

**City of Cottonwood**  
**Historic Preservation Commission Regular Meeting Minutes**  
**August 12, 2015 6:00 P.M.**  
**Council Chambers 826 N. Main Street, Cottonwood, Arizona 86326**

**1. CALL TO ORDER**

Vice Chair Sclipa called the meeting to order at 6:04 p.m.

**2. ROLL CALL**

**Historic Preservation Commission Members Present:**

Glenda Farley                      Annabel Sclipa, Vice-Chair  
Karen Leff                          Marie Palowoda                      Chris Vernosky

**Historic Preservation Commission Members Absent:**

Tim Elinski, Chair  
Ryan Bigelow

**Staff Members Present:**

Berrin Nejad, Community Development Director  
Scott Ellis, Community Development Planner  
Tyler Roberts, Community Development Assistant Planner/Code Enforcement Coordinator  
Christina Papa, Community Development Planning Technician, Recorder

**3. APPROVAL OF MINUTES FOR MAY 6, 2015 MEETING**

**Motion:**                      *To approve the minutes from 5/6/2015*

**Made by:**                      *Commissioner Palowoda*

**Second:**                      *Commissioner Vernosky*

**Vote:**                          *Unanimous*

**4. INFORMATIONAL REPORTS AND UPDATES**

Commissioner Farley mentioned that she submitted to staff Garrison's property in old town is ready for landmarking. Staff will be sending an e-mail with the information to the commission.

**5. CALL TO THE PUBLIC**

Casey Rooney-just there to observe the meeting.

## 6. OLD BUSINESS

### a. Review of Program Resources: Brochure-Staff

Director Nejad introduced the department's newest employee Tyler Roberts to the commission, and directed questions to him regarding the brochure as this was a project that he was working on. Vice Chair Sclipa mentioned to staff that she has more up to date photos to use on the brochure, also that the middle page could use more information. Commissioner Vernosky still is having a hard time figuring out what it means. Staff asked the commission what they felt was still missing. Commissioner Vernosky mentioned that it has snippets of information but no specific idea of what the goal is, it needs more information on individual benefit, and to mention who a person would talk to at Community Development. Commissioner Farley mentioned that instead of a name put in a position/title, maybe put in some wording about "reserve your road to the future". Commissioner Vernosky asked if this was for commercial as well as residential. Staff responded yes. Commissioner Farley mentioned that there should be the tax incentives that should be addressed in the brochure. Commissioner Vernosky mentioned that there needs to be clarification and education so that they are not misleading individuals if they don't see a benefit. Vice Chair Sclipa mentioned that the incentives should be on here. Commissioner Vernosky asked what the process is and that it is confusing, it should appeal to the public and their pocket book. Vice Chair Sclipa mentioned that all the bullet points should be a secondary item, and that it is too general. Commissioner Farley mentioned that it should state that the building has to be 50 years or older to be eligible. Vice Chair Sclipa said that there is nothing inviting anyone to join, the process could be limited to 1/3 of its content. Staff asked to maybe keep this and create a new one based on the changes. Vice Chair Sclipa mentioned that under the section that says "why should I apply" that is where the incentives should be, and maybe put when the Commission was established. Staff mentioned we will send revisions to the Commission before next meeting for comment so that at next month's meeting it can be final, also for Vice Chair Sclipa to send photos to staff and they will update the brochure, staff will shorten down the process in the brochure, what about other assistance programs. Vice Chair Sclipa liked the other assistance programs in the brochure. Commissioner Leff mentioned that the brochure should include the Commission meetings and where to go on the website.

### b. Review of Historic Property Inventory and Maps-Old Town and Main & Mingus areas.-Staff

Director Nejad presented the maps to the Commission showing the updated information that was received by Commissioner Farley. Vice Chair mentioned that the colors made a big difference. Commission made physical corrections on the maps. Staff mentioned that at the next meeting the brochure will come back for approval, the maps will come back for review after changes are made, and the landmarking of Garrison's property in Old Town. Vice Chair Sclipa mentioned that at the next meeting they should discuss a public meeting date. Commissioner Palowoda asked about doing an introduction meeting. Commissioner Farley said that the Commission mentioned that before and to provide the 1999 survey document and an introduction, need to write a letter. Staff asked Commission who will write the letter. Vice Chair Sclipa mentioned that she can put more in articles. Staff said that they still need someone to lead in the letter. Vice Chair Sclipa asked Commissioner Palowoda if she would draft a letter and that she will revise it.

**7. ADJOURNMENT**

*Motion:*        *To adjourn the meeting.*

*Made by:*      *Commissioner Vernosky*

*Second:*      *Commissioner Palowoda*

*Vote:*         *Unanimous*

Vice Chair Sclipa adjourned the meeting at 7:04 p.m.

APPROVED