

City of Cottonwood
Historic Preservation Commission Regular Meeting Minutes
June 11, 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 6:01 p.m.

2. ROLL CALL

Historic Preservation Commission Members Present:

Tim Elinski, Chair	Annabel Sclipa, Vice Chair
Glenda Farley	Ryan Bigelow Karen Leff
Marie Palowoda	Chris Vernosky

Staff Members Present:

Charlie Scully, Community Development Long-Range Planner
Berrin Nejad, Community Development Director
Christina Papa, Community Development Senior Administrative Assistant, Recorder

3. APPROVAL OF MINUTES FOR MAY 14, 2014 MEETING

Motion: To approve the minutes from 5/14/2014 with changes

Made by: Commissioner Leff

Second: Commissioner Palowoda

Vote: Unanimous

4. INFORMATIONAL REPORTS AND UPDATES

Commissioner Farley had mentioned that she went on the Jerome Historic Tour and brought back a brochure, also, that they had busses that drove through from house to house and they would give information regarding the history.

5. CALL TO THE PUBLIC

No comments.

6. OLD BUSINESS

- a. HOME TOUR UPDATE –Tim & Ryan

Commissioners Elinski and Bigelow met with the Old Town Association (OTA) and mentioned that there was a lot of interest for the Home Tour, the OTA offered to have one of their members to work with the commission for support. There are 6 homes for sure that want to participate in the Home Tour, and for now they will piggy back with Walkin' on Main and they will have a booth at this event. Money will go toward the restoration of the Civic Center, 60 tickets is the goal, and it will be a self-guided walking tour.

b. DESIGN REVIEW PROGRAM UPDATE-Chris Vernosky

Commissioner Vernosky presented an outline of a design review guideline, mentioning six different types of projects: 1.) Demolition Projects, 2.) Building Upgrades, 3.) Building Re-use, 4.) Building New-use, 5.) Building Additions, 6.) New Building. Can look at complex projects in sections, take on projects with the approach that you can break it down into pieces. Make the process understandable to the applicant. Commissioner Elinski thought that the simpler the process the better, mentioned that commission could brainstorm on element or two at the meetings and bring back to finalize the elements to vote on.

A discussion began about having a detailed design review. Staff mention that it would be good for staff. Commissioner Sclipa mentioned that is the owners due diligence, we want to make the process good so that it is an incentive for an owner.

Motion: *To have Commissioner Vernosky meet with Staff to go through what they each have and bring back to commission a staff report.*

Made by: *Commissioner Elinski*

Second: *Commissioner Bigelow*

Vote: *Unanimous*

7. NEW BUSINESS

- a. WEBSITE LAYOUT PROPOSAL- Commissioners Sclipa and Palowoda worked on the website layout. Website layout concept seemed to flow with Commissioners Sclipa and Palowoda, but are looking for input from commission. Photo gallery needs to be looked at and some direction is needed. Facebook page could be the event update page, and the website be more informational, would like it to be front & center. Commissioner Elinski would like IT to give commission an idea of what they would be able to do. Staff mentioned that if the individual departments could access and control their own pages staff could do updates more often. Commissioner Elinski would like to present the City with a plan/outline so that it can be added. Commissioner Elinski mentioned that it would be nice to get the authority from Staff. Commissioner Sclipa mentioned if they will have additional pages, and Commissioner Palowoda wanted to know if they could have photos on the webpage. Commission needs staff to let them know what the website will allow them to do so that they can move forward. Commissioner Elinski asked staff to get back to the commission regarding what the commission will be allowed to do, and once the commission gets the green light Commissioner Palowoda and Commissioner Sclipa will fill in the content.

8. ADJOURNMENT

Motion: To adjourn the meeting.

Made by: Commissioner Scippa

Second: Commissioner Farley

Vote: Unanimous

Chairman Elinski adjourned the meeting at 7:11 p.m.

APPROVED