



**CITY OF COTTONWOOD  
HISTORIC PRESERVATION COMMISSION**

**REGULAR MEETING MINUTES**

Wednesday, July 28, 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

Commissioner Former

Commissioner Pierce

**Commission Members Absent:**

Commissioner Stephens

Commissioner Miranda

**Staff Members Present:**

Gary Davis, Community Development Senior Planner

Jim Padgett, Community Development Planner

Rudy Rodriguez, Deputy City Manager

Tricia Lewis, Economic Development Director – via phone

Kelly Jobe, Admin Assistant – Recorder

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*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 23, 2021 5:30 pm Meeting

***Motion: To approve minutes***

***Made by: Commissioner Collins***

***Second: Vice Chairman King***

Chairwoman Garrison introduced Commissioner Richard Pierce and thanked him for volunteering his time for the Commission.

### II. Informational Reports & Updates –

Planner Padgett stated City Council approved to submit the SHPO Grant application. He stated he has not heard back from them yet, but will be requesting a survey for the residential areas as this year's grant was for commercial.

### III. Call to the Public –

None.

### IV. Special Presentations – None

### V. Old Business –

#### Home Tour Update

Vice Chairman King stated he has been working with the Clemenceau Museum.

Commissioner Former stated he has been to the Clemenceau Museum also.

Vice Chairman King stated the questionnaires are due back to him from the Commissioners by September 1<sup>st</sup>.

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Tricia Lewis stated she has two quotes for the video production. She stated that Motion Candy has more experience in this kind of project.

The Commission asked her for examples to be emailed to them for both vendors.

Planner Padgett stated the Commission will need to vote on a vendor at the next meeting.

### **Landmark Update –**

Committee Chairman Collins stated he met with Commissioners Miranda and Former. They discussed getting flyers that have the QR Codes, putting an ad in the paper to get residents to apply to be landmarked.

Chairwoman Garrison stated knocking on doors and shaking hands is the best way to get to know people. She asked if the brochures needed to be updated by the Commission or Committee.

Tricia Lewis stated she would like to meet with the Committee and go over some ideas. She stated a pro-active approach would be best. She could put the information in the Visitors Center and in the Shop Cottonwood site/emails.

Planner Padgett stated there will be a meeting coordinated with Commissioner Collins and another committee member with Tricia Lewis prior to the next meeting.

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## VI. New Business –

### 1. Social Media Policies-

Commissioner Former suggested adding the Landmarking on Google Maps.

Tricia Lewis suggested having a landing page to start collecting the History Data as a starting point and it can be updated.

## VII. Discussion Items

### 1. *Design Guidelines Update* –

Planner Padgett stated the second draft has been given to the Commissioners.

He stated the breakdown and the map are included and he would like all Commissioners to bring comments to him as soon as possible.

He stated the Zoning Ordinance need to be looked at, as with the updates, the Zoning Ordinance would change. There are a lot of changes for the commercial properties. He stated someone would have the option to go with the old zoning code or the new guidelines.

Commissioner Collins wanted to confirm that the zoning code for the commercial height restrictions is still 35’.

Planner Pagett confirmed the 35’ maximum height. He stated the second draft of the design guidelines will go to the council work session on August 10<sup>th</sup>.

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He stated it will be a discussion item at the August 16<sup>th</sup> Planning and Zoning meeting and back to the August 25<sup>th</sup> HPC meeting for review and comments for Planning and Zoning Commission and City Council.

He stated there will be a public hearing held by the Planning and Zoning Commission on September 20<sup>th</sup>, and the final draft will go to City Council for the first reading on October 6<sup>th</sup> and the second reading on October 20<sup>th</sup>.

#### VIII. Suggested Topics for Future Meetings – None

***Motion: To adjourn***

***Made by: Commissioner Former***

***Second: Vice Chairman King***

**ADJOURNMENT at 7:15 p.m.**

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