

**City of Cottonwood**  
**Historic Preservation Commission Regular Meeting Minutes**  
**January 15, 2014 6:00 P.M.**  
**Council Chambers 826 N. Main Street, Cottonwood, Arizona 86326**

**1. CALL TO ORDER**

Vice Chair Sclipa called the meeting to order at 6:01 p.m.

**2. ROLL CALL**

**Historic Preservation Commission Members Present:**

Annabel Sclipa, Vice Chair    Glenda Farley                      Ryan Bigelow  
Karen Leff                                      Chris Vernosky

**Staff Members Present:**

Berrin Nejad, Community Development Director  
Charlie Scully, Community Development Long-Range Planner  
Scott Ellis, Community Development Planner  
Christina Papa, Community Development Senior Administrative Assistant, Recorder

**3. APPROVAL OF MINUTES FOR DECEMBER 11, 2013 MEETING**

*Motion:                      To approve the minutes from 12/11/2013*

*Made by:                      Commissioner Leff*

*Second:                      Commissioner Bigelow*

*Vote:                              Unanimous*

**7. NEW BUSINESS**

d. DISCUSSION REGARDING STUDENT PROJECT AT MOUNTAIN VIEW PREPARATORY ACADEMY-Kathy Epperson

Kathy Epperson presented to the commission a project that the 7<sup>th</sup> and 8<sup>th</sup> graders are doing, in regards to historic buildings in Old Town. Part of the class project was to go from RIOT to Bocce and take pictures of all the buildings along that route. The students' task was then to be assigned a building and do research on the history of each building. Kathy came to the commission for any additional information they could provide to assist with the research. Commissioner Farley had suggested going to the recorder's office and looking up the book numbers that relate to the specific buildings to show the owner history. Kathy provided the commission her e-mail and Facebook page should they have any additional information they can contact her.

**4. INFORMATIONAL REPORTS AND UPDATES FROM COMMISSIONERS:**

Staff informed commission that the CLG status was approved, and that our contact at SHPO would like to schedule a time to come up and meet with the commission. Staff informed commission that any regular meeting schedule would work for them, and staff will work with commission to get a scheduled date and time for this meeting. Staff mentioned that the meeting location for the next scheduled meeting (February 12, 2014) will be changed; staff will notify commission when a new location is secured. New commissioner Vernosky was introduced and talked about his background. Commissioner Farley gave an update on her time spent at the archives in Prescott looking for any documents pertaining to the upper Verde Valley.

**5. CALL TO THE PUBLIC**

No public comments.

**6. OLD BUSINESS**

- a. HOME TOUR UPDATE- Tim & Ryan  
Commissioner Bigelow said that due to scheduling conflicts they were unable to meet. This item to be put onto next month's agenda.

**7. NEW BUSINESS**

- a. CIVIC CENTER RESTROOMS-Scott Mangarpan  
Scott Mangarpan presented the commission with possible sink designs for the restoration of the Civic Center restrooms. Scott is looking for some insight from the commission as to what direction he should go. They are looking at something that is functional and affordable, relatively robust, something that looks appealing. The sink designs were mostly wall mounted sinks from the 1930's era or pedestal sinks. Commissioner Sclippa asked where the restrooms were located at in the Civic Center. Scott mentioned that they are in the back down a step, they are not ADA accessible, however, there is a restroom at the main level that is. Commissioner Vernosky had mentioned the WPA and looking back at some 1936 restroom designs, however, the wall sinks may be more appropriate than the pedestal ones for this time frame. Commissioner Leff mentioned to Scott that she uses the wall mounted sinks in the Cottonwood Hotel to stay with the time period. Scott will do some more research and come back to the commission with a final sketch/plan on the renovation of the restroom sinks.
- b. LANDMARKING: CIVIC CENTER & c. DISCUSSION OF LANDMARKING CASES AND POSSIBLE ACTION -Staff  
Staff went over the process of landmarking from the last meeting. It was mentioned by the commission to have staff come back with the process on who can apply for landmarking and the process. Staff mentioned that only the owner of the property to be landmarked can apply, the commission cannot apply on behalf of the owner. Staff also mentioned that all applications have to be received at a staff level and should not be brought to the commission to be discussed.

Commissioner Farley had asked if this applies to a single landmark or to a district. Staff mentioned that this process pertains to any landmarking on an individual building. Staff continued with outlining the process beginning with the submittal of the landmarking application to staff. Once the application is submitted to staff they will contact the applicant and meet with them to ensure that they have everything necessary to go forward with the landmarking process. Once they meet a legal notice must be posted in the local newspaper for a minimum of 15 days, letters need to be sent out to surrounding neighbors to inform them of the public hearing. Staff will then compile a staff memo for the commissions review at the public hearing. Then staff will present the commission with the information received by the applicant and commission will at that time approve, deny, or table an application. Commissioners would like to get a couple of applications onto the next agenda. Staff will look into getting a signature on the Civic Center from the City of Cottonwood; Commissioner Farley had mentioned maybe getting the Cottonwood Hotel turned in for the next meeting. Staff also mentioned to the commission about getting onto the next agenda a 2014 strategic plan. Commission would like to see that on the next agenda, and would like to see the website more up-to-date in regards to information accessible to public, and the application for landmarking.

## 8. ADJOURNMENT

*Motion:*            *To adjourn the meeting.*  
*Made by:*        *Commissioner Leff*  
*Second:*         *Commissioner Bigelow*  
*Vote:*             *Unanimous*

Vice Chair Sclipa adjourned the meeting at 7:12 p.m.