rd</sup> meeting. He wanted to remind the Commission of the September 30<sup>th</sup> deadline.

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### **B. Home Tour Update -**

Tricia Lewis stated they have been thinking about how the best way to gear up for the virtual Home Tour. She stated there were Commissioners that were assigned properties to gather research and information for the tour. She asked if the Commissioners could have the materials to her department by September 1<sup>st</sup>. She stated she already has quotes from videographers and that will give them approximately two months for them to put together for the tour. She stated if the material will not be ready to hand over by September 1<sup>st</sup>, the Home Tour will have to be pushed until the following year.

Commissioner Former asked how to raise funds for the Home Tour.

Tricia Lewis stated there will be sponsorships, digital advertising, etc. She stated her team is here to help and support this program, they just need the Commission to complete what is needed.

Vice Chairman King stated the committee that is set up for the Home Tour will be meeting this Friday. He will share the agenda for the virtual meeting with city staff. He reiterated that this is a Commission project and not a staff project. He stated that any commissioner can help and have input on this project, they just can not meet with more than three commissioners.

Planner Padgett stated Commissioner Stephens will be unavailable for the committee during the month of June. He said that a previous Commissioner had some properties that could be assigned to an acting commissioner.

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Commissioner Miranda stated he would be joining the committee and will attend the virtual meeting this Friday.

Commissioner Collins stated he has completed his list and will be glad to take on more.

Jim Padgett stated he would resend the letter Commissioner Stevens drafted for contacts.

***C. Landmarking Status –***

Commissioner Collins stated he will have a report ready for the next meeting.

**VIII. Suggested Topics for Future Meetings –**

Retain the Home Tour as a discussion item.

Commissioner Collins will be out of state for the June 23<sup>rd</sup> meeting and would like to call in.

***Motion: To adjourn***

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

***Second: Commissioner Former***

**ADJOURNMENT at 7:04 p.m.**

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