



**CITY OF COTTONWOOD
HISTORIC PRESERVATION COMMISSION
COUNCIL CHAMBERS
826 N. Main St.
Cottonwood, Arizona 86326**

**MEETING MINUTES
Wednesday, June 22, 2022
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:

Commissioner Detjen
Commissioner Pierce
Vice Chairman Collins – via phone
Chairwoman Garrison

Historic Preservation Commission Members Absent:

Commissioner Former
Commissioner Stephens

Staff Members Present:

Scott Ellis, Community Development Director
Jim Padgett, Community Development Planner
Kelly Jobe, Community Development Admin– 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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2. Approval of Minutes: May 25, 2022 Meeting

Motion: To approve minutes

Made by: Commissioner Pierce

Second: Vice Chairman Collins

Approved Unanimously

II. Informational Reports & Updates –

Director Ellis stated this is Planner Padgett’s last meeting, as he is retiring July 8th. He stated there is a new planner on board and will be present at the next meeting. He stated there may be a joint meeting in August with Planning and Zoning Commission as seats are getting filled.

III. Call to the Public – None

IV. Special Presentations – None

V. Old Business: None

VI. New Business: None

VII. Discussion Items:

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1. Cottonwood Historic Property Tour – Committee Presentation

Commissioner Pierce stated he would like to have a guideline or an example from earlier days of the protocol to get participants for the tour. He asked for a list of the previous participants as well.

Planner Padgett stated a list of previous participants was emailed to Commissioner Stephens.

Chairwoman Garrison stated a previous Commissioner had done an outline for the procedure on gathering participants. She also stated reaching out to Ryan Bigelow and the City Mayor, Tim Elinski also served on the HPC Commission previously.

Planner Padgett suggested using last years virtual tour as a marketing Tour and having those properties for the in-person tour.

2. Landmarking – Committee Presentation

Commissioner Detjen stated she did some canvassing of a few areas, she would like to have more copies of the application on hand when approaching the properties. She stated she would like someone to go with.

Planner Padgett suggested visiting the Senior Center, and talk to them about Landmarking, which will allow them to apply for the Local Government Grant.

Vice Chairman Collins stated there was no Committee meeting since the last meeting. He stated he would like to schedule another walk about for prospective properties, but may wait until the weather cools down.

Chairwoman Garrison stated it may be more productive to help the applicants complete the Landmarking application. She suggested having fillable applications on the website.

Director Ellis stated a new software system is being integrated and the capability of the fillable forms is in the pipeline.

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3. 2022 Certified Local Government Grant –

Planner Padgett included a project scope for the Grant that was awarded, in the packets, he asked the Commission if there were any additions/deletions they would like to see. This Grant will provide \$12,000 and the City would commit \$8,000 for a total of \$20,000. Staff is looking to having a more consultant driven project that will have minimal staff time. The project description and scope of work is due this Friday, June 24th.

Suggested Topics for Future Meetings: None

Motion: *To adjourn*

Made by: *Commissioner Pierce*

Second: *Commissioner Detjen*

ADJOURNMENT at 7:00 p.m.

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