

**Official Minutes of the City of Cottonwood  
Historic Preservation Commission Regular Meeting  
Held, March 13, 2013, at 6:00 P.M. at the Cottonwood Recreation Center  
150 S. 6th Street, Cottonwood, Arizona 86326**

**1. CALL TO ORDER**

Chairman Elinski called the meeting to order at 6:00p.m.

**2. ROLL CALL**

**Historic Preservation Commission Members Present:**

Tim Elinski, Chairman  
Ryan Bigelow

Glenda Farley  
Marie Palowoda

Karen Leff

Vice Chair Annabel Sclippa was absent

**Staff Members Present:**

Charlie Scully, Community Development Long-Range Planner  
Dan Lueder, Development Services GM  
Leslie Wager, Senior Administrative Assistant

**3. INTRODUCTION OF NEW MEMBER**

Chairman Elinski welcomed and thanked Marie Palowoda for joining the Commission. Palowoda stated as of yesterday she has accepted a job that would require her to be out of state for six months from June through November. Palowoda stated she would like to remain on the Commission if possible, attend meeting telephonically or by Skype. Palowoda stated she has a background in are and archeology, has served as board member for other organizations and was on a town council in Colorado.

**4. APPROVAL OF MINUTES OF DECEMBER 12, 2012 MEETING**

**Motion:** *To approve the minutes from 12/12/2012 with one correction.*

**Made by:** *Commissioner Leff*

**Second:** *Commissioner Bigelow*

**Vote:** *Two Commissioners, Farley and Palowoda, abstained from voting*

**5. ELECTION OF CHAIR AND VICE CHAIR**

CHAIRMAN

**Motion:** *To re-elect Tim Elinski as Chairman*

*Made by: Commissioner Farley*  
*Second: Commissioner Bigelow*  
*Vote: Unanimous*

VICE CHAIR

*Motion: To re-elect Annabel Sclipa as Vice Chair*

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

**6. INFORMATIONAL REPORTS AND UPDATES**

Commissioner Farley stated the Cottonwood Commercial District is now digitalized on the National Register of Historic places website with pictures of all of the buildings.

Dan Lueder, Development Services General Manager, stated the new Community Development Manager, Berrin Nejad, starts on Monday, March 18<sup>th</sup> and will attend the April meeting of the Historic Preservation Commission. Nejad comes to us with experience in historical properties dealings.

Lueder stated the City will soon be digitalizing all of their building files and would like to add before and after pictures beginning with the historic buildings in Old Town. Lueder stated he is amazed with Commissioner Farley's knowledge of the history in Cottonwood and would like the Commission to think about the idea and participate in the creation of it.

Planner Scully stated the General Plan Steering Committee is currently meeting twice a month to review the General Plan. There will be a Historic Preservation section in the General Plan that will be brought before this Commission for review.

**7. CALL TO THE PUBLIC**

No public comments.

**UNFINISHED BUSINESS**

**ANNUAL REVIEW OF COMMISSION BY-LAWS**

*Motion: To approve the By-Laws as written*  
*Made by: Chairman Elinski*  
*Second: Commissioner Leff*  
*Vote: Unanimous*

## REVIEW OF DRAFT HISTORIC PRESERVATION ORDINANCE

Planner Scully stated the City Attorney, Steve Horton, has reviewed and given his approval of the draft ordinance with the addition of a new section to comply with Proposition 207. Proposition 207 requires an opt out option for a historic designation; the new section will allow owners three years after designation to opt out. Farley inquired if the Commission can now approve the ordinance and if so what is the next step. Lueder stated once this Commission approves the ordinance it would be reviewed by the Planning and Zoning Commission, then on to the City Council for a first and second read. Lueder stated the ordinance if approved tonight could be reviewed by the Planning and Zoning Commission at their April meeting and by the City Council in May. The ordinance would go in to affect thirty days after the second read and approval by the City Council. Commissioner Farley inquired once the ordinance is approved how hard it would be to make changes. Lueder stated the Commission would make amendments then go through the same process as the original approval with the Planning and Zoning Commission and the City Council. Planner Scully noted once the ordinance is approved the Commission will not work off of it right away as there is more work to be done. The application for the Certified Local Government also needs to be completed and the approved ordinance sent to the State Historic Preservation Office.

**Motion:** *To approve the draft Historic Preservation Ordinance revised on 3/11/13*

**Made by:** *Commissioner Bigelow*

**Second:** *Commissioner Leff*

**Vote:** *Unanimous*

**NEW BUSINESS** (NONE)

### **NEXT MEETING**

Lueder stated at the next meeting we will review the Historic Preservation Overlay section as it was not included in this meeting's agenda.

Commissioner Farley requested Staff bring the opt out form and application to the next meeting for review.

## **8. ADJOURNMENT**

**Motion:** *To adjourn the meeting.*

**Made by:** *Commissioner Bigelow*

**Second:** *Commissioner Leff*

**Vote:** *Unanimous*

Chairman Elinski adjourned the meeting at 6:55p.m.