

**City of Cottonwood**  
**Historic Preservation Commission Special Meeting**  
**Minutes**  
January 24, 2018 6:00 P.M.  
Council Chambers 826 N. Main Street, Cottonwood, Arizona  
86326

**1. CALL TO ORDER**

Chairman Elinski called the meeting to order at 6:03 p.m.

**2. ROLL CALL**

**Historic Preservation Commission Members Present:**

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

**Historic Preservation Commission Members Absent:**

None.

**Staff Members Present:**

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

**3. APPROVAL OF MINUTES FOR DECEMBER 7, 2017 SPECIAL MEETING**

**Motion:**        *To approve the minutes from 12/07/2017*

**Made by:**       *Commissioner Palowoda*

**Second:**       *Commissioner Coates*

**Vote:**           *Unanimous*

**4. ELECTION OF CHAIR AND VICE CHAIR**

**Motion:**        *To appoint Vice Chairman Vernosky as Chairman*

**Made by:**       *Chairman Elinski*

**Roll Call Vote:** *Commissioner Mathews- Yes*

*Commissioner Coates-Yes*

*Commissioner Mickle- Yes*

*Chairman Elinski- Yes*

*Commissioner Palowoda- Yes*

*Commissioner Turney- Yes*  
*Vice Chairman Vernosky- Yes*

**Motion:** *To appoint Chairman Elinski as Vice Chairman*

**Made by:** *Commissioner Mathews*

**Second:** *Commissioner Coates*

**Vote:** *Unanimous*

## **5. INFORMATIONAL REPORTS AND UPDATES**

1. Welcome new Commissioner Jacob Mickle
2. Annual Historic Preservation Conference
3. Marketing of Home Tour- Commissioner Palowoda
4. Civic Center Tour & Photos
5. Way Finding Signs
6. Street Signs (Commercial)

## **6. CALL TO THE PUBLIC**

No comments.

## **7. OLD BUSINESS-**

- a. STATE HISTORIC PRESERVATION OFFICE (SHPO) PASS-THROUGH GRANT FOR RESOURCE SURVEY – Chairman Elinski provided background information for Commissioner Mickle regarding the matching grant and inventory survey. Staff updated the Commission regarding the three (3) companies that they reached out to for a scope of work and price; the two (2) companies responded and one (1) company wanted us to provide them with a property list and a scope of work, and the other company LoganSimpson responded to us with a detailed scope of work which is included in the agenda packet. Staff and the Commission discussed background work and any work that the commission would like to assist with will make the grant go further in terms of what the company will be able to do. Chairman Elinski mentioned to the commission that they can focus next year's funds for the Mingus and Main neighborhood, also to be sure and put into this year's budget the City's portion of the Matching Grant.

**Motion:** *To hire LoganSimpson and have them come up and give us a presentation.*

**Made by:** *Vice Chairman Vernosky*

**Second:** *Chairman Elinski*

**Vote:** *Unanimous*

- b. 2018 STRATEGIC PLAN FOR HISTORIC PRESERVATION – Chairman Elinski provided a recap of the joint planning session with Council and the various Commissions, and filled in the new members of the Commission that a strategic plan is done every year to set up the goals and directives of the Commission. Commissioner Mathews brought up the survey, as that is needed in

order to have a district, promotion and public awareness, memorial brick program, sign toppers. Commission discussed landmarking and way finding signage as well.

**Motion:** *To accept these as our goals for 2018.*

**Made by:** *Vice Chairman Vernosky*

**Second:** *Commissioner Palowoda*

**Vote:** *Unanimous*

- c. UPDATE- MEMORIAL BRICK PROGRAM – Commission Turney provided the commission with an update on the brick program and background of the brick program, so far have sold five (5), however, the Commission needs to select a brick and a vendor. Commissioners discussed the various brick colors and selected one, and a vendor was selected. Commission discussed providing a sell sheet or a sample brick that they can use to sell. Chairman Elinksi mentioned that the Commission needs to say that the money goes to the Civic Center. Commissioner Turney mentioned again that the bricks are going to be sold at one hundred dollars (\$100.00) each.

**Motion:** *That the Commissioners will charge one hundred dollars (\$100.00) per brick and that Carved in Stone will be the vendor used with the color brick that the Commission agreed on.*

**Made by:** *Commissioner Palowoda*

**Second:** *Vice Chairman Vernosky*

**Vote:** *Unanimous*

## **8. NEW BUSINESS**

- a. LANDMARKING – Discussion only, no action taken. The commission had a brief discussion about the landmarking application and that it seemed difficult to fill out. There was also a discussion regarding districts and how they correlate with landmarking of properties. Commission asked Staff if they could provide them with the electronic version of the application so that they can come back with suggestions on how to change it to make it more user friendly.

## **9. ADJOURNMENT**

The meeting was adjourned at 8:14 p.m.