

**Official Minutes of the City of Cottonwood  
Historic Preservation Commission Regular Meeting  
Held, March 14, 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 6:00p.m.

**2. ROLL CALL**

**Historic Preservation Commission Members Present:**

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

**Staff Members Present:**

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

**3. APPROVAL OF MINUTES OF FEBRUARY 15, 2012 MEETING**

*Motion: To approve the minutes from 2/15/2012 as written.*

*Made by: Chairman Elinski*

*Second: Commissioner Sclippa*

*Vote: Unanimous*

**4. INFORMATIONAL REPORTS AND UPDATES**

Planner Scully stated that he needs to know which Commissioners are planning to attend the conference in June 2012. Vice Chairman Ruland and Commissioner Farley both stated they would like to attend the three day conference. Chairman Elinski and Commissioner Sclippa both stated they could only attend one day and decided on Thursday, June 14, 2012. Commissioner Fisher would like to review the schedule for the conference before selecting which day to attend. Commissioner Leff stated she would like to attend; however, it is hard for her to commit to any one day as she is a business owner and unsure what her schedule will be at that time.

Planner Scully stated the packets for each meeting are emailed to the Commission members, however several members still request paper copies. Planner Scully would like to know if the Commission would prefer paper copies to the emailed packets. Chairman

Elinski and Vice Chairman Ruland stated they would both bring their laptops to view the packets; the rest of the Commission members would like paper copies.

Commissioner Sclipa stated the fourth article in the “Then and Now” series has been published. Commissioner Sclipa inquired if the Commission had any ideas for the next article as she would like to do another piece on a current merchant. Commissioner Fisher suggested doing an article on the Cottonwood Hotel. Chairman Elinski stated he would like to see an article on the businesses along Balboa Street. Planner Scully stated that he heard the oldest running family owned business in Cottonwood is Verde Floral, which opened in the 1930’s.. Commissioner Sclipa stated the ideas were great and her next three articles will be on the Cottonwood Hotel, The Art Glitter Institute and Verde Flower.

## **5. CALL TO THE PUBLIC**

No public comments.

## **UNFINISHED BUSINESS**

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

Planner Scully provided each Commission member with an excel spreadsheet from the City address file listing all of the addresses, parcel numbers and zoning for the entire Historic District and the Old Town area. Planner Scully stated the spreadsheet can be used to survey the area for historic homes/buildings and to take notes. Chairman Elinski suggested dividing the Commission into three groups with four pages each of the spreadsheet to collect data and email results to Planner Scully. Commissioner Sclipa stated that Commissioner Farley already has most of the information collected. If Commissioner Farley is willing the Commissioners can use the photographs she has to compare and see if anything has changed on the buildings since the photos were taken. Vice Chairman Ruland stated the Commission needs to use a standard form to ensure that all Commissioners are obtaining the same information. Vice Chairman Ruland stated he has previously submitted a standard form to Planner Scully that would be a good checklist for the Commissioners to use. Chairman Elinski stated the Commission will look over the form and go from there. Planner Scully stated he will send the form electronically and requested that any information the Commissioners collect have their name and date on them before submitting.

## **7. UPDATE REGARDING TAX INCENTIVES FOR HISTORIC PRESERVATION**

Planner Scully stated he contacted Bob Frankeberger from SHPO (State Historic Preservation Office) through email in regards to tax incentives. Mr. Frankeberger stated he strongly supports the twenty percent income tax credit for rehabilitation of income producing buildings. According the Mr. Frankeberger the twenty percent tax credit program is a useful program that should be promoted for eligible historic properties. Mr. Frankeberger stated the ten percent income tax credit is similar but for unlisted buildings

constructed prior to 1934. Mr. Frankeberger stated the Arizona state property tax program is an incentive to encourage properties into the Historic District. Planner Scully stated the commercial state property tax program is linked to rehabilitation and is intended to offset any tax reclassification resulting in property tax increases associated with the improvements, at least for ten years. Chairman Elinski inquired what program would businesses with a residence fall under. Planner Scully stated he would need to refer that question to Mr. Frankeberger.

## **NEW BUSINESS**

### **8. WEBSITE PROPOSALS REGARDING HISTORIC RESOURCES**

Planner Scully had examples from the City website, the General Plan and the Regional Land Use Plan regarding possible history plug-ins for the Historic Preservation Commission page of the website. Planner Scully stated the 1986 resource inventory written by Pat Stein has good information that could be added to the webpage, however there may be some questions about dates.

The sub-committee created to design possible plug-ins came up with several paragraphs of information with links attached for the main page of the City website. Commissioner Sclipa stated the suggested plug-ins have links to everything and different sites of interest. Commissioner Sclipa believes the City website's main page needs to be updated with links and more information. Chairman Elinski stated this Commission needs to focus on the Historic Preservation Commission information on the website. Planner Scully added the Commission received permission to propose adding more information regarding Historic Preservation to the website. Planner Scully stated Yavapai County is developing an outdoor recreation page on their website to include links to all the Cities and Towns in the Verde Valley. Chairman Elinski stated the City's website has been a budget discussion for several years. Commissioner Sclipa suggested adding a section or having a link to the "Then and Now" articles that have been published in the Verde Independent. Planner Scully stated that would be a good plug-in item for the webpage. Vice Chairman Ruland stated he would like the webpage to have more information on the Commission itself and what we're working on. Commissioner Leff stated she feels the Commission should create a design and literature for the plug-ins then the webmaster for the City could cut and paste which would minimize time and work for him. Commissioner Bigelow noted the City now has a second IT person and things are getting posted faster on the City website. Commissioner Leff stated she feels the three paragraphs and links written by the sub-committee for the main page should still be submitted as a suggestion to the City. Commissioner Leff believes people will understand more when they open the website and see links attached. Commissioner Farley stated she would like to correct, possibly re-write the paragraphs before submitting. Commissioner Farley stated she would like to see a plug-in on the 1911 land boom when the discovery of artisan water took place. Planner Scully stated history of water would be a great addition to the webpage. Commissioner Farley gave a brief history of Smelter City and the fact that Clemenceau was a company town and stated she would write some of that information down for a plug-in.

## **9. OUTREACH AND PUBLIC AWARENESS PROGRAMS**

Planner Scully suggested the Commission further discuss the possibility of a home tour in Cottonwood. Chairman Elinski stated the Commission needs to figure out the basics of the event and then pitch it to other organizations such as the Chamber of Commerce. Commissioner Leff stated there are not enough homes to show, we would need to focus on buildings. Commissioner Farley stated there are two houses on Cactus Street that were brought down from Jerome, might not get to tour the inside but could still be on the list. Commissioner Farley stated there are a lot of buildings that could be toured such as the Senior Center, the Yes the Arc buildings and the Clemenceau Museum. Planner Scully stated there could be a tour guide for each group with an informed person at each location to provide the history of each building. Commissioner Leff agreed and noted the Clemenceau building and the Senior Center already have knowledgeable people on hand. Planner Scully stated a home tour in Cottonwood could end up being a big event. Chairman Elinski stated the home tour would need to piggy back with another popular event such as the Chocolate Walk to get exposure. Commissioner Scippa stated the Chocolate Walk would not be good to partner with as the merchants and patrons are overwhelmed as it is. Commissioner Leff suggested having the home tour on the fourth of July. Vice Chairman Ruland stated the fourth of July would be a good idea, a way to get people into Cottonwood. Commissioner Farley noted the first annual Cottonwood Fourth of July was held in 1917. Planner Scully stated he will do more research and make more contacts as the Commission will need to float the idea to the more people.

## **10. REVIEW OF CITY SIDEWALK PROJECTS**

Planner Scully stated the City is continuing to plan improvements to the parking lot behind the Orion Bread Company.

Planner Scully stated the Engineering Department is open to keeping the historic streetscape of the Old Town area, however they still have to address the safety and drainage issues and maintain ADA compliance. Chairman Elinski stated the Development Services General Manager noted the Engineering Department will make the sidewalks look more antique. Planner Scully stated there are several City projects taking place in Old Town that this Commission could review.

Vice Chairman Ruland inquired when the Historic Preservation Ordinance will be put in to affect. Planner Scully stated the Commission needs to be prepared to answer questions from the public before the ordinance is in place. Vice Chairman Ruland questioned if there is a deadline set for the ordinance to become effective. Planner Scully stated the first step is to send out a public notice to property owners and others in the historic district, hold a public meeting and receive public input. Chairman Elinski stated the Commission needs to collect background information first before presenting the ordinance to the public.

A lengthy discussion took place on the procedures and progress of the Historic Preservation Commission.

## **11. ADJOURNMENT**

*Motion: To adjourn the meeting.*

*Made by: Commissioner Scippa*

*Second: Commissioner Bigelow*

*Vote: Unanimous*

Chairman Elinski adjourned the meeting at 8:23p.m.