

**Official Minutes of the City of Cottonwood  
Historic Preservation Commission Regular Meeting  
Held, August 11, 2011, at 1:30 P.M. at the Council Chambers  
826 N. Main Street, Cottonwood, Arizona 86326**

**1. CALL TO ORDER**

Vice Chair Ruland called the meeting to order at 1:35 p.m.

**2. ROLL CALL**

**Historic Preservation Commission Members Present:**

Greg Ruland, Vice Chairman	Karen Leff, Commissioner
Glenda Farley, Commissioner	Carol Anne Warren, Commissioner
Annabel Sclipa, Commissioner	

Chairman Elinski and Commissioner Bigelow were unable to attend.

**Staff Members Present:**

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

**3. APPROVAL OF MINUTES – REGULAR MEETING OF JULY 13, 2011**

**Motion:**        *To approve the minutes of July 13 with one correction by Commissioner Farley*

**Move:**         *Commissioner Warren*

**Second:**      *Commissioner Sclipa*

**Vote:**         *Unanimous*

**4. INFORMATIONAL REPORTS AND UPDATES**

Vice Chairman Ruland stated he requested a quote on banners, brochures and post cards from Elegra for five hundred copies, one side color and two sides color but has not heard back from them yet.

Commissioner Sclipa stated she has completed a draft newspaper letter to submit to the City Council. Planner Scully stated the letter can be put on the next agenda.

**5. CALL TO THE PUBLIC**

No public comments.

**6. NEW BUSINESS**

**a) Presentation by the State Historic Preservation Office (SHPO) regarding the Certified Local Government (CLG) Program for Historic Preservation and related program opportunities for historic preservation in Cottonwood.**

Representatives from the State Historic Preservation Office, Bob Frankeberger; Certified Local Government Coordinator and Eric Vondy; Preservation Incentives Program Coordinator gave a presentation to the Commission. Frankeberger gave a brief presentation on the history of how Historic Preservation started. Frankeberger stated in 1966 the planning reform enacted the National Historic Preservation Act (NHPA). The NHPA included the National Historic Registry and in 1980 was amended to include the Certified Local Government (CLG) to assist communities to develop their own NHPA. Frankeberger stated SHPO is in place to provide any support needed to local communities and can pass grants, which are distributed among all the stated. Ten percent of federal money has to be passed through local communities. Eric Vondy noted not many of the CLG's apply for State funding and he highly encourages more to apply.

Frankeberger noted the Commission is in place to advise the City Council/Mayor of historic buildings in need of saving or keeping and marking historic. Brochures are a good tool for the Commission to have to distribute and involve the Community. Frankeberger stated every other year the State Office comes and monitors what the Commission has been doing, how many buildings have been marked historic. Annual reports are requested from all the CLG's and can include upcoming projects for the following year.

Frankeberger gave a slide show presentation that included the following highlights:

1. Additions to Historic Properties.
  - a) Determining Eligibility
  - b) What is significant about it
  - c) Would the addition still retain the original historic features.
2. Four standard treatments for Historic Properties.
  - a) Stabilization
  - b) Rehabilitation
  - c) Restoration
  - d) Reconstruction
3. History is dynamic rather than static.
  - a) Reserve the history of a place while staying with the era-times.

4. Keep a physical record of the buildings time, place and use, historically.
5. New additions will be differentiated / compatible from/with the old.
6. Changes that create a false sense of historic development.
7. New additions will be compatible with materials, features, size, scale and proportion and massing.

Frankeberger noted Historic Preservation is not about avoiding change, you have to accommodate it. The evolution of a place is a successive layering of historic perspective. The Commission must balance between historic preservation concerns and the objectives of the applicant. Vondy noted the weakest rules/regulations are at the Federal level, the State falls in the middle and at the City level is where the strict and firm ordinances are in place.

### **OLD TOWN JAIL**

Scott Mangarpan, City of Cottonwood Project Manager and Chris Vernosky, Architect provided the Commission with a slide show presentation and explanation of the proposed changes to the Old Town Jail. Vernosky stated the proposed changes are as follows:

- a) Removing old chimney, as it is structurally unsound.
- b) East side double hinge windows will become a door.
- c) Hand railing will be added at the new east entrance.
- d) Repairing roof.

The Commission expressed concern if the changes would affect the historical value of the jail. Frankeberger stated no, he does not see anything that would affect the historical value.

Planner Scully inquired how much can be done to a building before its historical integrity is lost and can no longer qualify. Vondy stated there is a sliding scale; post World War II houses do not take much to eliminate the historical integrity.

Vice Chairman Ruland stated he believes hearing from SHPO and seeing the proposed improvements to the Old Town Jail made the Commission more comfortable with the process.

City Manager, Doug Bartosh, wanted to re-assure the value of the Historic Preservation Commission for the City and re-affirm the importance to the City and Council to get the CLG certification. Bartosh thanked the Commission for all they are doing.

## **7. FUTURE AGENDA ITEMS**

- a) Review Commissioner Sclippas draft newspaper letter.

- b) Follow up on quotes for brochures, etc.
- c) Continue with draft ordinance.
- d) Go over procedures for Commission to Council communication.

**8. ADJOURNMENT**

**Motion: To adjourn the meeting**  
**Made by: Commissioner Warren**  
**Second: Commissioner Sclipa**  
**Vote: Unanimous**

**Vice Chair Ruland adjourned the meeting at 3:40p.m.**