

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

2. ROLL CALL

Historic Preservation Commission Members Present:

Tim Elinski, Chairman	Annabel Sclippa
Ryan Bigelow	Karen Leff
Glenda Farley	

Staff Members Present:

Charlie Scully, Community Development, Long Range Planner
Doug Bartosh, City Manager

3. APPROVAL OF MINUTES OF APRIL 11, 2012 MEETING

Motion: To approve the minutes from 4/11/2012 with two corrections.

Made by: Commissioner Farley

Second: Commissioner Sclippa

Vote: Unanimous

4. INFORMATIONAL REPORTS AND UPDATES

Chairman Elinski stated Vice Chairman Ruland has resigned which leaves the Commission with two vacancies to fill. Chairman Elinski requested the Commission encourage anyone who is interested to apply.

Commissioner Farley stated there was a lot to learn at the Historic Preservation Conference; however she learned the most about windows. Commissioner Farley stated if someone has windows in their house that have been there forty years or more, do not throw them away, they can be fixed (restored) and will last another hundred years. Commissioner Farley noted there were other informative classes at the conference as well and she has handouts from them if any Commissioners would like to look at them.

Commissioner Farley stated she spoke with Jay Kinsella from Jerome at the conference. Mr. Kinsella stated that Jerome conducted a survey that showed; up to fifty-one percent of people that go to Jerome go there for the history. Commissioner Farley stated that

people coming down the hill from Jerome automatically go right at the roundabout to Cottonwood. Commissioner Farley stated there needs to be better signage at the roundabout directing people to Historic Clarkdale, which in turn would bring them through Historic Old Town Cottonwood.

Commissioner Farley stated the Arizona State Historic Preservation Office is now going to manage the National Trust for Historic Preservation Main Street Program. Planner Scully stated this topic should be a future agenda item to allow a more in depth discussion.

Commissioner Sclipa stated the Verde Independent published another Historic Preservation article, featuring Verde Floral. The current piece being worked on is the Art Glitter Institute to be published in the next couple weeks. Commissioner Sclipa inquired if the Commission would like her to place a blurb at the end of the article stating open call for Commissioners to join the Historic Preservation Commission. Planner Scully stated that would be fine, however they would have to be directed to our Human Resource Department by phone or online for an application or any inquiries.

Commissioner Sclipa stated she also writes a monthly column for "The Noise" in Old Town. Commissioner Sclipa stated for the month of August she is set to write about the Old Town Jail. She is struggling with writing it because as a Commissioner there is a line between being able to discuss, talk about or write things the Commission has dealt with. Commissioner Sclipa inquired since she is writing the article as Annabel Sclipa not Commissioner Sclipa, does that give her free reign to write the article. Planner Scully stated the article can be written in her name with no attachment or reference to the Commission.

5. CALL TO THE PUBLIC

No public comments.

UNFINISHED BUSINESS

6. HISTORIC PRESERVATION PROGRAM REVIEW

Planner Scully stated this is an open ended agenda item. It has been a few months since the Commission has met; this item is to make sure the priorities of the program, inventories and long term objectives are still in place. Planner Scully stated the Commission needs to update the strategic plan/outline for the Commission and have an understanding of the scope of work. Planner Scully stated a check list of priorities would be an asset to the Commission.

7. HISTORIC RESOURCE INVENTORY AND SURVEY PROGRAM

Chairman Elinski stated at the last meeting the Commission was going over spreadsheets to gather information on Old Town Neighborhoods. The spreadsheet would serve as a tool to present to the City Council and request permission to begin land marking properties. Chairman Elinski stated the Commission discussed extracting the land marking section of the ordinance to allow this process to begin.

Commissioner Farley stated the Commission discussed starting with City properties, such as the cemetery, the ditch or a historic trail then move on to individual homes with property owners consent.

Planner Scully noted the City Council has to approve the land mark ordinance first before the Commission can begin selecting properties.

Planner Scully stated the City Staff member that does graphics recently moved into our building so we will now have someone on hand who can help get the mapping done. The goal is to take the information from the spreadsheet and identify it graphically with the potential of creating a district.

Commissioner Farley has been working to update the spreadsheet and has been using the archives in Jerome to help with her research.

Chairman Elinski stated the Commission needs to complete a reconnaissance survey. The current map can be divided up between the Commission members to gather needed information. Commissioner Farley stated she has the majority of information already collected. Once the information is compiled together then a professional/consultant can determine the style of the houses and how significant they are.

Planner Scully stated before the next meeting he would like to work with the City GIS Staff to begin entering the information Commissioner Farley has collected into a computer system to see if it could graphically code the properties.

NEW BUSINESS

8. SIDEWALK PROJECT IN OLD TOWN

Planner Scully stated at the previous meeting photos were shown of the parking lot behind Main Street and on Cactus Street. The City is doing street improvements with a sidewalk and vertical curb on both sides of the street. The City wants to ensure that the look and feel of the street is similar to what it had been historically. Planner Scully stated typically when new curbs are put in you have a curb and gutter attached which is two feet wide, the City will install a vertical curb which will look more historic. The City has the option to add a mineral color to the sidewalks to create a more historic look. The Commission is being given the opportunity to pick the mineral color of the sidewalk. The Commission as a whole agreed to allow Chairman Elinski to use the color samples against the sidewalks in Old Town to select the most similar mineral color for the new sidewalks. Commissioner Farley suggested brick inserts along the sidewalk to match

what is downtown. Planner Scully stated he will relay the idea to the Development Services Manager; however, the cost of the project has already been determined.

Commissioner Farley requested at the next meeting City Attorney Steve Horton be present to explain any ramifications from Prop 207 to the Commission.

9. ADJOURNMENT

Motion: To adjourn the meeting.

Made by: Commissioner Bigelow

Second: Commissioner Leff

Vote: Unanimous

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