

City of Cottonwood
Historic Preservation Commission Regular Meeting Minutes
September 11, 2013, 6:00 P.M.
Council Chambers 826 N. Main Street, Cottonwood, Arizona 86326

1. CALL TO ORDER

Chairman Elinski called the meeting to order at 6:05 p.m.

2. ROLL CALL

Historic Preservation Commission Members Present:

Tim Elinski, Chairman
Ryan Bigelow

Glenda Farley

Karen Leff

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

3. APPROVAL OF MINUTES FOR AUGUST 14, 2013 MEETING

Motion: To approve the minutes from 08/14/2013 with corrections

Made by: Commissioner Bigelow

Second: Commissioner Tim

Vote: Unanimous

4. INFORMATIONAL REPORTS AND UPDATES FROM COMMISSIONERS:

Staff contacted by SHIPO in regards to CLG application.

5. CALL TO THE PUBLIC

No public comments.

OLD BUSINESS

6. CIVIC CENTER UPDATE

Commissioner Farley will meet with her cousin in the up-coming weeks to look at the Civic Center. Chairman Elinski provided a recap of the tour to update public.

7. HISTORIC HOME TOURS UPDATE

Chairman Elinski and Commissioner Bigelow got together to discuss how to begin the home tours here in Cottonwood, they are looking to meet with some home tours in Jerome to see how their program works. Commission discussed the types of tours that are currently being done in Clarkdale and Jerome.

NEW BUSINESS

8. DESIGN REVIEW EXAMPLES FROM OTHER CITIES

Staff provided Commission with various examples of other Cities design review guidelines. Commission provided feedback into the parts that they liked in each of the examples. Chairman Elinski asked Staff if they could come back with a rough draft for the Commission to go through. Staff mentioned that they could provide that once they get the feedback from the Commission in order to find out what needs to be in that rough draft. Commission discussed how much detail they wanted to get into, that some cities it was clear that they outsourced the development of their design review, and that may cause a need for a budget or funding at some point. Chairman Elinski mentioned to Commission that there is enough detail and examples provided that it could eliminate the need to outsource. Staff mentioned that they can work on coming up with something to bring back to Commission. Staff mentioned to Commission, with funding provided through the CLG program, they could potentially hire a consultant to create a design review guide, and the Commission could help to create more detailed historic design review guidelines specific to Cottonwood. Commission asked that this be brought back to next month's meeting.

9. PROPERTY LANDMARKING EXERCISE: CIVIC CENTER BUILDING

Staff provided a PowerPoint on developing historic context to Commission to show how to go about landmarking historical places, specifically the Civic Center. Chairman Elinski mentioned that we use the application that the Commission had looked at in previous meetings, to see how well the application functions on landmarking, since the Civic Center will be the first building that the Commission will landmark. This will allow the Commission to work out any bugs that the application may have.

10. **ADJOURNMENT**

Motion: ***To adjourn the meeting.***
Made by: ***Commissioner Leff***
Second: ***Commissioner Bigelow***
Vote: ***Unanimous***

Chairman Elinski adjourned the meeting at 6:59 p.m.