

**Official Minutes of the City of Cottonwood
Historic Preservation Commission Regular Meeting
Held, October 12, 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 6:00p.m.

2. ROLL CALL

Historic Preservation Commission Members Present:

Tim Elinski, Chairman

Ryan Bigelow, Commissioner

Glenda Farley, Commissioner

Karen Leff, Commissioner

Annabel Sclipa, Commissioner

Vice Chairman Greg Ruland and Commissioner Carol Anne Warren were absent.

Staff Members Present:

Charlie Scully, Community Development, Long Range Planner

Leslie Wager, Community Development Administrative Coordinator/Recorder

3. APPROVAL OF MINUTES – REGULAR MEETING OF SEPTEMBER 14, 2011

Motion: ***To approve the minutes of September 14, 2011 as written***

Move: ***Commissioner Leff***

Second: ***Commissioner Bigelow***

Vote: ***Unanimous***

4. INFORMATIONAL REPORTS AND UPDATES

Planner Scully stated the Verde Valley Medical Center (VVMC) is looking into turning the old Catholic Church on Willard Street into a residential Hospice facility. Planner Scully stated he believes this is a historic building and VVMC is planning to preserve it. Commissioner Farley stated a 1980 survey did not show the building to be historic; the new addition was not fifty years old and is uncertain how much of the original building is still standing.

Planner Scully stated the Town of Clarkdale now has a Heritage Conservancy Board and has also formed a Historical Society with a museum at Town Hall. The museum is based on public involvement.

5. CALL TO THE PUBLIC

No public comments.

UNFINISHED BUSINESS

6. Historic Preservation Ordinance.

Chairman Elinski stated the sub-committee met on September 19, 2011 to go through the ordinance and then sent their comments to Planner Scully. The sub-committee agreed the Commission as a whole should approve the final draft. Planner Scully noted there has been more detail added and a couple new sections since the last time the Commission reviewed the ordinance. Commissioner Farley inquired once this Commission has approved the ordinance whose approval is needed next. Planner Scully stated the next approval would come from the Planning and Zoning Commission in reference to the zoning ordinance sections. Property owner notifications would be sent out before the City Council hearing of approval and then public notices and mailings to advise the property owners of approval. Chairman Elinski noted the City Council's review of the ordinance will include a first reading and a second reading. Thirty days after the second reading the ordinance will then become effective. Planner Scully stated the whole process will take several months.

Commissioner Farley suggested sending a copy of the 1999 survey page along with a letter stating the incentives and benefits of being in a historic district to all property owners. The letter can also state that a historical district can help preserve property and value.

Motion: To send the HPC Ordinance to the Planning and Zoning Commission for their review.

Made by: Commissioner Farley

Second: Commissioner Leff

Vote: Unanimous

7. Strategic Plan Update.

Planner Scully stated at the February 2011 meeting the Commission prioritized the strategic plan as follows (updates and discussion for each item):

1. Develop Historic Preservation Ordinance.

Planner Scully stated the final draft is completed for Commission to approve.

2. Work to qualify as a Certified Local Government.

Planner Scully stated after talking with the State Historic Preservation Office (SHPO) once the Historic Preservation Ordinance is approved then the Commission can apply for Certified Local Government (CLG), which will bring more resources and grants.

3. Establish procedures for listing properties on the National Register.

SHPO advised Planner Scully to hold off on the National Register as a State wide review will take place which leaves plenty of time to submit a property.

4. Maintain a system for the survey and inventory of local historic resources.

Planner Scully stated there are two different surveys of the Historic District, one from 1986 and one from 2000. The Commission needs to start working on background research. Commissioner Farley stated she already has a lot of information logged by addresses with pictures. All of the material is there; it simply needs to be put into a format. Chairman Elinski stated the Commission can gather all the background information, start with old surveys then move onto new buildings that would qualify, once all that information is formatted the Commission can obtain a grant to hire a professional to finalize.

5. Promote public involvement and community outreach.

Chairman Elinski believes the public relations articles for the newspaper will be approved.

8. Funding Opportunities Update.

Chairman Elinski met with City Manager, Doug Bartosh, and does not believe purchasing banners will be a problem. Chairman Elinski stated the City Manager said the Commission could spend two-hundred dollars on banners and that it could be handle administratively.

9. Banner and Banner Design for Commission Use.

Commissioner Farley suggested using only letters and two colors on the banner to make it easier to read. Commissioner Sclipa suggested the banner be no bigger than six feet long by two feet wide with black lettering and a yellow background with the possibility of a small picture of the Civic Center. Commissioner Sclipa requested to be able to review the design before the banner is ordered. The Commission decided to allow Commissioner Sclipa to come up with the banner design.

Motion: *To allow Commissioner Sclipa and Planner Scully to design and order the Historic Preservation banner(s).*

Made by: *Chairman Elinski*

Second: *Commissioner Bigelow*

Vote: Unanimous

10. Public Relations program request.

Chairman Elinski stated the City Manager liked the idea of having a public relations piece for Historic Preservation in the newspaper once a month. He only had two concerns with the project, to make sure the Commission does not editorialize too much and that not too much opinion versus facts is in the articles. Chairman Elinski stated the project needs to be brought before the City Council as an action to approve the concept. Then the project, each article, can go through the City Manager for approval administratively. Planner Scully stated the public relations project will be presented to the City Council on November 1st or at the latest November 15th. Commissioner Sclipa advised the Commission that she calls the property owners of the featured property she is writing about to gain their permission and have good references for the article.

Motion: To approve Commissioner Sclipa's Public Relations request as submitted.

Made by: Commissioner Bigelow

Second: Commissioner Leff

Vote: Unanimous

11. Historic Preservation Website presentation and discussion.

Planner Scully stated the City, Chamber of Commerce and Old Town Association are the only websites that provide information about Cottonwood. Planner Scully gave a slide show presentation of other municipalities' websites and their promotion of Historic Districts along with other information and events about their areas. The Commission agreed they would like the City Council to consider updating the City of Cottonwood's website, making it more user friendly and appealing. Commissioner Farley noted the website needs more pictures and links. Chairman Elinski stated the Commission could create a draft of what they would like the Historic Preservation page of the website to look like, added verbiage and pictures. The draft webpage could then be taken to City Council for formal recommendation. Commissioner Farley stated she will write a basic history, on the Civic Center for example, with a few paragraphs and some pictures for the Commission to review.

Motion: To have Chairman Elinski request that the City Council review and consider updating the City website.

Made by: Commissioner Farley

Second: Commissioner Sclipa

Vote: Unanimous

12. FUTURE AGENDA ITEMS

- Plan of action for reviewing past two surveys of the historic district.
- Discussion and possible example of plug in for the Historic Preservation page of the City website.
- Discussion of historic district perimeters and how to define them.

13. ADJOURNMENT

Motion: To adjourn the meeting

Made by: Commissioner Leff

Second: Commissioner Sclippa

Vote: Unanimous

Chairman Elinski adjourned the meeting at 7:55p.m.