



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

MEETING MINUTES
Wednesday, April 27, 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
Commissioner Former
Commissioner Stephens
Vice Chairman Collins
Chairwoman Garrison

Staff Members Present:

Rudy Rodriguez, Deputy City Manager
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: March 23, 2021 Meeting

Motion: To approve minutes

Made by: Commissioner Collins

Second: Commissioner Pierce

Approved Unanimously

II. Informational Reports & Updates –

Planner Padgett introduced the new Commissioner, Kristina Detjen. He reminded everyone to RSVP to the Employee/Volunteer event.

He advised the Commission that the P & Z Commission recommended to City Council to approve Merkin Vineyard's extension request on the conditions of rezoning. They are looking to be open the end of next year. He advised the Commission that he is retiring and July 8th will be his last day.

III. Call to the Public – None

IV. Special Presentations – None

V. Old Business: None

VI. New Business:

1. Small Grant Program (50/50) –

Planner Padgett stated this grant is to be only be used on Landmarked Properties. He stated the maximum matching amount will be \$3500.00. The applicant will have 90 days to submit their application. He stated the money that funds this grant comes from the Home Tour.

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Motion to approve the draft proposal and staff to start advertising for the 2022-23 Small Grant Program in May, June and July:

Made By: Commissioner Stephens

Second: Commissioner Pierce

Roll Call Vote:

Commissioner Detjen - Aye

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 – Committee Presentation

Planner Padgett stated it may be good for the Commission to have more of a presence at the Walkin on Main in November.

Commissioner Former suggested advertising for the tour now on the website.

2. Landmarking – Committee Presentation

Vice Chairman Collins stated they will be canvassing for new Landmarking prospects on May 14th. Commissioner Detjen will be joining this Committee.

3. Memorial Brick Program -

Chairwoman Garrison requested to have a QR Code added to the brick order form. She asked to get information packets to hand out at the Wine Festival this coming weekend.

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Planner Padgett stated he would get with the marketing team for the QR code and he will gather items for her to have for the festival.

4. 2022 Certified Local Government Grant –

Planner Padgett stated staff will be submitting for the SHPO Grant for 2023, applications are due June 18th. The grant will be taken to Council the 2nd meeting in May to get the \$8,000 commitment from the City. He asked the Commission for suggestions to utilize the grant.

Commissioner Pierce asked staff if they could ask for a more focused approach.

Deputy City Manager Rudy Rodriguez stated this Commission is operated by volunteers and is a working commission and City Staff is available for support only. If additional staffing is approved for this department in the new fiscal budget, they will be for building and planning projects and will still only be for support. This Commission needs to do the work.

Suggested Topics for Future Meetings:

Commissioner Collins asked to have the 2022 Grant added to discussion items to the future agendas.

Motion: To adjourn

Made by: Commissioner Stephens

Second: Commissioner Pierce

ADJOURNMENT at 7:00 p.m.

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