

**Official Minutes of the City of Cottonwood  
Historic Preservation Commission Regular Meeting  
Held, January 11, 2012, at 6:00 P.M. at the Council Chambers  
826 N. Main Street, Cottonwood, Arizona 86326**

**1. CALL TO ORDER**

Chairman Elinski called the meeting to order at 6:03p.m.

**2. ROLL CALL**

**Historic Preservation Commission Members Present:**

Tim Elinski, Chairman	Annabel Sclipa
Greg Ruland, Vice Chairman (6:33)	Glenda Farley
Connie Fisher	Karen Leff

Commissioner Bigelow was absent

**Staff Members Present:**

Charlie Scully, Community Development, Long Range Planner  
Leslie Wager, Community Development, Administrative Coordinator/Recorder

**3. APPROVAL OF MINUTES OF DECEMBER 14, 2011 MEETING**

*Motion: To approve the minutes from 12/14/2011 as written.*

*Made by: Commissioner Sclipa*

*Second: Commissioner Farley*

*Vote: Unanimous*

**4. ELECTION OF CHAIR AND VICE-CHAIR**

**Election of Chairman for 2012**

*Motion: To reappoint Tim Elinski as Chairman*

*Made by: Commissioner Sclipa*

*Second: Commissioner Leff*

*Vote: Unanimous*

## **Election of Vice Chairman for 2012**

***Motion:***        *To reappoint Greg Ruland as Vice Chairman*

***Made by:***       *Commissioner Sclipa*

***Second:***       *Commissioner Leff*

***Vote:***           *Unanimous*

## **5. INFORMATIONAL REPORTS AND UPDATES**

Planner Scully stated he will be working of finding funding for the Commissioners to attend the Arizona Annual Historic Preservation Conference. The conference will take place June 13<sup>th</sup> through the 15<sup>th</sup> in Prescott at the Hassayampa Inn. Planner Scully noted there would be no money provided for hotels as the conference is within driving distance each day. Planner Scully stated as of right now he believes early registration will run somewhere around two hundred dollars per person. Chairman Elinski stated he has discussed this conference with the Mayor and she is very supportive in the Commission attending and believes funding would not be an issue. Chairman Elinski noted he still needs to talk to the City Manager about the funding.

Commissioner Sclipa stated the first two articles submitted to the paper in November and December for the Then and Now series have been a success. The January article is written about the two bridges in Old Town and will be published next week.

Commissioner Sclipa stated she has four different banner designs ready for the Commission to look at. The Commission agreed to have Commissioner Sclipa bring the designs to a meeting for the Commission to vote on. Commissioner Sclipa noted she will be out of the country, starting Monday January 16, 2012, for a month and will miss the next meeting. Chairman Elinski stated he will also be absent for next month's meeting and suggested rescheduling the meeting for the first or third Wednesday of the month. The Commission discussed and agreed that the third Wednesday of the month would be good. Planner Scully stated he would look into the rescheduling and let the Commission know if it is possible.

## **6. CALL TO THE PUBLIC**

No public comments.

## **UNFINISHED BUSINESS**

## **7. BY-LAWS FOR HISTORIC PRESERVATION COMMISSION**

Planner Scully stated he made the changes to the By-Laws that were requested at the December 14, 2011 meeting. Chairman Elinski stated he believes the Commission is ready to approve the By-Laws.

**Motion:**        *To approve the By-Laws as written*

**Made by:**      *Chairman Elinski*  
**Second:**      *Commissioner Sclippa*  
**Vote:**          *Unanimous*

## **8. HISTORIC RESOURCE INVENTORY AND SURVEY PROGRAM**

Planner Scully stated he did not have the maps on hand to present to the Commission and would like to see this item postponed until the next meeting. The Commission agreed they would like have the maps available for the discussion.

**Motion:**        *To table item #8, regarding resource inventory and survey program, until the February meeting.*

**Made by:**      *Chairman Elinski*  
**Second:**      *Commissioner Sclippa*  
**Vote:**          *Unanimous*

## **NEW BUSINESS**

## **9. TAX INCENTIVES FOR HISTORIC PRESERVATION**

Planner Scully stated due to the computer not allowing the power point presentation to run he would like to see this item postponed until the next meeting. Planner Scully stated there is a lot of information involved with this topic and the power point would help to better explain the topic.

**Motion:**        *To table item #9, regarding tax incentives, until the February meeting*

**Made by:**      *Chairman Elinksi*  
**Second:**      *Commissioner Sclippa*  
**Vote:**          *Unanimous*

## **10. DRAFT PROCEDURES FOR LANDMARK DESIGNATION**

Planner Scully stated these procedures are from the National Park Service and each step has different categories. The Commission can use the procedures to designate a local historic landmark. Included in the procedures are guidelines (the first three steps) from the National Register of Historic Places so that exceptional local properties can also be nominated for National Register designation. Planner Scully stated there are eight steps in this draft procedure. The steps are as follows:

1. Categorization
2. Significance
3. Integrity

4. Application Submittal
5. Staff Review
6. Historic Preservation Commission Review
7. City Council
8. Updating the Cottonwood Historic Property Register

Commissioner Farley inquired if there is no history of individual people that made contributions to Cottonwood then how would you determine significance. Vice Chairman Ruland stated these procedures are only a way to look deeper, and not the entire criterion for significance has to be met. Planner Scully added a property would only need to meet one of the four criteria for significance to qualify as a landmark.

Chairman Elinski inquired if the Commission needs to adopt these procedures into the ordinance. Planner Scully stated no, the Commission would need to approve them as guidelines. Planner Scully stated he is looking for the Commission to review the draft procedures and eventually give their feedback.

Commissioner Fisher inquired how to go about getting an item on the agenda. Chairman Elinski stated it is best to email or phone Planner Scully, who is the staff representative, or himself, the Chairman.

## 11. ADJOURNMENT

*Motion: To adjourn the meeting.*

*Made by: Commissioner Sclippa*

*Second: Vice Chairman Ruland*

*Vote: Unanimous*

Chairman Elinski adjourned the meeting at 6:57p.m.