

**Official Minutes of the City of Cottonwood
Historic Preservation Commission Regular Meeting
Held, November 9, 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. INTRODUCTION OF NEW MEMBER

Planner Scully introduced Connie Fisher, who will be replacing Carol Anne Warren on the Commission. Fisher is a Cottonwood resident who lives in a historic house. Fisher has been a graphic artist since 1972 and is also a musician and singer. Fisher stated she is pleased to be on the Commission.

3. ROLL CALL

Historic Preservation Commission Members Present:

Tim Elinski, Chairman

Karen Leff, Commissioner

Glenda Farley, Commissioner

Connie Fisher, Commissioner

Annabel Sclipa, Commissioner

Vice Chairman Greg Ruland and Commissioner Bigelow were absent.

Staff Members Present:

Charlie Scully, Community Development, Long Range Planner

Leslie Wager, Community Development Administrative Coordinator/Recorder

4. APPROVAL OF MINUTES – REGULAR MEETING OF OCTOBER 12, 2011

The incorrect minutes were distributed in the Commissioners packets. Approval of the October 12, 2011 minutes will be put on December's agenda.

5. INFORMATIONAL REPORTS AND UPDATES

No informational reports or updates given.

6. CALL TO THE PUBLIC

No public comments.

UNFINISHED BUSINESS

7. PROGRAM UPDATE

a) Historic Preservation Ordinance Update

Planner Scully stated the ordinance was sent to the Planning and Zoning Commission for their review on October 24, 2011. The P&Z Commission was pleased with the ordinance, however, would like to see more public outreach, of which they would be happy to sponsor. Planner Scully stated there will be a joint session with the City Council and the P&Z Commission in December 2011. At the joint session the concept of the public hearing process will be discussed.

b) Article Series Update

Commissioner Sclippa stated the City Council approved monthly publications of the Then and Now articles. Commissioner Sclippa stated that Dan Engler of the Verde Independent agreed to run one article each month through July 2012. Chairman Elinski stated the City Council would also like to see before and after photographs attached to each article. Commissioner Sclippa noted that before pictures are hard to place in the newspaper as they are typically very faded and will not show up. Commissioner Fisher volunteered to scan any old photos and use photo shop to enhance them for the newspaper articles.

Commissioner Sclippa inquired if the articles needed to be about buildings only, or could one be written about one of the bridges in Old Town. Planner Scully stated the bridges are historic so that would be fine, the Commission agreed.

c) CLG (Certified Local Government) Checklist

Planner Scully stated the checklist breaks down what needs to be included in the application, in the Historic Preservation Ordinance and the requirements to establish a commission. Planner Scully stated before the Commission can send a CLG application to SHPO (State Historic Preservation Office); the HPC Ordinance will need to be finalized and approved. Planner Scully stated public input is needed before the ordinance is approved.

NEW BUSINESS

8. HISTORIC RESOURCE INVENTORY AND SURVEY PROGRAM

Planner Scully provided summarized documents and guidelines the Commission will need to follow when conducting a historic inventory and survey. Planner Scully noted there are two types of inventories, one is Reconnaissance and the second is Intensive. Reconnaissance survey, which the Commission could accomplish, is also referred to as a "windshield survey" of driving around the community and noting the general distribution of buildings, structures, and neighborhoods representing different

architectural styles, periods, and modes of construction. Intensive survey, which would require obtaining a grant to hire a professional, is a close and careful look at the area being surveyed and is designed to identify precisely and completely all historic resources in the area.

Planner Scully stated the City would like to see the Reconnaissance survey completed to show how many buildings can qualify, how many buildings over fifty years old, etc. Planner Scully stated a consultant was hired to conduct the 1986 survey which only covered a portion of Cottonwood and a Main Street Program Survey was conducted in 2000 of the Historic District in Old Town.

Chairman Elinski stated he felt the reconnaissance survey would be a good place for the Commission to start. Commissioner Leff stated she would like to see the Commission start with one neighborhood, gather all the information then move on to another neighborhood, so that the Commission does not get overwhelmed.

The Commission discussed several options of mapping out sections for each member to survey and where they would like to start. Planner Scully stated it would be best to start with the windshield survey of subdivisions/neighborhoods. Commissioner Farley volunteered to go over the old 1986 survey to see if any buildings have been altered, removed, no longer meet the criteria for historic standards or have a different address now.

9. FUTURE AGENDA ITEMS

Look at map of City to divide into sections and start windshield survey.

10. ADJOURNMENT

Motion: To adjourn the meeting

Made by: Commissioner Sclippa

Second: Commissioner Leff

Vote: Unanimous

Chairman Elinski adjourned the meeting at 7:41p.m.