

**City of Cottonwood**  
**Historic Preservation Commission Regular Meeting**  
**Minutes**  
**April 25, 2018 6:00 P.M.**  
**Council Chambers 826 N. Main Street, Cottonwood, Arizona**  
**86326**

**1. CALL TO ORDER**

Chairman Vernosky called the meeting to order at 6:00 p.m.

**2. ROLL CALL**

**Historic Preservation Commission Members Present:**

Christian Vernosky, Chairman  
Tim Elinski, Vice Chairman (6:01 pm)  
Michael Mathews  
Felicia Coates  
Jacob Mickle  
Marie Palowoda

**Historic Preservation Commission Members Absent:**

Kathryn Turney

**Staff Members Present:**

Jim Padgett, Planner  
Christina Anderson, Planning Assistant/Code Enforcement Coordinator  
Berrin Nejad, Community Development Manager  
Jacqueline Robinson, Administrative Assistant, Recorder

**3. APPROVAL OF MINUTES FOR MARCH 28, 2018 REGULAR MEETING**

*Motion: To approve the minutes from 03/28/2018*

*Made by: Commissioner Palowoda*

*Second: Commissioner Mathews*

*Vote: Unanimous*

**4. INFORMATIONAL REPORTS AND UPDATES**

1. Intro Jacque Robinson, new Administrative Assistant
2. Jim – business cards for Commissioners. Asked for review and responses back to him.

**5. CALL TO THE PUBLIC**

No comments.

## 6. OLD BUSINESS-

- a. CIVIC CENTER UPDATE (FLOORING) – Hezekiah Allen from the Parks and Recreation Department is not available for comment. Hezekiah not present, to move item to May meeting.
- b. LANDMARKING RACK CARD – Felicia Coates to present. At February meeting suggested a brief City of Cottonwood historic program so when interacting with citizens we would have an information brief with benefits and requirements. Draft sent to staff and a rack card was available for review. Took suggestions and made it into a concise information handout. Commissioner Mathews asked does house have to have a story behind. Many people do not know the significance of their property. If SHPO landmarking requirements allow us to change we could revise the statement about “historical significance”. Are there different levels of designations – Chairman Vernosky. Resident must register with city/state to qualify for historic designation. Landmarking makes them qualify for matching grant funds. Commissioner Coates will check into requirements and work with CD. Will have department print out handouts.
- c. PLANING 2018 HOME TOUR- Commissioner Coates, dates, properties and roles and responsibilities. Dates need to be set because deadlines are approaching. Walking on Main will be a separate event. Home tour will be the Saturday before walking on main, which will be the 3rd of November. Commissioner Coates will work on press release and send to Staff.
  - i. Properties – Glenda helps with research in identifying properties. One confirmed, old town mission, old boarding house 313 W Yuma is a possible, Schumacher home on Airport Way a possible, but has questions. Vice-Chair Elinski asked about Hunter House. Commissioner Turney mentioned last meeting that we knocked on a lot of doors on 5<sup>th</sup> and 6<sup>th</sup> but didn’t have a lot of luck.
  - ii. Roles and responsibilities – Ryan Bigelow suggested buckets of work that needed to be assigned. Commissioner Coates asking for volunteers from board members. Clarkdale doubled their number from last year for their home tour. Used social media marketing, and did cards instead of posters. Antique cars in front of all buildings on tour. VIP tickets for seating inside former Bank of Arizona building. We could use some assistance with marketing. Volunteer point of contact is critical, soliciting for volunteers in newspapers, communication with volunteer meetings, docents receiving information, providing packets of info, lanyards. Commissioner Mathews volunteered to be the Volunteer Coordinator. Date to reach out to volunteers should be 3 months prior. 1<sup>st</sup> of September Commissioner Mathews will begin to send out info to last year’s base of volunteers. Vice-Chair Elinski will volunteer for website content and social media.

He will also do surveys. Vice-Chair Elinski will do lunch too and wrist bands. Drink tickets also. Chairman Vernosky can assist with graphics. Last year we had about 20 volunteers. Most urgent item at the moment is getting homes to tour. 808 N 5<sup>th</sup> street, Rose Andrew home, Vice-Chair Elinski will follow up on to see if home can be placed on tour.

## 7. NEW BUSINESS-

### a. PROPERTY INVENTORY SURVEY QUESTION & ANSWERS WITH LOGANSIMPSON –

- a. Summary for scope – no presentation. Summarized meeting with CD yesterday. Has done recon survey to see if Cottonwood has historical areas outside of Main Street. Grandview terrace is first subdivision we looked at today. This was excluded during the first historical designation. 23 subdivisions are within city limits that meet the historical timeline. There are some integrity issues based on changes over time. Only a small subdivision has the integrity to represent that designation. One home could be a custom built home and still has original gravel roof. Not many of the homes would qualify. Home should not have more than two or more changes.
- b. Carol subdivision – on edge of old town area. Very small group of approximately 7 or 8 houses that were built in the 1920s.
- c. Overall many building may look as if they retain the same look but there are a lot of integrity issues. Case can be made that we could amend our present historic district. Simple amendment to national historical registration. In and around hotel are most desirable. Many properties not listed in registry but certainly could be. Would like to receive Boards ideas on buildings to look at.
- d. Commissioner Mathews – does district have to have specific boundaries? Areas will need to have a specific theme and be contiguous. Theme and time period are easier to nominate. Create registration requirements. Consultants can put packet together if requested. Chairman Vernosky – if we request new designation do we need to get citizens to vote? Citizen can opt out and not receive tax benefits if they do not want to. Zoning Overlay change requires 68% of property owners to agree. Once you have the 68% it would go through regular zoning requirement. Letter would be sent to property owners and documentation would need to be noted. Surveys can be used as historical context with MRA. Consultant summarized how State Historic Preservation Office (SHPO) works and qualifies nominations and how grandfathering works with the amendments.
- e. Commissioner Mathews asked with limited funds are we trying to tie in the outlying residential areas into old town.
- f. Vice-Chair Elinski – what would your recommendation be with our limited funds? They would need to get physical inventory. Can figure out percentage of properties, but couldn't do an actual physical inventory with 1<sup>st</sup> phase. 51 % of district would need to have integrity. Can boundary be amended when we have additional funding – Commissioner Coates. Advisory role only no regulatory power but

- you can set in database as eligible or pending historic district.
- Commissioner Mathews – likes phase to see if we have enough areas that will qualify. How can we expand on existing district? (consultant)
- g. Owner occupied needs to reside in residence for 6 months. Vice-Chair Elinski – are you asking for registry nomination in the 1<sup>st</sup> phase? Consultant responded no. Need to make sure we have enough qualifying properties for level of integrity. Consultant recommends amending what we have. Commissioner Coates – commercial district not being reviewed and changed? Inventory forms never go to national register so if something is wrong only SHPO keeps it for property tax purposes. Commissioner Coates – if not too much work we would like those things corrected because we use that as a resource. Vice-Chair Elinski agreed it should be fixed.
- h. Karen Leff – what about changes that have been made to properties that are on the registry but no longer have the integrity? Consultant – will not be reevaluating to delist any buildings.
- b. DESIGN GUIDELINES – Chairman Vernosky zoning overlay is something he was thinking of instead of separate zoning classification. Will take at least a year to pull together information. Suggest board study the information staff put together and come back next month to discuss. Vice-Chair Elinski -Board would have regulatory authority over historic overlays. Commissioner Coates – though area would not go for overlay. Chairman Vernosky - Would like to get a design overlay that relates to characteristics for historic districts. Zoning changes should go through board instead of zoning as another layer. Consultant said regulatory authority needs to have overlay. Guidelines in place now should be changed to regulation in order to have any authority.
- c. Vice-Chair Elinski – if we can show real value to our citizens and their properties, disburse some of the grant money, we will have more advocates to implement this. Chairman Vernosky- read through the packet.

## 8. ADJOURNMENT

*Motion: To adjourn*

*Made by: Vice Chairman Elinksi*

*Second: Commissioner Mathews*

*Vote: Unanimous*

The meeting was adjourned at 7:25 p.m.