



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

**MEETING MINUTES**

Wednesday, March 23, 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 Stephens  
Vice Chairman Collins  
Chairwoman Garrison

**Historic Preservation Commission Members Absent:**

**Staff Members Present:**

Rudy Rodriguez, Deputy City Manager  
Scott Ellis, Community Development Director  
Jim Padgett, Community Development Planner  
Tricia Lewis, Economic Development Director  
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: January 26, 2021 Meeting

***Motion: To approve minutes***

***Made by: Commissioner Stephens***

***Second: Vice Chairman Collins***

***Approved Unanimously***

### II. Informational Reports & Updates –

Director Ellis stated the SHPO Grant has been lost for this year. Staff asked for three proposals for consultants and only received one. The proposal that was submitted was just not going to work as it was entailing too much staff time that is just not available right now. The grant can be reapplied for next year.

### III. Call to the Public – None

### IV. Special Presentations – None

### V. Old Business:

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

Mr. Schley stated the adobe brick building that is in the back of the property just may be the oldest building in Cottonwood.

The Commission agreed to the property owners request to have it names The Ford House.

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**Motion was made approve the application for a Landmark Certificate from Steve and Denise Schley to Landmark a property at 922 N. 2nd St. and in the name of The Ford House.**

*Made By: Commissioner Former*

*Second: Vice Chairman Collins*

**Roll Call Vote:**

*Commissioner Pierce - Aye*

*Commissioner Former – Aye*

*Commissioner Stephens - Aye*

*Vice Chairman Collins - Aye*

*Chairwoman Garrison - Aye*

*Unanimously Carried*

## **VI. New Business:**

### **1. Plaques for Landmarking –**

Planner Padgett stated there are two plaques that can be ordered, one for the Lyon’s Park and the Cottonwood Bridge. A third one can also be ordered for the property that was just approved for Landmarking; The Ford House.

Commissioner Former stated he would be willing to volunteer his time to help install the plaques.

**Motion was made to order the three plaques.**

*Made By: Vice Chairman Collins*

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*Second: Commissioner Former*

**Roll Call Vote:**

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

*Unanimously Carried*

**VII. Discussion Items:**

**1. Cottonwood Historic Property Tour**

Commission established a Committee for the CHPT; this include Commissioner Former, Stephens, and Pierce. Planner Padgett will reach out to the Committee to schedule the first meeting. The next Home Tour is in seven months.

**2. Landmarking**

Commission agreed they need to establish a Committee for the Landmarking Project. Vice Chairman Collins would like to make a flyer to show the property owners the benefits to Landmarking. At this time, Vice Chairman Collins and Commissioner Former are on the Committee.

**3. Budget items**

Planner Padgett stated there is \$5900.74 in the Property Tour account which doesn't include the purchase of the 3 plaques at \$242.65 each. He stated there is \$10,128.47 in the Brick account.

Commission stated they should campaign to promote the sale of bricks, and give some information to the visitor center next door. It was also suggested when the Club house is rented out, the occupants should be provided with information on the bricks.

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#### 4. Small Grant Program (50/50)

Planner Padgett went over a few guidelines for the grant. The timeframe is to open it up in April or May and have an Approval in June. This will be on the April agenda.

#### 5. HPC ByLaws

Director Ellis asked the Commission if they had any input on the attendance requirements for the Commission and a short list of reasons for the absence. He stated he will update the Commission in May.

#### Suggested Topics for Future Meetings:

Small Grant Program

*Motion: To adjourn*

*Made by: Commissioner Former*

*Second: Vice Chairman Collins*

**ADJOURNMENT at 6:55 p.m.**

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