

City of Cottonwood
Historic Preservation Commission Regular Meeting Minutes
March 12, 2014 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 6:03 p.m.

2. ROLL CALL

Historic Preservation Commission Members Present:

Tim Elinski, Chair Annabel Sclipa, Vice Chair
Glenda Farley Ryan Bigelow Marie Palowoda
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 JANUARY 15, 2014 MEETING

Motion: To approve the minutes from 1/15/2014

Made by: Commissioner Palowoda

Second: Commissioner Sclipa

Vote: Unanimous

4. ELECTION OF CHAIR AND VICE-CHAIR

Motion: To keep as is: Tim Elinski Chair, and Annabel Sclipa Vice Chair.

Made by: Commissioner Bigelow

Second: Commissioner Palowoda

Vote: Unanimous

5. INFORMATIONAL REPORTS AND UPDATES

Charlie Scully informed the commission that the SHPO representative will be attending the next regular meeting on April 9, 2014. At that time he will be there to answer any questions that the commission has, and will be observing the commission.

6. CALL TO THE PUBLIC

No comments.

7. OLD BUSINESS

a. HOME TOUR UPDATE –Tim & Ryan

Commissioners Elinski and Bigelow took a walk around Old Town and took notes and identified a couple of homes that may be interested in being a part of the Home Tour Program. Commissioner Bigelow said that they are looking to try and contact the owners of these homes to pitch the idea of the home tour program, they had bumped into one homeowner and he was excited about the idea. Chairman Elinski mentioned about having a total of 8 historic places. Staff mentioned that keeping the fees low may be a benefit/incentive to want to landmark their property.

b. COTTONWOOD HISTORIC LANDMARK PROGRAM

Charlie Scully presented to the commission with the City Council approval of two city owned buildings that the commission can landmark. The next step is to do a legal notice in the paper. Staff will do a staff memo on the buildings and do a presentation of the applications for landmarking to the commission. The commission began a discussion on if they were going to bring back just the Civic Center to the next meeting or if they wanted to bring both the Civic Center and Old Jail back to the next meeting. Staff informed the commission that they could bring them both to the next meeting and the commission at that time can approve, deny, or table the projects. Staff informed the commission of open meeting laws and how the process works. There has to be a legal notice in the paper for 15 days prior to the meeting date, the commission needs to decide what the fees are going to be for applicants that want to landmark their properties. Fees are based on staff time. Commissioner Vernosky asked what the state level fees are for landmarking. Staff responded that this process is done at a local level not a state level. Staff mentioned that there will be some direction from SHPO when they come to the next meeting; the commission should bring back questions to ask the SHPO representative.

Motion: *That the landmarking fee be free for a one (1) year trial period.*

Made by: *Commissioner Sclipa*

Second: *Commissioner Bigelow*

Vote: *Unanimous*

8. NEW BUSINESS

a. 2014 STRATEGIC PLAN FOR HISTORIC PRESERVATION

Charlie presented the strategic plan and items that are completed; this is a way to measure performance of a commission. Chairman Elinski asked if the Design Review is ready to go. Commissioner Vernosky mentioned that this needs to be done before anything else, maybe research other cities and towns to see how

theirs work. Chairman Elinski mentioned to commissioner Vernosky that the commission had already looked at a couple of examples of other cities and there was a subcommittee formed at that time to get the design review to bring back to the commission. Staff mentioned that the GIS mapping system needs all extensions of what the commission would like to see. Vice chair Sclipa asked if this would just be for our inventory or for the public, is it an overlay. Chairman Elinski asked if this map would be on the website. Staff would have to start on a small scale. Chairman Elinski said that this could be a way to ask SHPO for funding, showing a need for it so that commission can push forward. Chairman Elinski would like staff to give commission an overview of what needs to be done. Chairman Elinski had mentioned for public awareness that Vice Chair Sclipa can maybe write some article. Vice chair Sclipa had mentioned that she used to regularly submit articles to the paper and but she would be willing to write some new articles to submit to the paper. Chairman Elinski to work with the commissioners to help come up with information for the articles.

b. PROPOSAL FOR NEW HISTORY SECTION FOR CITY WEBSITE & FEATURES

Charlie presented some new things to put onto the proposed new website. This would be a rough draft of what is going to be online. Commission expressed some concern with the amount of time that the commissioners would have to spend on this outline for the website. Chairman Elinski had mentioned in the past a small group was put together and worked very hard on getting something together in the past and it never went anywhere. Staff mentioned that it needs to be built up, and it will be a rough start at first but that staff needs information to start the site. Commissioner Bigelow said that just to get something up there would be good even if the information is boring, the presence is there and it can be modified at a later time, or as the commission goes. Vice chair Sclipa has links with her articles with photos that can be added to the site. Staff mentioned that they needed to give a framework back to management. Chairman Elinski would like the commission to gather some information to present to staff. Staff mentioned that they are looking for an overall process from the commission. Chairman Elinski mentioned that we use the May meeting to have the website & features be the main topic of discussion, unless the commission wants a subcommittee to make a backbone to bring back to the commission. Staff to give the subcommittee an exact amount of work. Staff mentioned to include management at the meeting to help answer questions in regards to what they are looking for and how much space the commission will have on the website.

Motion: *A subcommittee consisting of Annabel Sclipa, Karen Leff, and Marie Palowoda, who will work on an outline to bring back to commission.*

Made by: *Commissioner Elinski*

Second: *Commissioner Farley*

Vote: *Unanimous*

9. ADJOURNMENT

Motion: *To adjourn the meeting.*

Made by: *Commissioner Elinski*

Second: *Commissioner Scippa*

Vote: *Unanimous*

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

APPROVED