



CITY OF COTTONWOOD
CITY COUNCIL CHAMBERS
826 N. MAIN STREET

HISTORIC PRESERVATION COMMISSION AGENDA

REGULAR MEETING

Wednesday, March 28, 2018

6:00 P.M.

1. CALL TO ORDER.
2. ROLL CALL.
3. APPROVAL OF MINUTES OF FEBRUARY 28, 2018 REGULAR MEETING.
4. INFORMATIONAL REPORTS AND UPDATES: *A brief summary of current events by Chairperson Commission members, and/or staff. (The public body does not propose, discuss, deliberate, or take legal action on any matter brought up during this summary unless the matter is properly noticed for legal action.)*
5. CALL TO THE PUBLIC: *This is the time for the public to comment on any matter that does not appear on the agenda. Commission members may not discuss items not identified on the agenda. Action taken as a result of public comment will be limited to directing staff to study the matter, responding to criticism, or scheduling the matter for consideration at a later date. Comments are limited to five minutes for each person*
6. OLD BUSINESS: The following items are for Discussion, Consideration and Possible Action by the Commission:
 - a. Civic Center Update (Marketing) - Hezekiah Allen Parks & Recreation Department.
 - b. Landmarking Rack Card-Felicia Coates.
 - c. Historic Preservation Annual Conference.
 - d. Brick Program- Discussion and Update.
 - e. 2018 Home Tour Planning.
 - f. New project proposal in Old Town- 1037-1039 N. Main St. - Van Horn- Discussion Only.
7. NEW BUSINESS: The following items are for Discussion, Consideration and Possible Action: NONE.
8. ADJOURNMENT.

Pursuant to A.R.S. § 38-431.02(B) the Commission may vote to go into executive session on any agenda item for discussion and consultation for legal advice with the City Attorney.

The Cottonwood Council Chambers is accessible to the handicapped in accordance with Federal "504" and "ADA" laws. Those with needs for special typeface print or hearing devices may request these from the Planning Department at 634-5505 (TDD 634-5526). All requests must be made at least 24 hours before the meeting.

City of Cottonwood
Historic Preservation Commission Regular Meeting
Minutes
February 28, 2018 6:00 P.M.
Council Chambers 826 N. Main Street, Cottonwood, Arizona
86326

1. CALL TO ORDER

Vice Chairman Elinski called the meeting to order at 6:02 p.m.

2. ROLL CALL

Historic Preservation Commission Members Present:

Tim Elinski, Vice Chairman
Michael Mathews
Felicia Coates
Jacob Mickle
Marie Palowoda
Kathryn Turney

Historic Preservation Commission Members Absent:

Christian Vernosky, Chairman

Staff Members Present:

Berrin Nejad, Community Development Manager
Jim Padgett, Planner
Christina Anderson, Planning Technician, Recorder

3. APPROVAL OF MINUTES FOR JANUARY 24, 2018 REGULAR MEETING

Motion: *To approve the minutes from 01/24/2018 with corrections*

Made by: *Vice Chairman Elinski*

Second: *Commissioner Palowoda*

Vote: *Unanimous*

4. INFORMATIONAL REPORTS AND UPDATES

1. Introduction of Jim Padgett as the upcoming staff representative for the Historic Preservation Commission
2. Links on the Historic Preservation Commission website were not working (i.e. agenda, minutes etc.)
3. Clemenceau leadership has undergone some changes may want to reach out to them to meet, possible work session or meeting with LoganSimpson and them.
4. Status update on LoganSimpson

5. CALL TO THE PUBLIC

No comments.

6. OLD BUSINESS-

- a. CIVIC CENTER UPDATE – Staff made a brief photo presentation showing the Commission the progress of the Civic Center so far. Vice Chairman Elinski mentioned that Nature Resources were going to be providing a kiosk at the Civic Center, and hoping that they can design a three sided kiosk to screen the fire riser but still make it accessible. Commissioner Coates asked staff when the completion date will be. Staff responded March 20, 2018; there was some discussion regarding the curtains and if they were needed, at the project meeting they mentioned that they are needed for the acoustics. Commissioner Mathews asked staff if there was any progress on the \$1,000.00 per day charge? Staff responded that they were in discussion on that and they will not be charging the \$1,000.00 per day charge. Commissioner Coates asked staff when the Civic Center would be open to the public. Staff responded that due to the delays and work that will still need to be done it would be more like September 2018. There was a brief discussion regarding possible piggy back off of the school district to get some of the minor work done, such as the flooring, and painting, as it is more cost effective to do that then to have the current contractor do it. Commissioner Coates had mentioned having a marketing plan in place for when the Civic Center does open.
- b. LANDMARKING – Commissioner Turney shared her concerns with the landmarking application, there are items that are on there that most homeowners would not know, it would be nice if there were instructions that went with the application, also possibly simplifying the existing application may be something that may help; something that was not on the application that is important is “have any modifications been made”. Vice Chairman Elinski mentioned that it would be a good idea for Commissioner Turney and staff to sit down and go over the application and bring something back to the Commission to review. Commissioner Mickle mentioned that there are areas of the application that could be put into a fillable or check box format.
- c. UPDATE- MEMORIAL BRICK PROGRAM – Commissioner Turney mentioned to the Commission that Vice Chairman Elinski has already sold sixteen (16) bricks, also that it would be nice if something can be put onto Facebook. Commissioner Palowoda had some concerns about selling/marketing, and mentioned to the Commission that it would be nice to have a list of people/businesses that each Commissioner is going to approach so that they are not all going to the same places. Commissioner Turney said that an email had gone out requesting that list from Commissioners and the only list that was received was from Commissioner Coates. Commission had a discussion regarding the various places to go and sell the bricks, including the Moose Lodge, and Rotary Clubs, sign companies etc. Commissioner Mickle asked if a logo can be put onto the brick. Commissioner Turney would ask Carved in Stone if they can.

7. NEW BUSINESS

- a. WAY FINDING SIGNS – Discussion only, no action taken. Staff made a brief presentation to the Commission showing the various way finding signs that can be done, along with the approved master trails plan that has pre-approved signage. Commissioner Palowoda commented that not all signs would look alike but they would be complimentary. Staff asked should the City be using these signs? Vice Chairman Elinski responded that absolutely, we should be. Commissioner Mathews mentioned that you can use the theme of these signs and add river rock to blend the wayfinding signs, it will create character. Staff asked if the Sign Topper would still be used. Vice Chairman Elinski responded that they would still use the Sign Topper and they can be added to the top of the signs. There was more discussion regarding the approved master trails plan signage and how it would be applied, staff had some ideas about making it a master sign plan in the Zoning Ordinance, however, the Commission thought it would be better if it was left for City signage and not for individual businesses.
- b. HISTORIC PRESERVATION ANNUAL CONFERENCE- Staff updated the Commission with their findings of budgeting/funding for this year's conference. Vice Chairman Elinski asked the Commissioners who all was interested in going. Commissioner Mickle responded that he would like to attend. Commissioner Coates would like to attend even if it was a day trip. Vice Chairman Elinski mentioned that there are four (4) that will attend for sure; also that he would ask about funds available as well.
- c. PLANNING 2018 HOME TOUR- Commissioner Coates began the discussion letting the Commission know that last year Glenda Farley felt a little crunched on time, so met with Ryan Bigelow and went through a list of properties that were identified last year, so far we have one building the Old Town Mission, and are working on a number of others; Commissioner Turney will be working with us because she knows a couple of properties. Commissioner Palowoda asked if there was a theme or do we not have enough properties yet to pick one. Commissioner Coates responded that Ryan is thinking to just go with as many properties as we can find, and then Glenda is a magician at finding a theme. Vice Chairman Elinski; Jerome is using two of the properties that were on the program Boomtown Builders, that might be a place to start is getting those properties that they did in Cottonwood. Commissioner Turney said that you cannot use Boomtown Builders, the Jerome tour is before the show airs in September that is why, but our tour will be after that. Vice Chairman Elinski mentioned that there is one down the street that they did, the Prickly Pear house. Commissioner Coates mentioned that Ryan will probably do the van circuit again this year, we do not want people taking too long to drive from location to location, in fact she thought about going out to Bridgeport but there would have to be enough properties out there to justify us going out there.
- d. NEW PROJECT PROPOSAL IN OLD TOWN 1037-1039 N. MAIN ST. - Vice Chairman asked that this item be tabled as this was added onto the agenda by the Chairman who is absent.

8. ADJOURNMENT

The meeting was adjourned at 7:48 p.m.

COTTONWOOD HISTORIC LANDMARK DESIGNATION

Recognizes and protects properties which represent Cottonwood's heritage

Benefits for your property:

- Eligibility for matching grant program for its restoration
- Receipt of a Historic Landmark Certificate
- Historical research
- Information and guidance for maintenance, preservation and adaptive re-use
- Advantage when applying to the National Register of Historic Places for tax and other benefits (optional)

Requirements for your property:

- Must be at least 50 years old
- Must have some historical significance (e.g., cultural, social, political, economic)
- Owner must complete an application (2 pages; City staff are very willing to help)
- Owner must commit to a) obtaining a Certificate of Appropriateness from the City's Historic Preservation Commission prior to making any significant change in the exterior design, material, color or appearance of the landmarked property; and b) to maintaining the property in good condition and faithful to its historic character.
- Rights and responsibilities are transferable to future property owners.



City of Cottonwood

"Inspiring a Vibrant Community"

COTTONWOOD HISTORIC LANDMARK DESIGNATION

For more information and assistance, contact:

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