

**City of Cottonwood**  
**Historic Preservation Commission Regular Meeting**  
**Minutes**  
February 8, 2017 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 6:00 p.m.

**2. ROLL CALL**

**Historic Preservation Commission Members Present:**

Tim Elinski, Chair      Christian Vernosky, Vice Chair  
Ryan Bigelow          Marie Palowoda

**Historic Preservation Commission Members Absent:**

**Staff Members Present:**

Berrin Nejad, Community Development Director  
Charlie Scully, Community Development Planner  
Jim Padgett, Community Development Assistant Planner  
Christina Anderson, Community Development Planning Technician, Recorder

**3. APPROVAL OF MINUTES FOR DECEMBER 14, 2016 MEETING**

*Motion:            To approve the minutes from 12/14/2016*

*Made by:          Commissioner Bigelow*

*Second:          Chairman Elinski*

*Vote:              Unanimous*

**4. INFORMATIONAL REPORTS AND UPDATES**

- 1.) 102 E. Pima Street newspaper article.
- 2.) 2017 Historic Preservation Conference.

**5. CALL TO THE PUBLIC**

No comments.

**6. OLD BUSINESS- None.**

## 7. NEW BUSINESS

### a. 2017 MEETING SCHEDULE- Chairman Elinski.

Chairman Elinski mentioned to the Commission that he would like to re-apply to the Commission, however his schedule is changing and was wanting to know how the Commission felt about changing the meeting date. Commissioner Palowoda mentioned that Wednesdays were good days for her. Staff mentioned that on the first (1<sup>st</sup>) Wednesday the Airport Commission meets, and the third (3<sup>rd</sup>) Wednesday of the month puts staff in a hard situation because of Planning & Zoning Commission meetings on the third (3<sup>rd</sup>) Monday, and City Council meetings on the third (3<sup>rd</sup>) Tuesday of the month; to have a third (3<sup>rd</sup>) meeting that week would be hard. Chairman Elinski asked the commission how the fourth (4<sup>th</sup>) Wednesday of the month worked? Commissioners all confirmed it would. Staff told Commission that they would check with the City Clerk's office to be sure that day and time will be available.

### b. 2017 STRATEGIC PLAN FOR HISTORIC PRESERVATION- Staff.

Staff made a brief recap/presentation regarding the annual review of the strategic plan for the Commission. Chairman Elinski mentioned that everything looked good with the exception of marketing and outreach; marketing really came up in the Council Strategic Plan Retreat, the hope is to have an increase in the collaboration with all Commissions to help brand Cottonwood. Chairman Elinski asked the Commission how they felt about marketing? Commissioners all agreed that they thought it was a good idea. Staff mentioned the potential this year to landmark some more buildings in Cottonwood. Commissioner Bigelow added that they are looking at the City Finance building, the Welcome to Cottonwood Sign, City Council Chambers; ordering more plaques at a time that way we order in bulk (to save money). Chairman Elinski mentioned that it was good that there were plenty of City buildings, this will encourage more local opportunities to private properties to want to landmark. Commissioner Bigelow added that they were also looking at the two bridges to be landmarked as well. Chairman Elinski added that the more plaques that are out on buildings the better. There was some discussion about Economic Development might have some funds to contribute, and staff mentioned to the commission that they would need some type of proposal to give to Economic Development. Chairman Elinski asked if staff could work on a sign topper design to bring back to the commission. Staff will work on getting something together to bring to the commission. Commissioner Bigelow and Chairman Elinski inquired about the landmarking and plaque process, and if commissioners make contact do they send applicants to staff. Staff responded that they would send them to Community Development and that staff will work with the applicants to get all the background information and application filled out to bring back to the commission for approval. Vice Chairman Vernosky had mentioned that staff has the consistency with the staff reports and process, but commissioners may have the background information that can help; what is the approach to getting the survey done? Staff responded that they have a list of people, it is all ready to go just have to find out if State Historic Preservation Office (SHPO) has the funding. Chairman Elinski asked if Staff knew when their (SHPO) grant cycle is. Staff responded that they did not. Vice Chairman Vernosky asked staff if it would be possible to get the information on these companies and do a little research and maybe bring that to the commission to pick a couple of them that they would like to work with. The Commission as a group mentioned that the survey needs to get done. Chairman Elinski asked staff if they could reach out to SHPO. Staff responded that they already have and are waiting for SHPO to respond. Chairman Elinski asked the Commission that

for the fourth (4<sup>th</sup>) annual Historic Home Tour if the Commission can take more control of this event instead of having a separate committee. The Commission all agreed that they would take on the Historic Home Tour.

c. CIVC CENTER IMPROVEMENT PROJECT UPDATE- Staff.

Staff made a brief presentation of the preliminary plans. Chairman Elinski asked if they were replacing all the glazing in the windows? Vice Chairman Vernosky asked if they were replacing all the windows? Staff mentioned that they would be retaining the windows but will be replacing the glass with a laminated glass, this type of glass is also a type of insulation. Vice Chairman Vernosky had some questions regarding the ADA accessibility of the bathrooms that were being put in on the first floor. Chairman Elinski mentioned to staff that if the Commission could put together some questions that staff relay that to the architects and get some answers. Commissioner Bigelow mentioned that the Civic Center will more or less be back to its original state. Staff responded yes it will be restored back to how it was. Staff mentioned to the commission that there will only be enough funding for the stage to get everything wired but not enough to get all the equipment installed; there was only \$9,000.00 for the technology budget and the Information Technology Manager John Carter will need more for everything that is listed to be installed. John is working with two companies to provide bids for the wiring and the equipment, so that staff will have an amount of funds that will be needed to get all the equipment.

## 8. ADJOURNMENT

**Motion:** *To adjourn the meeting.*

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

**Second:** *Commissioner Bigelow*

**Vote:** *Unanimous*

The meeting was adjourned at 7:30 p.m.