



**CITY OF COTTONWOOD  
HISTORIC PRESERVATION COMMISSION**

**REGULAR MEETING MINUTES**

Wednesday, September 22, 2021

6:00 P.M.

**I. CALL TO ORDER**

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

**1. Roll Call**

**Historic Preservation Commission Members Present:**

Chairwoman Garrison  
Vice Chairman King  
Commissioner Collins  
Commissioner Pierce  
Commissioner Stephens

**Historic Preservation Commission Members Absent:**

Commissioner Former

**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. – Recorder

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## 2. Approval of Minutes: August 25, 2021 Meeting

***Motion: To approve minutes***

***Made by: Commissioner Collins***

***Second: Commissioner Pierce***

***Approved Unanimously***

### II. Informational Reports & Updates –

Planner Padgett handed out a memo for the October 25<sup>th</sup> HPC meeting @ 5:00 pm and joint meeting with Planning & Zoning @ 6:00 pm to be held at the Rec Center to discuss the Design Guidelines for Old Town.

### III. Call to the Public – None

### IV. Special Presentations – None

### V. Old Business – None

### VI. New Business –

#### 1. Small Grant Funding Program – Application from 3-Kings Kasbar

Planner Padgett stated this was the first year an application has been submitted for this grant. He stated the properties applying for this grant must be Landmarked. Commissioner Collins, Deputy City Manager Rodriguez, Planner Padgett and Director

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Ellis looked at the application for Kasbar and believes it does meet the criteria. They are going to have their roof repaired/replaced. This is a matching grant up to \$3500, if the applicant spends less than that, the match would be less as well.

Chairwoman Garrison thanked the applicant for her submission.

***Motion: To approve 3-Kings Application for matching grant be approved by the Commission.***

***Made by: Vice Chairman King***  
***Second: Commissioner Stephens***

***Roll Call Vote:***

*Commissioner Stephens – Aye*  
*Commissioner Pierce - Aye*  
*Commissioner Collins – Aye*  
*Vice Chairman King - Aye*  
*Chairwoman Garrison – Aye*

***Unanimously Carried***

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## VII. Discussion Items

### 1. Design Guidelines – Results of P & Z Meeting and Pending City Council

Planner Padgett stated the Planning and Zoning has recommended the guidelines to City Council which is scheduled October 19<sup>th</sup> with a second reading November 2<sup>nd</sup>. He stated staff has adjusted the yard setbacks to 5 feet instead of the 3' and 10' which was too difficult to decipher and could have had issues with fire and building code issues. He stated one of the other concerns the P & Z Commission had was for the Commercial Residential total square footage (1500 sq. ft.) for a restaurant. They felt that was not sufficient to have more than five possibly seven tables. They recommended that the public/seating area, including outside should be 1500 sq. ft.

Chairwoman Garrison – asked about the 10' set-back that shows in the guidelines.

Planner Padgett stated the 10' set-back was for a corner lot on the street side only. He stated the first reading is October 19<sup>th</sup>, the second reading will be November 2<sup>nd</sup> and the guidelines will go into effect 30 days after that upon council approval.

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## 2. Information on the 2021 CLG Grant – survey of Residential and Commercial/Residential neighborhoods

Planner Padgett stated the staff applied for the grant again, and it was awarded again. This grant will be utilized to have an inventory and survey done on the residential and commercial/residential properties. This is on the Council agenda October 5<sup>th</sup> for review. If they approve, staff will move forward and put out some bids for consultants. All consultant applications will be brought back to the Commission for review.

## 3. Home Tour Update – Report from the Home Tour Committee

Planner Padgett stated the correct name is The Cottonwood Historic Property Tour. That is the new brand that will be used from now on. He stated there have been meetings with Tricia Lewis, Laura Herrera, and John Carter. The city is implementing a new link for the website and will be [TheCottonwoodHPT.com](http://TheCottonwoodHPT.com) Laura is working on designing the promotional and marketing. He stated they will be having more meetings as the time draws near. Hoping to roll out the finished product November 19<sup>th</sup>.

Tricia Lewis stated they are making good progress, and she spoke with the videographer and he would like to meet with the property owners on October 7<sup>th</sup> to get started on the video. He

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stated that the video and the narrative have to really be in sync and wanted to know if he was doing it or someone else was. She stated that service was included in the bid. He can meet via phone tomorrow morning at 9:30 am via phone.

Vice Chairman King stated he would be glad to do the narrative.

Tricia Lewis stated the Nic of Times will be printing the tickets for the Tour. She stated there will be sponsor levels, and at the meeting it can be discussed on how to organize the outreach. She stated it will be set up to purchase the tickets online.

She stated the deadline for the video is November 1<sup>st</sup> so there is approximately 10 days for editing and revisions. She asked the Commission if the homeowners are prepared and ready for the videographer to start October 7<sup>th</sup> and were they comfortable with inside video being done. She stated it will take approximately an hour for each home. She stated he will also have an additional day.

Commissioner Collins stated that most of the property owners are ready and are obliged to have the inside of their home videoed as well. He stated he would be glad to help with the revisions and clarified if still photos would also be used.

Tricia Lewis stated the next focus would be on the tickets, such as the cost and design. She wanted the Commissioners keep the deadlines in mind.

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Commissioner Pierce suggested the videographer be in charge of the audio narratives as they are included, they may have a template, and it may be more time efficient.

Planner Padgett asked who would be available for the phone call meeting in the morning.

Vice Chairman King, Commissioner Collins, Commissioner Pierce, Planner Pagett and Tricia Lewis will all be on the call. Tricia Lewis stated she would do the meeting invite.

Chairwoman Garrison stated the narratives could be split up and reviewed. They will need to be completed by October 4<sup>th</sup>.

Planner Padgett stated he is looking for volunteers for the Clubhouse activities for the Walking on Main event.

#### 4. Social Media Policies

Planner Padgett stated this this may need to be relabeled as marketing and promotional items. He included three samples in the packet for marketing and promotion that Laura Herrera has done a wonderful job designing. This is a first draft at these and changes can be made, however the Tour in the first priority. They will be on the Historic Preservation webpage and have an email included. Those emails need to have a direction on who would to go to as Commissioners change.

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Tricia Lewis stated they can have the emails directed to her department as it is heavily monitored.

**Suggested Topics for Future Meetings –**

Commissioner Stephens will be joining the next HPC Meeting via phone.

***Motion: To adjourn***

***Made by: Commissioner Stephens***

***Second: Vice Chairman King***

**ADJOURNMENT at 6:54 p.m.**

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