

**Official Minutes of the City of Cottonwood
Historic Preservation Commission Regular Meeting
Held, September 14, 2011, 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 6:02p.m.

2. ROLL CALL

Historic Preservation Commission Members Present:

Tim Elinski, Chairman

Annabel Sclipa, Commissioner

Greg Ruland, Vice Chairman

Karen Leff, Commissioner

Glenda Farley, Commissioner

Carol Anne Warren, Commissioner

Ryan Bigelow, Commissioner

Staff Members Present:

Charlie Scully, Community Development, Long Range Planner

Leslie Wager, Community Development Administrative Coordinator/Recorder

3. APPROVAL OF MINUTES – REGULAR MEETING OF AUGUST 11, 2011

Motion: ***To approve the minutes of August 11, 2011 as written***

Move: ***Vice Chairman Ruland***

Second: ***Commissioner Warren***

Vote: ***Unanimous***

4. INFORMATIONAL REPORTS AND UPDATES

Commissioner Sclipa stated the Old Town Association held their Board Retreat on Tuesday, September 13, 2011. A discussion on historic boundaries and which merchants would be included took place. The O.T.A is leaning towards the Historic Preservation Commission for coming up with the boundaries. Commissioner Sclipa added that the Centennial Events have been submitted to the Centennial Committee.

5. CALL TO THE PUBLIC

No public comments.

DISCUSSION ITEMS

6. Update from Staff and Chair regarding development of By-Laws for the Historic Preservation Commission.

Chairman Elinski stated the City Council has many Commissions beneath it and they all have By-Laws. Planner Scully will put together the By-Laws for this Commission. Planner Scully stated the By-Laws will be an outline of what this organization is, how meetings are ran, how to interact with the public, their applications and the City Council. Chairman Elinski added the By-Laws are also a guideline on how to conduct one's self at a meeting, the mechanics of a meeting and how to conduct self as a Commissioner. Planner Scully stated once the draft By-Laws are completed they will need to be reviewed and approved by the City Attorney then will be brought to Commission for any additional input.

Chairman Elinski addressed the Commission members stating being a member of the Commission is different from being a member of the public. Commission members need to work together and not as individuals. The Commission as a whole will have more power to make changes. If a Commission member has concerns, voice them to the Commission first so we can collectively approach the issue.

A lengthy discussion took place on actions that can be done as an individual, what actions need to be done as a Commission (Commissioner) and the fine line between the two.

Planner Scully stated there is time and patience needed to develop the Commission and to achieve the goals the Commission is striving for as a whole.

7. Review of communication procedures between the Commission and City Council and discussion of proposed letter to the City Council by Commission Member Annabel Sclippa regarding public relations programs.

Planner Scully stated a Council report, written by Staff, is needed to communicate with the City Council. Chairman Elinski stated Staff will create a package to request funds for printing costs for brochures and approval of the draft letters from Commissioner Sclippa for the paper. All information for the Council report will need to be given to Planner Scully who will create the Council report.

Further discussion took place on the proper way to send requests to the City Council and the process behind it, including giving all information to Staff first to distribute to the Commission for approval before sending to the City Council by the Chairman.

Commissioner Ruland requested the Commission authorize Chairman Elinski and Staff to gather the information provided by Commission members, create the Council report and take to the City Council for approval of the requested funds and publications. The Commission agreed as this would help expedite the request.

ACTION ITEMS

8. Discussion and Possible Action regarding establishment of a Sub-Committee to review and make recommendations to the Commission on the development of the Historic Preservation Ordinance and related technical documents.

Chairman Elinski stated he met with Planner Scully to discuss the need for a Sub-Committee. Dealing with the State Historic Preservation Office (SHPO) has proven difficult as they are currently short staffed and unable to return calls. A Sub-Committee would be able to work with Staff in dealing with SHPO to get the technical aspect done with the Certified Local Government (CLG). The Sub-Committee can then bring all the completed technical work to the Commission for review and approval.

A brief discussion took place and the Commission agreed a Sub-Committee would be a good idea.

Motion: *To nominate Chairman Elinski, Vice Chair Ruland and Commissioner Bigelow to serve on the Sub-Committee.*

Made by: *Commissioner Warren*

Second: *Commissioner Sclippa*

Vote: *Unanimous*

9. FUTURE AGENDA ITEMS

Commissioner Leff inquired if the City's National Historic Listing would be honored or treated as a concern by this Commission. Chairman Elinski stated yes and would like to see it as a discussion item on the next agenda. Commissioner Farley stated the City Website needs to be upgraded, as the first page should show off Cottonwood and promote tourism to the Historic District .

The Commission agreed the future agenda items will be as follows:

- Discuss City Website, promoting for Historic Preservation and National Historical Listing
- Review By-Laws
- Historic Preservation Ordinance, final draft vote
- General discussion regarding establishing overlay zoning district

10. ADJOURNMENT

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

Chairman Elinski adjourned the meeting at 7:42p.m.