



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

MEETING MINUTES
Wednesday, January 26, 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 Pierce
Commissioner Former
Commissioner Collins
Commissioner Stephens
Vice Chairman King
Chairwoman Garrison

Historic Preservation Commission Members Absent:

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: November 17, 2021 Meeting

Motion: To approve minutes

Made by: Commissioner Collins

Second: Vice Chairman King

Approved Unanimously

II. Informational Reports & Updates –

Director Ellis stated there is one open seat for this Commission that needs to be filled. There are three (3) open seats for the Planning & Zoning Commission, as soon as those are filled, the joint meeting with Planning & Zoning will be scheduled. It may be March or April.

Chairwoman Garrison stated the Old Town Center for the Arts is doing Historic Trivia on January 29th at 7:00 pm. She stated more information is on their website.

III. Call to the Public – None

IV. Special Presentations – None

V. Old Business: None

VI. New Business:

Consideration of an application for a Landmark Certificate from Steve and Denise Schley to Landmark a property at 922 N. 2nd St.

Motion was made to table the Landmarking for this property until next meeting.

Made By: Commissioner Stephens

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Second: Commissioner Pierce

Roll Call Vote:

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

Unanimously Carried

VII. Discussion Items:

1. Revisions to the HPC Bylaws –

Planner Padgett stated the revisions to the HPC Bylaws will be taken to City Council February 15th and will bring back to the Commission meeting on February 23rd. He asked the Commission to go over them and advise him of any comments or suggestions right away.

2. Cottonwood Historic Property Tour Recap

Planner Padgett stated there were not many videos sold, but thankfully the Edward Jones sponsorship was a great addition. He stated that the initial cost of setting up the website was a onetime fee, so that will not be an ongoing cost.

Commissioner Collins stated May is Historical Preservation month. He suggested to get something going for May and just have a booth outside for the Walkin On Main event in November.

Commissioner Former stated the Commission has been conservative due to the Corona Virus, maybe this year is the time to go the opposite way and really dig in by having an open type tour bus to tour the properties.

Chairwoman Garrison stated there needs to be a committee formed ASAP. She asked staff if the Property Tour could be a City Budget item. She stated this Commission is asked to be fundraisers and it is difficult to do.

Director Ellis stated he would bring it up to the Finance Team and get back to the Commission.

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3. SHPO Grant

Planner Padgett stated the Grant is for \$20K, \$12,000 from the State Historic Preservation Office Grant and \$8,000 is coming from the City. He stated last year they used the 2021 funds for the Updated design guidelines. This year they will focus on the residential areas. He stated there are a lot of buildings that are reaching their 50-year-old mark and that Landmarking is not just for Old Town, it will include everything that meets the criteria within Cottonwood City limits. The scope of work has been sent out to contractors and he is hoping to bring updates to the next meeting. He stated the Grant work must be completed by the end of September 2022.

Chairwoman Garrison stated it would be beneficial to have the contractor add Cottonwood Addition, Scott Addition, and Smelter City Subdivisions in the scope of work. She stated there may be different guidelines for different subdivisions.

Suggested Topics for Future Meetings:

Commissioner Collins requested to have the following on agendas for discussion: All Committee updates including sponsorship advertising updates and the Cottonwood Historic Property Tour.

Vice Chairman King motioned for Chairwoman Garrison to remain Chairperson for the Commission. Commissioner Collins 2nd. Unanimously Approved

Commissioner Stephens motioned for Commissioner Collins to be Vice Chairman. Commissioner Pierce 2nd. Unanimously Approved.

Motion: To adjourn

Made by: Vice Chairman King
Second: Commissioner Collins

ADJOURNMENT at 7:10 p.m.

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