

**Official Minutes of the City of Cottonwood
Historic Preservation Commission Regular Meeting
Held, April 11, 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
Greg Ruland, Vice Chairman	Ryan Bigelow
Glenda Farley	Karen Leff

Staff Members Present:

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

3. APPROVAL OF MINUTES OF MARCH 14, 2012 MEETING

Motion: To approve the minutes from 3/14/2012 as written.

Made by: Commissioner Bigelow

Second: Commissioner Farley

Vote: Unanimous

4. INFORMATIONAL REPORTS AND UPDATES

Chairman Elinski stated Commissioner Fisher has resigned from the Commission for personal reasons.

Chairman Elinski stated Commissioner Leff had concerns on the City Council allowing renovations to take place on the Old Town Jail. Commissioner Leff had previously expressed that the renovations could potentially leave the building non-eligible for historic registry. Chairman Elinski stated the Commission was advised by Bob Frankeburger from the State Historic Preservation Office that the renovations would not affect the buildings historical value. The Commission inquired if the proposed renovations would come before this Commission again. Chairman Elinski stated the proposal will not come back to the Commission as they have already conducted a courtesy review.

Planner Scully stated he has all of the reservation requests from the Commission for the Historic Preservation Conference. The full agenda is available online and registration will take place at the Hassayampa Inn in Prescott.

Commissioner Farley stated on March 19, 2012, the Cottonwood Municipal Airport celebrated eighty years of aviation. In 1932 Roy Wilson would give rides to locals for \$2.50. Commissioner Farley would like to see the Commission help to better promote the airshow as it is a big part of Cottonwoods history.

Commissioner Sclipa stated the "Then and Now" article on the Cottonwood Hotel has been printed in the Verde Independent. The last article will be in July which will be written about tax incentives for historic properties.

5. CALL TO THE PUBLIC

No public comments.

UNFINISHED BUSINESS

6. HISTORIC RESOURCE INVENTORY AND SURVEY PROGRAM

Planner Scully stated the inventory spreadsheet is from the City address file. Vice Chairman Ruland added several categories to the list such as; build date, style, material used etc. Vice Chairman Ruland stated Commissioners might not be able to fill out all categories, just do the best you can. If information is not immediate, the Commission needs to learn where to look and what resources to use to find the information needed. Commissioner Farley stated the Commission seriously needs to consider the category for style. Many areas have adopted the "American small house" versus a bungalow style as many homes are seven hundred to nine hundred square feet. Commissioner Farley noted not all addresses in the City exist on the Yavapai County website but still a good place to start looking for information followed up by a sight visit. Vice Chairman Ruland stated it may be a good idea for the Commission to have a work session out in the field with someone who has done historical surveys. The Commission agreed a work session would be a good idea. Vice Chairman Ruland stated he would contact the Sedona Historic Preservation Commission to see if a work session would be possible. The Commission agreed to separate into two groups for the survey to avoid a quorum.

NEW BUSINESS

7. LANDMARK DESIGNATION ORDINANCE

Chairman Elinski stated if the Commission agrees to extract the Landmark Designation section from the Historic Preservation Ordinance, it would allow the Commission to focus on landmark designation first. Planner Scully stated this excerpt could have some changes to it and potentially be added to the Cottonwood Municipal Code instead of the Historic Preservation Ordinance. Chairman Elinski stated he would like to see the

Commission hand select a few properties to learn more about the process of land marking. Chairman Elinski added if the excerpt was in the Cottonwood Municipal Code the Commission could then take projects directly to the City Council, eliminating review by the Planning and Zoning Commission. Vice Chairman Ruland inquired as to what changes would need to be made to the landmark designation section. Planner Scully stated he would like to make sure it covers all local goals for land marking adequately. Vice Chairman Ruland expressed his concern with removing the landmark designation section from the Historic Preservation Ordinance. Vice Chairman Ruland stated the Commission needs to move forward with the ordinance as a whole; the ordinance is the beginning stages of things such as grants. Vice Chairman Ruland stated the importance of the Certificate of Appropriateness being included in the excerpt. Planner Scully stated that would remain in the excerpt, however, would be the longest part of the landmark designation process. Community Development Director George Gehlert suggested the Commission get the excerpt adopted then bring the rest of the process to the City Council in a work session. Vice Chairman Ruland stated the work session is a good idea; however, he is still concerned over breaking up the Historic Preservation Ordinance. Commissioner Farley suggested starting the landmark designation process with a City building outside of the Historic District, such as, the 1878 Cemetery or the 1874 Cottonwood Ditch. Commissioner Farley stated a City building would be a good start then can move on to individual owners, give them the history of their property and inform them of the possibility of tax incentives. The Commission had a lengthy discussion on the pros and cons of extracting the landmark designation section from the Historic Preservation Commission.

Motion: *To direct Staff to create an ordinance along the lines of Section E without number seven.*

Made by: *Vice Chairman Ruland*

Second: *Commissioner Leff*

Vote: *Five Commissioners approved the motion, Vice Chairman Ruland opposed the motion*

8. REVIEW OF CITY RETAINING WALL AND SIDEWALK PROJECT IN OLD TOWN

Planner Scully stated the City has a number of parking lot projects they are working on in Old Town. The projects will increase the parking in Old Town by fifty percent or more. The current proposal for the parking lot behind the Orion Bread Company is being brought before the Commission for review. There is currently a ten foot tall retaining wall on the site which would be torn down. The new retaining wall would stand four feet high above the pavement and Engineering would like the Commission's input as to what material the wall should be made of. Planner Scully stated there is also a proposed walkway to be made out of stone. Commissioner Bigelow stated although cost will be a big deciding factor in what material is used, he would like to see river rock. Commissioner Farley stated adding columns of river rock would also help with the cost. Chairman Elinski added he would also like to see river rock incorporated into the wall, possibly river rock columns with smooth stucco in between. Commissioner Farley stated

the outline of the Old Post Office is still visible and use to be surrounding by warehouses. Commissioner Farley would like to see the ally made more attractive for pedestrians and eventually tours. Commissioner Farley would like to see historical pictures on the block walls facing the ally that depict the original buildings, including the post office and streetscape. The Commission agreed they would like to see river rock incorporated into the retaining wall.

9. COMMISSION BANNER AND LOGO DESIGN

Commissioner Sclipa passed around a copy of the proposed Historic Preservation Commission Banner for the Commissioners to review. The Commission provided a few suggestions and gave their approval of the banner.

10. ADJOURNMENT

Motion: To adjourn the meeting.

Made by: Vice Chair Ruland

Second: Commissioner Sclipa

Vote: Unanimous

Chairman Elinski adjourned the meeting at 7:52p.m.