

City of Cottonwood
Historic Preservation Commission Regular Meeting
Minutes
October 12, 2016 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 6:01 p.m.

2. ROLL CALL

Historic Preservation Commission Members Present:

Tim Elinski, Chair
Ryan Bigelow
Glenda Farley
Karen Leff
Annabel Sclipa

Historic Preservation Commission Members Absent:

Christian Vernosky, Vice Chair
Marie Palowoda

Staff Members Present:

Charlie Scully, Community Development Planner
Carolyn Pettengill, Community Development Administrative Assistant, Recorder

3. APPROVAL OF MINUTES FOR September 14, 2016 MEETING

Motion: To approve the minutes from 9/14/2016, with stipulation to change in Informational Reports and Updates, Number 2, "Clarkdale" should be changed to "Town of Clarkdale".

Made by: Commissioner Farley

Second: Chairman Elinski

Vote: Unanimous

4. INFORMATIONAL REPORTS AND UPDATES

- 1.) Introduction to Carolyn Pettengill.
- 2.) Distribution of Board & Commissioner Handbook by Planner Scully. Also available on City Website under Human Resources.
- 3.) Bronze plaques were presented by Planner Scully.

5. CALL TO THE PUBLIC

No public comment.

6. OLD BUSINESS.

- a. PLANNING FOR COTTONWOOD HOME TOUR-November 12, 2016 (Ryan Bigelow, Tim Elinski, Glenda Farley)

Commissioner Farley brought in poster boards of historical history for Home Tour. Chairman Elinski noted that they are in need of more volunteers and sponsors for the event and will speak with Chamber members for support. Commissioner Bigelow also added that they have Flyers to be distributed. Chairman Elinski added that social media is a good avenue to take with Facebook and the City Website to advertise event and prompt volunteers. The idea of Docents in the cemetery, to represent deceased prominent community prominent leaders, will be presented at the next City Council meeting.

7. NEW BUSINESS

- a. Public Hearing to consider Historic Landmark status for former First Assembly of God Church, built 1951, located at 102 E. Pima Street. Denise Kelly, Applicant.

Staff began by stating how the process works and that the Staff Report is done first, the applicant reports next, and then any public comment afterwards. Applicant can then respond. So staff report, application format is followed which indicates building with key points of historical significance and the recommend finding property as local landmark. Report submitted included plot, three building photos, and aerial photo. Chairman Elinski asked what happens next with applicant and staff replied that designed landmark status and if any changes, goes back to HPC Commission for design review process. Staff also added that applicant has three years to opt out after then process dissolves. Chairman Elinski also added zoning also changes with this declaration.

Applicant indicated she has no intentions of changing building, only painting, and replacing windows which are over 70 years old and, of course, the signage. Chairman Elinski added that the building looks great and that there are 50/50 matching grants available to assist with repairs. Applicant added that she cannot find anyone to fix the windows. Commission Sclipa indicated that the property has historic value and needs to keep integrity of design. Commissioner Farley offered that there are some companies in Phoenix that could assist with window work.

Staff mentioned that an additional plaque would have to be ordered. Chairman Elinski commented on who would have to purchase. Staff added that cost is \$180 for each one and Commission Bigelow said should look to see who pays for it. Staff offered that need to check past Meeting Minutes for additional information. Applicant would like to be also be added eventually to State and National Historical Registers.

- b. Historic Inventory Program Update.

Staff provided handout of Excel spreadsheets. These indicate guidelines for local services and inventory list. Need to contact the State Historic Preservation Office (SHPO) on grant funding to update survey. The SHPO grant would 20K; matching

grant 40% for 20K. Need to list in-kind donation and/or volunteer work and to confirm what in-kind means. Timeline for submittal is approximately mid-March 2017 and funding could be available by June. Need to update inventory list with County information/resources. SHPO to advise of boundaries and commission members will need to meet with SHPO on steps and get estimates of costs for purchasing manager.

Commissioner Farley inquired as to volunteer time and if any/all time spent on historical research helpful for credit and staff replied that would need to look at guidelines. Chairman Elinski added that commission needs to get bigger partner on board or work on survey as inclusively as possible. Also noted that all need to be clear on steps and first may be completing recognizance survey. Staff suggested copying base map to one larger map for grant process. Chairman Elinski then added that first step would be recognizance survey and start working on Excel list. Commissioner Bigelow can look into Google Apps and create a shared file for everyone to work with. From there, update and figure out edits and move on.

Staff added that at next meeting of November 9th and just around Home Tour date. Suggest to keep next meeting date to do more planning on this subject. Chairman Elinski agreed and that at next meeting follow-up on Home Tour, Survey, and Landmark Application.

8. ADJOURNMENT

Motion: To adjourn the meeting.

Made by: Commissioner Scippa

Second: Commissioner Farley

Vote: Unanimous

The meeting was adjourned at 7:09 p.m.