



**CITY OF COTTONWOOD
HISTORIC PRESERVATION COMMISSION**

WORK SESSION

Monday, April 12, 2021

1:00 P.M.

I. CALL TO ORDER

Chairman Garrison called the meeting to order at 1:00 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

Rudy Rodriguez, Deputy City Manager

Kelly Jobe, Admin Assistant - Recorder

B. Home Tour Update:

Planner Padgett stated there are new members to the Commission and he would like to bring everyone up to speed. He stated there is a committee that has been handling the Home Tour and it includes Chairman Garrison, Vice Chairman King & Commissioner Stephens. He stated that May is Historic Preservation Month but it doesn't look like hosting a Home Tour is going to happen by then. However, the virtual format is where the committee is headed however, there is not a set date.

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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Director Ellis wanted to remind the Commission that the Home Tour is not the only project City staff has at this time. We can be there to assist, but he suggested someone in the committee to take the lead and then they can report back to the Commission. He reminded them that only three of the Commission members can be on the committee and meet at a time.

Chairman Garrison requested that staff that has any history or background with the Home Tour, it would be helpful to share with the Commission.

Deputy City Manager Rodriguez stated in the past, the Home Tour has always been driven by the HPC Commission. Staff in earlier days had more time. He stated when Ryan Bigelow was at his previous department, he had spent quite a lot of his own time on this however, all the responsibility has shifted back to the Commission as there are too many projects for staff to be as involved.

Planner Padgett stated historically the second weekend in November is when the tour was held in conjunction with Walking on Main.

Director Ellis stated Historic Preservation Month is in May, the Commission needs to decide if they want to have it in May or November. The purpose of it is to bring recognition to history of the Verde Valley.

Planner Padgett stated there is approximately \$12,000 in the Home Tour fund. He stated have had no new applicants for the Home Tour since the program has been implemented two years ago that includes a small grant program.

Director Ellis stated the Home Tour that was held a couple years ago was very successful, as it included shuttles to drive people around. He stated the hardest thing is getting participation from property owners. He stated that to be on the Home Tour, the properties do not have to be landmarked.

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Chairman Garrison verified with staff that it can be residential and commercial properties that can be included in the Home Tour and asked if they have to be Landmarked.

Planner Padgett stated both residential and commercial properties can participate and they do not have to be Landmarked. He stated it has been discussed setting up in the Club House with the Senior Center and Clemenceau Museum coming in and setting up tables, bringing pictures and having information to hand out.

Commissioners Stephens stated the committee has come up with a sponsorship idea and they have drafted a letter to get to possible sponsors which has a list on the back of what the sponsorship would provide them. She stated there needs to be a decision on having the tour virtually in November or wait and have the in person one next May.

Vice Chairman King asked if the Club House would be used to host the tour.

Planner Padgett stated he will reserve it as soon as the decision is made.

Vice Chairman King stated the Commission needs to be present as well to be generating sponsorships. He stated if there are solid objectives to pull it off in November, it should be done.

Commissioner Collins stated if the tour is held in November, there will be some competition and it would be great if we could find a way to share it. He stated he would like to see it happen in November.

Commissioner Miranda stated he would like to offer some of his passions on the Home Tour, he stated he will do what he can as he is new to the group. He has a couple non-profits that may be able to help donate some of the proceeds to this project.

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Commissioner Stephens suggested having an open house in November to at least get the info out to the community.

Commissioner King stated the majority of the properties are businesses and he feels walking is a better idea than driving. He stated the business owners should be approached and share with them why Historic Preservation is important. He agrees with getting information condensed and having it available for November. He stated there are several entities in the community such as Clemenceau Museum and the Verde Independent if the Commissioners are willing to take the time. He feels it is up to the Commission to develop the relationships.

Chairman Garrison stated the virtual tour would be a great marketing tool and it can be added to social media. She stated it could be shown during the Home Tour and ask for donations during that time.

She stated they did get a quote for the video, and would like to see the dealing for getting that done. She stated there is time to get it done as there is roughly six months. She stated the committee needs to meet more often, keeping it short but keep moving forward and fine tune items for the videographer. She had stated if anyone of the new members would like to head up the committee for this project, she would step down.

Director Ellis stated staff has a public posting out for new Commission members and hoping to get the two empty seats filled.

Deputy City Manager Rodriguez stated the city plans on opening up all events to the public.

Commissioner King stated he would be glad to take the lead on the Home Tour Committee.

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Planner Padgett wanted to clarify the Commission wants to move forward with the Club House in November and in May for Historic Preservation month.

Vice Chairman King stated yes on moving forward with both, and requested staff to share information with new members.

Planner Padgett verified that all members were utilizing their city email accounts for all written communication.

C. Design Guidelines

Planner Padgett stated the information he passed out at the beginning of the meeting is from the consultant, Robert Graham. Robert has reviewed the city codes extensively and has quite a few questions. As for moving forward with this, the deadline to spend the SHPO grant money is September 30, 2021.

Director Ellis stated the consultant will be invited to the May 5th meeting to provide a presentation and will have create a draft document for review and comments. He stated any information staff receives from them will be shared with the Commission so they can ask questions. The consultant will submit a draft of recommendations that will be brought to the Commission. He stated there will be some public outreach, possibly a newsletter, on the City website, and on Facebook for public input.

Deputy City Manager Rodriguez suggested sending all questions to commission so they will have time to review and answer the questions and they can be compiled and available at the next meeting.

Director Ellis stated staff has directed the consultant to look at the commercial historic district for now. The first draft has a map of the Old Town area, this is to just get them started, the map can be adjusted.

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D. Regular Meeting Date Change from April 28, 2021 to May 5, 2021

Planner Padgett stated that the Home Tour and the Design guidelines are two items that will remain on the agendas. He stated a Special Meeting will begin at 5:30 pm on May 5th to go over rules and guidelines for open meeting laws for the new Commissioners.

Chairman Garrison stated it was very important for all members to attend all meetings.

Motion: To adjourn

Made by: Commissioner Stephens

Second: Vice Chairman King

ADJOURNMENT at 2:06 p.m.

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