

City of Cottonwood
Historic Preservation Commission Regular Meeting Minutes
August 14, 2013, 6:00 P.M.
Council Chambers 826 N. Main Street, Cottonwood, Arizona 86326

1. TOUR OF CIVIC CENTER

2. CALL TO ORDER

Chairman Elinski called the meeting to order at 6:40 p.m.

3. ROLL CALL

Historic Preservation Commission Members Present:

Tim Elinski, Chairman

Glenda Farley

Karen Leff

Marie Palowoda

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

4. APPROVAL OF MINUTES FOR JULY 10, 2013 MEETING

Motion: *To approve the minutes from 07/10/2013.*

Made by: *Commissioner Leff*

Second: *Commissioner Bigelow*

Vote: *Unanimous*

5. INFORMATIONAL REPORTS AND UPDATES FROM COMMISSIONERS:

Chairman Elinski reported that the City Manager interview him on Yavapai Broadcasting station, it went well but had some short comings in regards to some of the historical buildings. Staff mentioned that the November terms are coming up and the members that would have terms ending are Chairman Elinski, Commissioner Farley, and Commissioner Leff. This would give the commission two months to get back to City Council, in order for existing members to stay on the commission they will need to re-apply. Staff also mentioned the elements of the General Plan, this will be an item on the agenda over the next couple of weeks.

6. CALL TO THE PUBLIC

No public comments.

OLD BUSINESS

7. REVIEW OF CLG APPLICATION

Staff has had contact with SHPO in regards to getting the application put together. The complete package will be sent out USPS to SHPO on August 15th 2013; all necessary letters have been signed, stamped, and certified. Staff informed commission that this process can take a while. Commissioner Bigelow what happens if the Commission members don't meet the minimum requirements. Staff responded that there would have to be a consultant brought in to review commission decisions.

8. HISTORIC HOME TOURS PROGRAM

Chairman Elinski informed the commission that others that do Home Tours charge anywhere from \$15.00-\$35.00, and that ranges anywhere from 5 homes to a couple dozen homes, some are self-guided tours and some are shuttled tours. Chairman Elinski also stated that some places had up to 100 volunteers, website pages, and Facebook pages. Chairman Elinski would like to pursue it further, would like to have one or two commissioners to work on it together and involve the public to form a committee. Commissioner Bigelow said that Walk on Main would be thrilled to have them incorporate the Home Tour, and when he approached CATS in regards to shuttles was a positive response. Commissioner Leff had mentioned that it can be a struggle and that it may help to educate the community on what makes it historic, a walking tour would cost less money and therefore may be a benefit. Commissioner Farley suggested that we could tour Clemenceau Museum, Methodist Church, Senior Center, and Civic Center, these are buildings that are open to the public already, and they have some flexibility. Commissioner Palowoda mentioned that self-guided tours should have a brochure with information on it in regards to historical places, and that it should be made available to the public, locations like the public library, or the Chamber of Commerce.

Motion: *To have Chairman Elinski and Commissioner Bigelow to create an ad hoc committee.*

Made by: *Chairman Elinski*
Second: *Commissioner Farley*
Vote: *Unanimous*

9. DESIGN GUIDELINES FOR HISTORIC PRESERVATION

Staff provided the commission with a presentation in help direct the commission toward a design review guideline that would work best for Cottonwood. Staff also proposed a Historic Preservation Design Review as a starting point for discussion. Chairman Elinski

had asked if we could gather other city's historic preservation design review guidelines and use them as a framework for Cottonwood. Staff said that we could bring back examples to the next meeting to work with.

10. COMMISSION BY-LAWS

Staff said that there were no changes on it from the previously approved By-Laws. A signed update is needed for the CLG application.

Motion: ***Approval of by-laws.***

Made by: ***Chairman Elinski***

Second: ***Commissioner Farley***

Vote: ***Unanimous***

NEW BUSINESS

None

11. ADJOURNMENT

Motion: ***To adjourn the meeting.***

Made by: ***Commissioner Palowoda***

Second: ***Commissioner Leff***

Vote: ***Unanimous***

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