

**Official Minutes of the City of Cottonwood
Historic Preservation Commission Regular Meeting
Held, August 8, 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 Sclipa
Ryan Bigelow	Karen Leff
Glenda Farley	

Staff Members Present:

Charlie Scully, Community Development, Long Range Planner
Doug Bartosh, City Manager
Dan Lueder, Development Services GM
Leslie Wager, Community Development, Admin Coordinator/Recorder

3. APPROVAL OF MINUTES OF JULY 11, 2012 MEETING

Motion: To approve the minutes from 7/11/2012 with two corrections.

Made by: Commissioner Bigelow

Second: Chairman Elinski

Vote: Unanimous

4. INFORMATIONAL REPORTS AND UPDATES

Planner Scully stated on December 7, 2012 there will be a state wide Boards and Commission Conference at the Black Canyon Conference Center in Phoenix. There are no details available, as of yet, on the cost.

Planner Scully stated the City of Cottonwood Human Resource Department is still advertising the open Commission seats; however, no new applications have been received. The posting will be re-written in conformance with the Certified Local Government (CLG) standards and then reposted.

Commissioner Sclipa stated the latest article to be published in the Verde Independent was written on the Art Glitter Institute. The next and final article in the series is to be

written about tax incentives; Commissioner Sclipa would like the Commissions help in further researching the topic.

5. CALL TO THE PUBLIC

No public comments.

6. ELECTION OF VICE-CHAIR

After a brief discussion amongst the Commissioners, Commissioner Sclipa volunteered to fill the seat of Vice Chairperson for the Commission.

Motion: To appoint Commissioner Sclipa to serve as Vice Chairperson

Made by: Commissioner Sclipa

Second: Commissioner Bigelow

Vote: Unanimous

UNFINISHED BUSINESS

7. SETTING PRIORITIES AND TIMELINES FOR THE HISTORIC PRESERVATION COMMISSION

City Manager, Doug Bartosh, stated after the departure of Vice Chair Ruland there was desertion that occurred and Bartosh decided to get involved. Bartosh stated Commission members felt things were taking too long by Staff and Staff felt a lack of attention by the Commission members. Bartosh stated he attended the last meeting to see where the Commission was at that point and realized the Commission needs to set priorities.

Bartosh stated Planner Scully was selected as the Staff representative for this Commission due to his background. He has many other duties he is responsible for and this Commission is an extra-curricular activity for him. Development Services General Manager, Dan Lueder, stated he has much respect for Planner Scully for his dedication and thoroughness. Planner Scully has a double bachelor's degree in architecture and is a meticulous researcher. Planner Scully has worked in the private sector and has now been in the public sector as a planner for sixteen years. Planner Scully is tasked with a wide variety of responsibilities and has a passion for historic preservation. Planner Scully understands what can and cannot be done in regards to maintaining historic value.

Lueder stated he would like to understand what is needed to get from point A to point B. The Commission needs to take baby steps and decide what is really important. Lueder stated, it appears, becoming part of the Certified Local Government (CLG) is the most important; the Commission needs to figure out how to achieve that.

Planner Scully stated he was part of the Historic Preservation Commission in Flagstaff and worked with the State Historic Preservation Office to help create a draft ordinance.

Planner Scully stated he helped create historic districts and also wrote grants for the Commission to obtain funding.

Chairman Elinski stated the Commission has gone over the Strategic Plan several times. He believes it is a good idea to get a clear direction and make becoming a part of the CLG a priority. Bartosh stated frustration in how long this process takes in not unusual for Commissions. If someone has never worked in government it can be hard to understand the fact that it is very hard to not get sued. The city puts importance on details and covering every aspect needed, as Commissioners themselves can be sued. Bartosh gave an example using the Airport Commission, as all the Commissioners were named in the lawsuit for the glider incident a few years ago. Bartosh stated the City and its Commissions must closely follow all rules and laws.

Planner Scully stated the Commission has done a lot of work with the inventory outreach program, awareness and background work. Chairman Elinski added this Commission was started from scratch and has accomplished a lot. It is not easy starting from scratch, there is a lot involved.

Bartosh inquired what the Commission feels should be the next step. Vice Chair Sclipa stated she believes the CLG should be the first step, however would like to keep the public involved as well. Lueder stated he can assist with public involvement through inserts in the utility bills. A one page two-sided document can be inserted into the utility bills which would reach ninety-five hundred residents. In addition the City has a Facebook page for public outreach and Staff can work with Brent (IT) to add a historic link to the Commission page of the City website. Commissioner Farley stated she would like to see a survey sent out to residents with questions such as, would they like to be in a historic district and do they know if their home is fifty years or older. Bartosh questioned if that is a top priority for the Commission at this point. Chairman Elinski stated he believes the CLG should be the Commissions top priority. Chairman Elinski expressed concern with the draft ordinance in regards to the criteria set in place to review projects. Bartosh inquired if the Commission needed to re-create the wheel with writing the ordinance. Planner Scully stated no, he can pull from already in place ordinances. Chairman Elinski stated the Commission has already approved the draft ordinance, can it be sent to the State Historic Preservation Office (SHPO) as is. Planner Scully stated he has sent to draft ordinance to SHPO twice and has not received a response from them.

Lueder inquired what happens if the Commission does not have enough qualified members per the CLG requirements. Planner Scully stated Commissions are recommended to have two qualified members under the CLG requirements; however the Commission is allowed to have a local architect review certain applications. Chairman Elinski stated he could talk with Tom Pender of Pender Engineering to see if he would be willing to review applications when needed. Vice Chair Sclipa stated Chris Vernosky has offered his services in previous conversations. Planner Scully stated that SHPO however will actually look at the background of the Commission members. The Commission must have at least five members, two of which must meet the standards set forth by SHPO.

Planner Scully suggested the Commission conduct a mock plan review with a previously submitted permit to see how the process works. Commissioner Bigelow stated that would be a good idea and a good way to get more education and background on what the Commission needs to look for.

Bartosh inquired if the Commission would be willing to meet more often or one day for six or eight hours to thoroughly review the draft ordinance. Planner Scully stated a mailing to property owners needs to be completed first so they know what is going on. Chairman Elinski stated the Commission needs to feel comfortable with the ordinance and its design review process before it is made public. Bartosh stated people do not always know what a historic district is, the more information you give them the better. Bartosh stated the Commission needs to lay out the details and benefits of a historic district to the people in a formal setting. Bartosh recommends the Commission move forward with the ordinance then begin public involvement. Lueder stated he will review the ordinance and would like the City Attorney to review the ordinance as soon as possible to avoid any further delay.

Lueder emphasized the need to work strongly on filling the vacant Commission seats. Lueder stated fliers can be put out in the next few weeks in the utility bills.

Bartosh stated he would like the Commission to focus on the ordinance. Bartosh will review the ordinance along with Lueder and the City Attorney. Bartosh would like Planner Scully to contact SHPO to get the application process started. The Commission needs to look at/workout the Design Review process and do some sample reviews. In the next sixty days Bartosh would like the Commission to present the ordinance to the Planning and Zoning Commission and the City Council. Bartosh will work out the logistics of a possible longer meeting to finalize the ordinance.

Chairman Elinski expressed his concern over the design review portion of the ordinance. Planner Scully stated the design review process is already covered in the City's Zoning Ordinance. The Commission will need to add in special requirements for historical issues. Chairman Elinski inquired if SHPO would approve the ordinance with minimal information. Lueder stated the Commission needs to leave some flexibility in the ordinance. Reference some standards that will be followed, as times change. Bartosh stated there should not be any more delay in getting the ordinance finished. Lueder stated he does not want the Commission to not have obtained CLG certification six months from now.

Bartosh recommends the Commission focus on an area in Cottonwood that we know is identified as a historic area. Lueder stated the Commission can always expand the historic district later on, start with Old Town then build momentum. Commissioner Leff stated she agrees one hundred percent. The Commission needs to work with what we have then branch out. Commissioner Farley stated for a National Historic Commercial District fifty-one percent of the buildings must qualify which can make it difficult to get a

whole district together. Bartosh stated the Commission needs a clear understanding of what is historic.

Vice Chair Sclipa stated Commissioner Farley is willing to help write the article on tax incentives; however who will write the inserts for the utility bills mailing. Lueder stated Staff can write the inserts to begin with then will use Commission input for more detailed inserts.

Bartosh stated after the discussion that has taken place, he believes the Commissions top priorities are as follows:

1. Review the ordinance (Commission, Bartosh, Lueder & City Attorney)
2. Set up longer meeting to complete the ordinance
3. Send application to the State Historic Preservation Office for CLG Certification

Vice Chair Sclipa inquired if Bartosh was looking to set up a longer meeting for next month. Bartosh stated he is going to look into it and will let the Commission know.

NEW BUSINESS (NONE)

8. ADJOURNMENT

Motion: To adjourn the meeting.

Made by: Commissioner Sclipa

Second: Commissioner Bigelow

Vote: Unanimous

Chairman Elinski adjourned the meeting at 7:35p.m.