

**Official Minutes of the City of Cottonwood
Historic Preservation Commission Regular Meeting
Held, February 15, 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 6:02p.m.

2. ROLL CALL

Historic Preservation Commission Members Present:

Tim Elinski, Chairman	Annabel Sclippa
Ryan Bigelow	Glenda Farley
Connie Fisher	Karen Leff

Vice Chairman Ruland was absent (out of town)

Staff Members Present:

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

3. APPROVAL OF MINUTES OF JANUARY 11, 2012 MEETING

Motion: *To approve the minutes from 1/11/2012 as written.*

Made by: *Commissioner Leff*

Second: *Commissioner Bigelow*

Vote: *Unanimous*

4. INFORMATIONAL REPORTS AND UPDATES

Planner Scully stated the State Historic Preservation Conference is on June 13, 14, and 15 of 2012. The Commission can potentially receive funding for all Historic Preservation Commissioners to attend. The first day of the conference is an all day workshop and the last two days consist of four or five different workshops to choose from. Planner Scully stated the Commissioners need to decide if they would like to attend before March 20, 2012, at which time the rates will go up. Chairman Elinski expressed his appreciation to City Manager Doug Bartosh and Staff for supporting the Commission in their desire to attend this conference.

Chairman Elinski stated the City Council's strategic plan includes the sidewalks along Cactus Street and Development Services Manager, Dan Lueder has requested the Commission review the plans and make a formal recommendation.

5. CALL TO THE PUBLIC

No public comments.

UNFINISHED BUSINESS

6. HISTORIC RESOURCE INVENTORY AND SURVEY PROGRAM

Planner Scully handed out eight and a half by eleven maps of Old Town from the GIS system to allow Commission members to start surveying the area. The maps can be used to mark historic buildings in each neighborhood. Planner Scully stated the spreadsheet of property addresses can be adapted into a table, tied to a larger map with an index system and then taken grid by grid to survey. Planner Scully stated the Commission should conduct a reconnaissance survey which determines where the historic buildings are and how many historic buildings are in Cottonwood.

NEW BUSINESS

7. TAX INCENTIVES FOR HISTORIC PRESERVATION

Planner Scully stated owners of National Register properties may be eligible for special historic preservation tax incentives. Planner Scully gave a slide show presentation explaining the difference between State property tax program and Federal tax credit program. The State property tax program is for owner occupied residential properties and Federal tax credit program is for commercial, income producing properties. Planner Scully stated there are more requirements for the Federal tax credit than for the State property tax program. Commissioner Bigelow inquired if the Commission is going to promote this idea, would it be possible to narrow down the qualifications that are applicable for the businesses in Old Town. Commissioner Farley stated the ten percent program is easier and would fit Old Town. Planner Scully stated non-contributing buildings in a historic district may qualify for the ten percent State property tax program. Planner Scully advised the Commission to go onto the State Historic Preservation Office website which has a link to these programs. Commissioner Leff stated she would like to have someone who has been through this process to come talk to the Commission, as it can be overwhelming to decipher. Chairman Elinski agreed, stating it would be good if someone with knowledge of the process and requirements could give a presentation to the Commission. Planner Scully stated he would contact the State office in regards to a possible presentation.

8. HISTORIC PRESERVATION GOALS AND OBJECTIVES

Planner Scully stated the goals and objectives of the Historic Preservation Commission can potentially be added to the City of Cottonwood's General Plan. The General Plan

provides a guide to physical growth and development for the City. Planner Scully stated the goals are a general expression of community values and provide a general strategy and statement of interest to guide decision making for future development. Objectives are intended to further refine each goal while having community-wide applicability. Chairman Elinski advised the Commission that one of the objectives in the City's General Plan last year was to support historic preservation and in turn this Commission was created. Chairman Elinski stated it is important for this Commission to look over these goals and objectives to apply to the General Plan, which is updated every ten years.

Commissioner Sclipa stated under 3c of the goals she would like to add a new objective stating the final article, in July 2012, of the Then and Now series be about tax incentives. Commissioner Sclipa would like to have enough information before July to make it easier for property owners to understand. Chairman Elinski stated goal number four would be a better location for that objective. Planner Scully stated it would fit well under 4f as it refers to tax incentive programs.

Planner Scully reminded the Commission that the objectives they are reviewing are broad objectives that should apply city-wide and are not for specific projects. Planner Scully requested the Commission to review the goals and objectives and email him with any ideas or revisions they would like to see.

9. OUTLINE FOR HISTORIC PRESERVATION PLAN

Planner Scully stated the Historic Preservation plan is intended to lay out the whole program. A plan is a way to pull all of the pieces together and have a historic preservation plan to add to the City's General Plan. Planner Scully provided the Commission with a draft outline of the table of contents. Some of the topics are items the Commission has already discussed and others would need to be developed. Chairman Elinski stated the plan could be the backbone for the Commission's program and noted the Commission has been working on the outline throughout the past year.

10. WEBSITE PROPOSALS REGARDING HISTORIC RESOURCES

Chairman Elinski stated at the strategic planning session with the City Council they discussed the possibility of upgrading the City website or allowing plug-ins. Chairman Elinski stated the City Council gave approval to the Commission to propose ideas for plug-ins for the Historic Preservation Commission page of the website. Chairman Elinski stated the Commission can create a sub-committee to look through the webpage and come up with ideas to improve the site and better promote historic preservation. Commissioner Farley stated the page needs to say historic district and we can come up with a lot of facts and then decide which ones we would like on the page. Chairman Elinski acknowledged that Commissioners Fisher, Leff and Sclipa will work on gathering facts and provide them to Planner Scully before the next meeting for the whole Commission to review. Planner Scully advised to keep the information in small paragraphs or introductions on several topics. Planner Scully stated some things to

consider for the page would be historic attractions in the area, photo gallery and possibly a historic property section.

11. FUTURE OUTREACH AND PUBLIC EDUCATION PROGRAMS

Planner Scully stated future outreach would be a chance to organize a City of Cottonwood Home Tour. Planner Scully stated Sedona and Clarkdale both have annual home tours and this year Jerome will have their 49th annual home tour. Planner Scully stated this type of event can take all year to plan and would more than likely require another committee to organize and run the event. Planner Scully stated there are a lot of specific decisions that would need to be made, such as, would buildings outside of Old Town be included. Commissioner Leff stated there are a couple of historic property owners who will allow tours in their home but there are several that will not. Commissioner Leff stated she would love to see this type of event in Cottonwood; however, there are not that many homes. Commissioner Leff stated she would like to see architecture added to the event to create a building and land tour. Commissioner Farley stated the tour would need to include buildings outside of Old Town as there are several on Willard Street and 6th Street. Chairman Elinski stated the Historic Preservation Commission could work out the structure and backbone of the event then pitch it to an organization like the Cottonwood Economic Development Committee (CEDC) and see where it goes. Planner Scully stated he would like the Commission to start putting ideas together for such an event if they are interested.

12. ADJOURNMENT

Motion: To adjourn the meeting.

Made by: Commissioner Leff

Second: Commissioner Fisher

Vote: Unanimous

Chairman Elinski adjourned the meeting at 8:00p.m.