



**CITY OF COTTONWOOD  
HISTORIC PRESERVATION COMMISSION  
COTTONWOOD COMMUNITY CLUB HOUSE**

805 N. Main St.

Cottonwood, AZ 86326

**REGULAR MEETING**

Wednesday, March 24, 2021

6:00 P.M.

**I. CALL TO ORDER**

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

**A. Roll Call**

**Historic Preservation Commission Members Present:**

Vice Chairman King  
Commissioner Stephens  
Commissioner Garrison  
Commissioner Collins

**Historic Preservation Commission Members Absent:**

Commissioner Miranda

**Staff Members Present:**

Rudy Rodriguez, Deputy City Manager  
Scott Ellis, Community Development Director  
Jim Padgett, Community Development Planner  
Megan Russell, Administrative Assistant Community Development, Recorder

*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.*

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### B. Election of Chair:

Commissioner Stephens elected Vice Chairman King for the position of Chairman.

Vice Chairman King respectfully declined.

Commissioner Collins elected Commissioner Garrison for the position of Chairman.

*Second: Commissioner Stephens*

*Vote: Unanimous*

### C. Election of Vice Chair:

Vice Chairman King remained in the position as Vice Chairman.

### D. Approval of Minutes: February 24, 2021 Regular Meeting

***Motion: To defer the minutes until next month's meeting.***

*Made by: Commissioner Stephens*

*Second: Chairman Garrison*

*Vote: Unanimous*

## II. INFORMATIONAL REPORTS AND UPDATES:

Director Ellis stated there are two open seats for the Commission. The open seats would need to go to a resident of Cottonwood.

A comment from a person in the public stated he would like to join the Commission.

Director Ellis informed him on how to obtain an application to join the Commission.

## III. CALL TO THE PUBLIC: No Comments

## IV. SPECIAL PRESENTATIONS: NONE

## V. OLD BUSINESS: NONE

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**VI. NEW BUSINESS: NONE**

**VII. DISCUSSION ITEMS:**

**1. Design Guidelines Update-**

Planner Padgett updated the Commission with the latest correspondence from Bob Graham at Motley Design Group. The scope of work had been sent over, Bob Graham sent back his proposal for the project which was accepted. There were some questions on how to move forward with an Overlay District vs. a Special Planning District. A meeting was held with the representatives from SHPO (State Historic Preservation Office), with the timeline and scope that was presented, SHPO stated based on the information given there would not be any changes needed to the grant and are able to move forward with the project.

Chairman Garrison asked if the Commission would be involved with what direction the Zoning would go or has the City already decided.

Director Ellis stated due to the lack of historic inventory for that area it would be better that we do not call it a Historic Overlay District at this time. It can still be called a Special Planning District and get the same results without having to get the historic inventory now. That could be done in the future.

**2. Home Tour Update-**

Planner Padgett stated after the last meeting, information was sent out to each of the Commissioners delegation what information was needed for specific properties. Some information has been received on a few of the properties and the information is being compiled for the videographer.

Director Ellis stated the Home Tour will not be happening this May, we really need the Commission to take the lead on this project, staff will be available for support if needed but it will be up to the Commission who takes on what responsibilities for the project. We can still have the Home Tour Sub-Committee, staff will still be a part of that

Vice Chairman King stated this is a project that requires considerable discussion. Some preparations need to be made prior to the meeting in April to discuss the Home Tour project. Commissioners need to send staff any suggestions on the project.

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Chairman Garrison stated that it would be a good time to take a step back to re-look at the goals of this project. We need to have a better understanding on the purpose of it and how to move forward. The planning session would be a great time to talk more in depth about it.

Commissioner Collins asked if a decision has been made about the price proposals for the video.

Chairman Garrison stated the proposals could be brought up at the work session meeting.

Planner Padgett suggested that the Sub-Committee focus their time at the April 9<sup>th</sup> meeting to prepare for the April 12<sup>th</sup> meeting with the entire Commission.

3. **Special Meeting April 12, 2021 Club House 1:00pm – 3:00pm**
4. **Special Meeting April 28, 2021 Club House 5:30pm**

#### VIII. **SUGGESTED TOPICS FOR FUTURE MEETINGS:**

Chairman Garrison suggested to add the brick program to the next Agenda and to get more details on what improvements are needing at the Club House.

***Motion: To adjourn***  
***Made by: Commissioner Stephens***  
***Second: Commissioner Collins***

**ADJOURNMENT at 6:31 p.m.**

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