



CITY OF COTTONWOOD  
CITY COUNCIL CHAMBERS  
826 N. MAIN STREET

## HISTORIC PRESERVATION COMMISSION

### AGENDA

January 13, 2016 6:00 P.M.

1. CALL TO ORDER
2. ROLL CALL
3. ELECTION OF CHAIR & VICE CHAIR
4. APPROVAL OF MINUTES OF December 9, 2015 MEETING
5. 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.)*
6. 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*
7. OLD BUSINESS: The following items are for Discussion, Consideration and Possible Action by the Commission:
  - a. Historic Landmark Certificate-DRAFT
8. NEW BUSINESS: The following items are for Discussion, Consideration and Possible Action by the Commission:
  - a. Historic Landmark-Selling of Landmarked Properties
9. DISCUSSION ITEM:
  - a. Main Street Plaza-Staff
10. 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**  
**December 9, 2015 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      Annabel Sclipa, Vice Chair      Glenda Farley  
Ryan Bigelow          Karen Leff                                      Marie Palowoda  
Christian Vernosky

**Historic Preservation Commission Members Absent:**

**Staff Members Present:**

Berrin Nejad, Community Development Director  
Charlie Scully, Community Development Planner  
Tyler Roberts, Community Development Assistant Planner  
Christina Papa, Community Development Planning Technician, Recorder

**3. APPROVAL OF MINUTES FOR NOVEMBER 18, 2015 MEETING**

**Motion:**                      *To approve the minutes from 11/18/2015*

**Made by:**                    *Commissioner Leff*

**Second:**                    *Commissioner Palowoda*

**Vote:**                         *Unanimous*

**4. INFORMATIONAL REPORTS AND UPDATES**

1.) Chairman Elinski mentioned to the commission that on December 15, 2015 Ryan and Tim would give the City Council an update on the Home Tour. Vice Chair Sclipa mentioned that she will be doing an article in January, and that her along with Commissioner Farley are working with the owner of the church off Pima to potentially landmark. Staff informed the commission that they would be preparing a summary in January to send to SHPO (State Historical Preservation Office).

**5. CALL TO THE PUBLIC**

No comments.

## 6. OLD BUSINESS

- a. HISTORIC PRESERVATION SMALL GRANT PROGRAM REQUIREMENTS- Staff. Planner Scully made a brief presentation on progress being made. Chairman Elinksi mentioned that the funds are going to depend on the Home Tour event. Staff asked commission if it would be a lump sum to one person. Chairman Elinksi responded that the first year would be. Vice Chair Sclipa asked if it was annual. Chairman Elinksi responded that it would be annually and roll over one year to the next. Staff mentioned that there needs to be a funding pool. Commissioner Vernosky asked where the money was going to be kept. Chairman Elinksi responded that it would be kept where ever the Financial Services Manager for the City of Cottonwood would keep it, probably in the General Fund. Commissioner Vernosky mentioned that access to that money needs to be available. Chairman Elinksi mentioned that as long as it is designed right, access to the money shouldn't be a problem. Commission asked if there was a deadline. Staff asked the commission if the framework was ok, and mentioned that a deadline can be added as a condition. Chairman Elinksi mentioned that a deadline can be added later and that should not be a reason to not approve the document. Commissioner Palowoda asked if there was a provision in the document controlling people from applying every single year, or how do we feel about that. Vice Chair Sclipa thought that was a good idea, there should be a waiting period for people to re-apply. Chairman Elinksi mentioned maybe a waiting period of two or three years.

**Motion:** *To approve the Historic Preservation Small Grant Program with the addition of a two year waiting period before someone can re-apply.*

**Made by:** *Chairman Elinksi*  
**Second:** *Vice Chair Sclipa*  
**Vote:** *Unanimous*

## 7. NEW BUSINESS

- a. HISTORIC LANDMARK CERTIFICATE- Staff. Planner Scully had a couple of examples of certificates that were included in commissioner's packet. Staff asked what the frame should look like, and where it should be. Commissioner Vernosky mentioned that they may want to consider offering brass plaques. Commissioner Bigelow mentioned approaching a frame place to see what they have and how much. Chairman Elinksi mentioned that they could potentially ask for a small budget, they would only be doing maybe a half dozen a year. Commissioner Vernosky mentioned may be doing the City Logo as a watermark, so that the document has more room on it. Staff mentioned that the Mayor would like to promote the City Logo. Commissioner Farley mentioned that maybe the logo can be a seal down at the bottom by the date. Staff mentioned that they will bring back the watermark, and that they can bring back two or three samples.

- b. CASE STUDY: HISTORIC PRESERVATION OF TACO BELL “NUMERO UNO”-  
Staff.

Planner Scully had a brief presentation regarding a historical Taco Bell and the moving of it to the corporate headquarters.

## 8. ADJOURNMENT

*Motion:*            *To adjourn the meeting.*

*Made by:*        *Vice Chair Sclipa*

*Second:*        *Commissioner Palowoda*

*Vote:*            *Unanimous*

The meeting was adjourned at 7:04 p.m.

DRAFT

# HISTORIC LANDMARK CERTIFICATE

## CITY OF COTTONWOOD, ARIZONA

The property historically known as

*The Old Cottonwood Jail*

located at **1101 N. Main Street** and constructed in **1929**  
has been designated as a locally significant historic property  
by the City of Cottonwood

**HISTORIC PRESERVATION COMMISSION**

and is hereby listed in the  
**Historic Property Register of the City of Cottonwood.**

---

Date

---

Chair, Historic Preservation Commission  
Name

# HISTORIC LANDMARK CERTIFICATE

## CITY OF COTTONWOOD, ARIZONA

The property historically known as

### *The Old Cottonwood Jail*

located at **1101 N. Main Street** and constructed in **1929**  
has been designated as a locally significant historic property  
by the City of Cottonwood

**HISTORIC PRESERVATION COMMISSION**

and is hereby listed in the  
**Historic Property Register of the City of Cottonwood.**



\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Historic Preservation Commission  
Name



# HISTORIC LANDMARK CERTIFICATE

## CITY OF COTTONWOOD, ARIZONA

The property historically known as

### *The Old Cottonwood Jail*

located at **1101 N. Main Street** and constructed in **1929**  
has been designated as a locally significant historic property  
by the City of Cottonwood

**HISTORIC PRESERVATION COMMISSION**

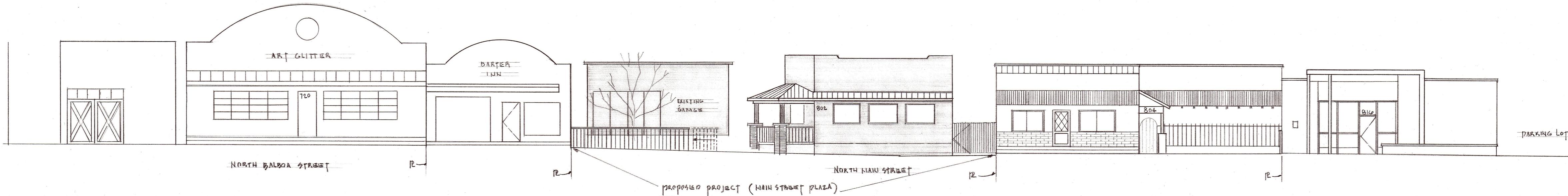
and is hereby listed in the  
**Historic Property Register of the City of Cottonwood.**

---

Date

---

Chair, Historic Preservation Commission  
Name



Designed especially for:

Copper State Land, L.L.C.  
 Mike and Victoria Clark  
 180 Indian Ruin Road  
 Sedona, AZ 86351-7345  
 (928) 284-3120  
 Fax: (928) 284-3122

STREET ELEVATION SCALE 1/8" = 1'-0"

ELEVATIONS

Thomas D. Valentine

Professional Building Design  
 Fine Homes for Over 30 Years

115 White Horse Way  
 Sedona, AZ 86351  
 928-284-1959 Fax: 928-282-3488