

City of Cottonwood
Historic Preservation Commission Regular Meeting
Minutes
May 23, 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
Felicia Coates
Kathryn Turney

Historic Preservation Commission Members Absent:

Michael Mathews
Jacob Mickle
Marie Palowoda

Staff Members Present:

Jim Padgett, Planner
Jacqueline Robinson, Administrative Assistant, Recorder

3. APPROVAL OF MINUTES FOR APRIL 25, 2018 REGULAR MEETING

Motion: ***To approve the minutes from 04/25/2018 as edited with revisions given to Recorder.***

Made by: ***Commissioner Coates***

Second: ***Commissioner Turney***

Vote: ***Unanimous***

4. INFORMATIONAL REPORTS AND UPDATES

1. Nothing to report.

5. CALL TO THE PUBLIC

No comments.

6. OLD BUSINESS-

- a. CIVIC CENTER UPDATE (FLOORING) – Hezekiah Allen from the Parks and Recreation Department to present.

Hezekiah Allen gave an update on work performed at the Civic Center. When Kenney Construction left, they completed most of everything behind the wall. There were, however, a lot of cosmetic items that needed to be address. The baseboard and countertops were completed by Parks and Recreation crew. The renovated bathrooms downstairs have refinished concrete floors. ADA restrooms are upstairs. We want public to go into the facility and see a finished product. We have custom concrete countertops being installed next week. Floor only had one small crack so we refinished the concrete a white marble color, fixtures will be chrome. We hope to be done by August 1st, with a July 10th presentation to Council on proposed plan. Commission would like to be involved in grand opening. Found eight or nine historic photos at Clemenceau Museum that will be placed in foyer.

Commissioner Coates asked if the clubhouse and facilities will be ready by August 1st. Frames are being custom built for photos. We are hoping that the window treatments will come out of this year's budget. AV system will not be ready by August 1st. We are looking at additional grants also.

- b. HOME TOUR 2018 UPDATE – Felicia Coates to present. Commissioner Coates stated that she has come to the realization that the Home Tour requires a level of responsibility and time that she cannot provide at this time and will need to resign from working on it. Commissioner Turney said that she and Ryan Bigelow had a discussion and agreed that they needed a lot more people to make it work. We need people knocking on doors and would like to try and get more commissioners, staff, and volunteers involved. Vice-Chairman Elinski acknowledged that it is too big of a task for just a few people. Maybe we can use social media to get volunteers and other people interested. Maybe COC staff can help. Michael has volunteered to help with an email blast and be the volunteer coordinator.

7. NEW BUSINESS-

Order of presentations were changed by Chairman Vernosky to allow Colt Grill to present first.

- a. Colt Grill Design Review Project – Jim Padgett
Approximately two years ago, Colt Grill came in for their Code Review Board, prior to when they were opening up the restaurant. They went thru the building permit process and have been open for a while. When the shade structure appeared that was not something that had been reviewed thru the Code Review Board (CRB) at the time of the original restaurant design and is something that should have gone through the Planning Commission design review. Now we are going thru the process to bring it to the HPC attention because it is visible from the street and is in Old Town. After this it will go to the Planning Commission for design review. The end result is that we want

to get everything permitted. Chairman Vernosky asked for clarification as to whether this was a permitted structure and was told that it is not. Vice-Chair Elinski asked if this was being brought before them now for feedback on the aesthetics of the structure. The structure was built about a year ago. Brenda Clouston, owner of Colt Grill addressed the Committee. She stated that the shade structure does not abut City's historical building next door and is one foot away. Chairman Vernosky asked her if she was aware of the fire and building codes for combustible materials that close to the property line. Jim Padgett said that they did have a Code Review Board meeting last week and the Fire Department has asked to do an inspection on the construction but he is unaware if they have done that yet. Owner stated that the original design was on the plans that were submitted and she was under the impression that it was included in her permit. However, the original design was in heavy gauge metal material. She chose not to do the front awning because she was told it would trigger a design review and she wanted to get the restaurant open as soon as possible. Because of the heat that would radiate from the metal she decided to change the material to wood and used a modern farm design. There is a disagreement between her and the planning department over whether the structure is included in her original permit. Last summer a complaint was received that alerted the City to the structure. Owner submitted photos to Planning and Zoning after the building inspection. Vice-Chair Elinski asked if steel was on the original permit. She responded that it was and designed along the same lines as Merkin arbor. After the restaurant was completed she wasn't sure if the architecture would be a good fit and she likes the farm style instead. The heavy metal didn't fit her building theme, it's too heavy and expensive. Owner stated that the plans she submitted had the shade structure included. Commissioner Turney asked to see the plans. The Commission looked at the plans and said that the problem as they see it, is that the materials have been changed from metal to a flammable material. The structure also covers up the side of the historic building next to it with a flammable material. There are fire codes regarding parapets and distances between structures. There is a design review scheduled for June and if Owner is told to remove the structure, they will then go before the Historical Preservation Committee at that time. The Committee would appreciate in the future to know about these types of issues prior to the meeting. Owner asked about process for outside seating. Jim Padgett told her that she would need to see Public Works about that criteria.

b. Current City Permitting Process – Commissioner Turney

Jim Padgett stated that in the future when businesses come in for code review, they should then go before HPC instead of going straight to design review process so that Commission could weigh in on various criteria. If the business is going to be in Old Town then HPC would be the design review

board. Right now the process is after the Code Review Board it goes directly to design review. A Certificate of Appropriateness may be issued if required. Commissioner Turney introduced a handout, included as an attachment to these minutes, regarding an article written about a historic site that the City had issued a permit for a structure to be built upon. One-quarter of the site is on private property. Chairman Vernosky stated that an archeological survey is not required for private property. Discussion ensued and questions were raised. Does HPC have authority over pre-historic and historic building requests? How does HPC see all things being permitted in pre-historic/historic areas? How do we make sure HPC has the opportunity to see these things? City staff will have to ensure that HPC sees items. If archeological locations are not released to the public, how would we know if a location is on an archeological site? Jim Padgett confirmed that there is no ordinance that speaks to pre-historic sites. A mitigation plan from Tucson and Scottsdale is included in the package.

Commissioner Turney offered to come and train the Community Development staff on what to look for when looking at a land plot. Jim Padgett will get back to the Commission on how the permit process occurred for the Bridgeport site and will check to see if HPC has authority over pre-historic sites.

c. Design Guidelines- Chairman Vernosky

There are different areas/zoning in Cottonwood. Chairman Vernosky is working with staff on getting the different design guidelines for three distinct district characteristics. Quality and character of one-story cottage should not be destroyed. Old town has cottage quality. We can work with the residential areas and their setbacks and building heights to keep the front part of the buildings at the low level. It will take a lot of compromise. Overall emphasis should be on the character of how the neighborhood feels. This project is still in the beginning stages of discussion.

d. Updated Brick List - Commissioner Turney

Commissioner Turney is disappointed in the number of bricks purchased so far. The list is not up to date and is missing a few people's names. A few months ago, there was a discussion on ways to promote the program. Commissioner Palowoda created a rendering of the building that Commissioner Turney would like to frame and put in the clubhouse. Would also like to put a banner out front with an overlay of the artwork. Rec Center asked for logo on their brick. Logos on bricks should be \$20 more than the original version. Next big opportunity to sell bricks will be at the grand opening. The goal was that each Commissioner was going to try to sell 20 bricks. Commissioner Turney will check with Commissioner Palowoda to get her consent on using the artwork. Vice-Chair Elinski is pleased with the

amount of bricks sold. Commissioners Turney and Coates will jointly write an article to go in the newspaper.

8. ADJOURNMENT

Motion: To adjourn

Made by: Chairman Vernosky

Second: Commissioner Turney

Vote: Unanimous

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