



**CITY OF COTTONWOOD  
HISTORIC PRESERVATION COMMISSION**

**REGULAR MEETING MINUTES**

Wednesday, June 23, 2021

6:00 P.M.

**I. CALL TO ORDER**

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

**A. Roll Call**

**Historic Preservation Commission Members Present:**

Chairman Garrison  
 Vice Chairman King  
 Commissioner Collins via phone  
 Commissioner Miranda  
 Commissioner Former  
 Commissioner Stephens

**Commission Members Absent:**

Commissioner Pierce

**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 Assistant – 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. Approval of Minutes: June 9, 2021 5:30 pm Special Meeting

***Motion: To approve minutes***

***Made by:*** Commissioner Stephens

***Second:*** Vice Chairman King

Chairwoman Garrison announced that item IV will be removed from this meetings agenda as the individual has withdrawn his application for the project.

### II. Informational Reports & Updates –

Planner Padgett stated staff will be requesting approval from City Council to apply for the 2021 State Historic Preservation Office (SHPO) Matching Grant on July 6<sup>th</sup> to obtain permission to apply for the grant for next year.

### III. Call to the Public –

Paul Cate stated he lives on Cactus Street and has done his part of keeping his property historic. He stated the recent application for a 3-story building in Old town would just overpower Main Street. He stated the project had no architectural motif to tie into Old Town. He stated one move like this and the charm of Old Town would be gone.

Ken Wistuk stated the Historic Preservation Commission should have the same clout as the Planning and Zoning Commission to monitor Old Town. He stated he hopes there will never be any chain stores in Old Town.

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Kathleen Francis stated she has the longest running retail store in Old Town for fourteen years in the Iron Horse Inn. She stated the new city codes are very unfriendly to the retail shops. She stated who ever wants to come into Old Town and develop something that will bring the people in, she is all for it.

**IV. Special Presentations - None**

**V. Old Business – None**

**VI. New Business –**

**1. Home Tour Update –**

**a. Report from the Home Tour Committee -**

Vice Chairman King stated he sent out some questions to committee and there needs to be some progress on this by the July 9<sup>th</sup> committee meeting.

**b. Discussion and possible action for the Video Production Vendor –**

Planner Padgett stated there are two quotes in the packets.

Tricia Lewis stated they asked for three quotes and only received two. She stated she has worked with one of the vendors previously. She stated if they go with the quote that had a video, it would be approximately 5 minutes in length and the other quote is for still pictures only. She stated a drone was included in both quotes. She stated she will get more quotes and could probably find one for less than five thousand dollars.

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Commissioner Collins stated he watched the Clarkdale Home tour and asked if one of the Commissioners would be doing the voice over narrative.

Planner Padgett stated yes, a Commissioner would be narrating the video.

Commissioner Former asked if the Commission could be shown examples with the quotes.

Chairwoman Garrison stated she would like to have something to vote on by the next meeting.

Tricia stated she would have the options available to vote on at the next meeting as the deadline is September 1<sup>st</sup>.

Planner Padgett asked the Commission if they wanted to use the same "Home Tour" name.

Vice Chairman King suggested calling it "Cottonwood Historic Properties Tour"

All Commissioners were on board with the new name.

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## VII. Discussion Items

### 1. *Design Guidelines Update* –

#### a. *Report from Robert Graham – The Motley Design Group Draft Design Guidelines Review*

Mr. Graham showed a power point presentation on the first draft of the New Design Guidelines.

Planner Padgett stated he is tentatively looking at July 28<sup>th</sup> HPC meeting for the 2<sup>nd</sup> draft of the Design Guidelines. The final draft will go to Planning and Zoning Commission for their recommendations and will be presented to City Council in October. He stated he would like all comments from the Commissioners as soon as possible so he can forward them to Robert with the Motley Design Group.

## VIII. Suggested Topics for Future Meetings –

Commissioner Former suggested the updating of social media, Wikipedia and google maps.

Commissioner Collins requested to put Landmarking on July's agenda.

***Motion: To adjourn***

***Made by: Commissioner Former***

***Second: Commissioner Miranda***

**ADJOURNMENT at 7:22 p.m.**

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