



**CITY OF COTTONWOOD
HISTORIC PRESERVATION COMMISSION**

SPECIAL MEETING MINUTES

Wednesday, October 25, 2021

5:00 P.M.

I. CALL TO ORDER

Chairwoman Garrison called the meeting to order at 5:00 p.m.

1. Roll Call

Historic Preservation Commission Members Present:

Commissioner Collins
Commissioner Former
Commissioner Pierce
Chairwoman Garrison
Vice Chairman King

Historic Preservation Commission Members Absent:

Commissioner Stephens

Staff Members Present:

Scott Ellis, Community Development Director
Jim Padgett, Community Development Planner
Rudy Rodriguez, Deputy City Manager
Ron Corbin, City Manager
Tricia Lewis, Economic Development Director
Kelly Jobe, Admin. – Recorder

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2. Approval of Minutes: September 22, 2021 Meeting

Motion: To approve minutes

Made by: Commissioner Collins

Second: Commissioner Pierce

Approved Unanimously

II. Informational Reports & Updates –

Planner Padgett advised the Commission the meeting dates for the next two meetings were November 17th and December 15th. He stated that staff has received the signed agreement for the SHPO Grant and will be getting RFQ's out to get a consultant on board. This project needs to be completed by end of September 2022. Staff will be traveling down to Phoenix to accept the Governor's Award for the work that has been completed on the Club House over the last few years. The new Design Guidelines Update will go to City Council for the second reading on November 2nd. If it passes, the guidelines will immediately go into effect. November 5th is the Employee/Volunteer Fall Fest that will be taking place at the Club House from 1:00 pm to 5:00 pm.

Commissioners are welcome to this event. The joint meeting with Planning and Zoning has been rescheduled to Monday, January 10th in the Cottonwood Room at the Cottonwood Rec Center. Walkin on Main Event will take place Saturday, November 13th. Staff is looking to have as many Commissioners as possible to help with the Event. The HPC tables will be set up in the Club House and will be promoting the virtual Cottonwood Historic Property Tour that will be airing that day.

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Commission can help with talking to perspective sponsors for this annual event.

III. Call to the Public – None

IV. Special Presentations – None

V. Old Business – None

VI. New Business –

1. Request for Approval for Invoice from Nick Hunseder –

Planner Padgett presented his invoice, Nick created the website for the CHPT (Cottonwood Historic Property Tour). This website was created to help promote and market the annual tour, to provide information for the Small Grant Program and to better market the Old Town District. It includes a home page, about us page, brick program page, small grant program page, landmarking page, contact us page, events page, and a donation page.

Motion Made to Approve Invoice from Nick Hunseder

by: Vice Chairman King

Second: Commissioner Pierce

Roll Call Vote:

Commissioner Collins - Aye

Commissioner Former – Aye

Commissioner Pierce - Aye

Vice Chairman King - Aye

Chairwoman Garrison – Aye

Unanimously Carried

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2. Consideration of an application for a Certificate of Appropriateness from Merkin General, LLC for proposed modifications to a Landmarked building at 816 N Main St.

Planner Padgett stated this building was Landmarked in 2013 and falls within the Cottonwood Historic District boundaries. He stated the applicant is looking to change the trim work, fixtures, signage with the largest change being the replacement of a square window located on the north side of the building with a round one.

Representative for applicant, Matt Lavour stated there will be no demolition or concrete work completed. He stated all the brick siding will remain the same but be cleaned and they would like to take care of the rusted metal and add some paint. He stated the new window they would like to put in will fit inside the original window frame. He stated they would like to change out the door to a 14 or 16-gauge flat riveted patina steel door, as it would suggest being a bank door.

Chairwoman Garrison read aloud a public comment letter.

Public Comment from Randy Garrison, he stated he was glad to see someone local purchased the building. He stated it is unique, special and a piece of art that just needs to be cleaned up. He would like to see the awning and the poles remain in place and the planter area cleaned up. He stated the sign they are suggesting is just too large.

Vice Chairman King stated the letter Chairwoman Garrison read aloud was very well written, however, he disagrees with the comments made

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in the letter. He stated this same owner and builder have done a remarkable job preserving elements of the past with a property in Clarkdale. He would like to see the vintage scuppers and drain pipes stay in place. He did say he felt the sign was a bit too big, and would like to see the sign be the same size as the original one and attached to the building. He stated he does not oppose the Certificate of Appropriateness.

Commissioner Former stated he is ok with the plans but he would like to see the sign a little smaller.

Director Scott stated that Commission is not approving the sign at this meeting. All signs will need to be submitted with an application to Community Development for their approval. Any and all signs need to comply with the city's ordinance. The sign permit would not be brought back to the Commission.

Chairwoman Garrison stated she was wowed when she first saw this project, however, is concerned with the modifications and changes to this building and how it will affect the Old Town Historic District as a whole. She stated that one of the main items the National Historic Registry looks at is the front face of the building, so if it is altered too much, it may be a bad thing. She stated the packet is missing a site plan, and the manufactured colors, there are some missing and feels the ones presented are rather dark. She read aloud the following:

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The decision shall be to approve, conditionally approve or deny a Certificate of Appropriateness based on the following:

- a. The proposed work does not detrimentally alter, destroy or adversely affect any architectural or landscape feature;
- b. The proposed work will be compatible with the relevant historic, cultural, educational or architectural qualities characteristic of the structure, or district and shall include but not be limited to elements of size, scale, massing, proportions, orientation, surface textures and patterns, details and embellishments and the relationship of these elements to one another;
- c. The proposed work conforms with any design review guidelines and/or other applicable criteria as established; and
- d. The exterior of any new improvement, building or structure in a designated historic preservation overlay district or upon a landmarked site will not adversely affect and will be compatible with the external appearance of existing designated buildings and structures on the site or within such district.

Commissioner Collins stated he would really like to see the brick stay the same. He wanted to know why only one window and one door would change.

Matt Lavour stated he has been working with the owner for a very long time and he will take questions, suggestions and comments back to him,

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and stated the owner would take the feedback from tonight's meeting seriously and be bringing it to back to the Commission.

Motion was made to: We get a complete application with all the items that are called for along with more detail on the colors and the structure for us to review before we approve or deny.

Motion Made by: Commissioner Collins
Second: Vice Chairman King

Roll Call Vote:

Commissioner Collins - Aye
Commissioner Former – Aye
Commissioner Pierce – abstained
Vice Chairman King - Aye
Chairwoman Garrison – Aye

This item will be brought back to the November 17th meeting.

VII. Discussion Items

1. Cottonwood Historic Property Tour Update

a. Report from the CHPT Committee

b. Review of Marketing and Promotional items for the CHPT

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2. Promotional and Marketing Topics

a. Review of new Marketing and Promotional items for the Website, Brick Program, Landmarking and the 50/50 Small Grant Program

Planner Padgett stated there are several Marketing items in the packet that will be available for the Virtual Tour. He wanted to commend City staff member, Laura Herrera, she has done an amazing job on the graphics for all the pages for this website. Visitors of the site can go on and make their purchases of the tour and also make donations.

They have a new sponsor, it is Edward Jones and we are still looking for additional sponsors. He included a form letter in the packet that the Commission could use to send to prospective sponsors.

Commissioner Collins – stated he has tested out the website and it is pretty interactive.

Chairwoman Garrison stated the Sponsorship deadline has been moved to October 28th to add for this year’s tour. She stated it is also located at the website; cottonwoodhpt.com and the new sponsorship packet is on there. The Facebook news feed is on there as well.

Tricia Lewis - she wanted to thank Commissioner Collins for all the bio’s he had written for the tour. She stated this new site will be a great place to archive all the data and can be saved for the future. All the marketing material for the tour have been produced and Laura has done a wonderful job with this. She stated all fourteen properties were filmed

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on October 7th. The drone footage will be completed soon. Looking for completion of the video to be done by November 1st including audio. She stated they still need a volunteer to do a section of the audio recording. She will check with a few other people tomorrow.

She stated they have been working on the Landmarking brochure but would like some input from the Commissioners so it can be finalized.

Planner Padgett stated there have been 3 brick orders through the Brick Program and believes the new website will bring in more participants. All of this information will be available at the Cottonwood Club House on November 13th during the Walkin on Main event and the showing of the virtual tour.

Suggested Topics for Future Meetings – NONE

Motion: To adjourn

Made by: Vice Chairman King

Second: Commissioner Collins

ADJOURNMENT at 6:40 p.m.

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