

**City of Cottonwood**  
**Historic Preservation Commission Regular Meeting Minutes**  
**July 10, 2013, 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 6:07p.m.

**2. ROLL CALL**

**Historic Preservation Commission Members Present:**

Tim Elinski, Chairman

Glenda Farley

Karen Leff

Annabel Sclipa, Vice Chair

Ryan Bigelow

**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 JUNE 12, 2013 MEETING**

*Motion: To approve the minutes from 06/12/2013 with corrections.*

*Made by: Chairman Elinski*

*Second: Commissioner*

*Vote: Unanimous*

**4. REPORTS AND UPDATES FROM COMMISSIONERS:**

Chairman Elinski reported back in regards to City Council Budget meeting there will be no budget for the Civic Center this fiscal year.

**5. CALL TO THE PUBLIC**

No public comments.

## OLD BUSINESS

### 6. HISTORIC PROPERTY LANDMARKING PROGRAM

The Commission was presented with a draft of an application for individuals to fill out to make their property a historical landmark. Commissioner Farley had suggested that there be more lines added to the application and some additional information is added to the application. It was also suggested that a picture be submitted with the application, Staff suggested that a staff member could go out to the property that is requesting to be a historical landmark and take any necessary pictures. Chairman Elinski had suggested that the application be accompanied with an informational sheet. Vice Chair Sclippa had mentioned that we make these items available online so that it is more accessible.

### 7. LANDMARKING BENEFITS AND INCENTIVES

Staff discussed SHPO and Federal tax incentives for landmarking. To qualify for these benefits and incentives the property would need to be listed on the National Registrar. Staff to follow up later on incentives in regards to state benefits. Chairman Elinski hopes to have grants available on a local level to give incentives to historical locations.

### 8. OUTREACH PROGRAM- HISTORICAL MARKERS

Staff brought in some examples of aluminum sign toppers the pricing that staff found was \$75.00/sign. Staff believes that with more research that there may be other options than the signs that were found. Chairman Elinski brought up the discussion about a round-about that is to maybe put in at 10<sup>th</sup> street and Main. This could be an opportunity to have a sign put up that drivers/pedestrians are entering into Old Town. Also it was brought up that there is going to be an arch put up in the new parking lot by the old jail, maybe HPC can have input on the arch. Staff to look into location of sign toppers. Commissioner Bigelow had suggested using local vendors so that there may be a potential sponsorship for the signs.

### OUTREACH PROGRAM- HISTORIC HOME TOURS PROGRAM

Staff had mentioned that it is hard to do the Home Tours on a small basis, Clarkdale, Jerome, and Sedona currently all have Home Tours. Vice Chair Sclippa thought that it would be nice to have something at the train station. Chairman Elinski had mentioned that in November there is the Walk on Main, maybe there can be a shuttle to take individuals around to historical homes or neighborhoods. Vice Chair Sclippa suggested intergrading historical skits into the Home Tours, point out local specials. Chairman Elinski would like to make the Home Tour Program one of the main projects at the next meeting, and see where the interest lies in regards to the program.

**NEW BUSINESS**

**DESIGN GUIDELINES FOR HISTORIC PRESERVATION**

Staff mentioned that the ordinance has been approved and will be effective within a few days. This includes new construction and remodels. Staff recommended that the design guidelines be developed before the program begins. Design guidelines will be the other main discussion at the next meeting.

**9. ADJOURNMENT**

*Motion: To adjourn the meeting.*

*Made by: Commissioner Scippa*

*Second: Commissioner Bigelow*

*Vote: Unanimous*

Chairman Elinski adjourned the meeting at 7:37 p.m.