

City of Cottonwood
Historic Preservation Commission Regular Meeting Minutes
November 13, 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 6:01 p.m.

2. ROLL CALL

Historic Preservation Commission Members Present:

Tim Elinski, Chairman	Annabel Sclipa, Vice Chair	Glenda Farley
Karen Leff	Ryan Bigelow	Marie Palowoda

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 SEPTEMBER 11, 2013 MEETING

Motion: *To approve the minutes from 09/11/2013*

Made by: *Commissioner Elinski*

Second: *Commissioner Palowoda*

Vote: *Unanimous*

4. INFORMATIONAL REPORTS AND UPDATES FROM COMMISSIONERS:

Staff gave commission an update on the CLG status, as of now SHPO is getting the packet together to send off to the National Park Service.

5. CALL TO THE PUBLIC

No public comments.

OLD BUSINESS

6. HISTORIC HOME TOURS PROGRAM- Update

Chairman Elinski and Commissioner Bigelow discussed what they have been working on in the subcommittee. Commissioner Bigelow had gotten some information from other

cities/towns and how they do home tours. A way that home tours may work for Cottonwood would be to hook it onto an established event such as Walkin' on Main. Commissioner Bigelow also had mentioned that they should mix up the tour, so that it is not the same houses/businesses that are being shown every year. Since everyone does them differently and home tours are tailored like that, Commissioner Bigelow and Chairman Elinski also mentioned insurance, and marketing, and finding out how some of these other places handle that. The subcommittee will continue to update commission with new information and progress.

NEW BUSINESS

7. **DISCUSSION REGARDING STUDENT PROJECT AT MOUNTAIN VIEW PREPARATORY ACADEMY**

To come back to commission on December 11, 2013 meeting.

8. **DISCUSSION AND SELECTION OF DESIGN REVIEW GUIDELINES FORMAT**

Staff presented the commission with a historic preservation design guidelines. After reading through the cities that the commission liked, Staff compiled a guideline for the commission to fill in that would be specific to Cottonwood. Chairman Elinski was thinking that himself and other commissioner(s) along with Staff could work together to fill in/design the guidelines, this would be a subcommittee to allow more focus to be put into the design review guidelines and bring back to the commission the progress on the guidelines for approval and input. The committee formed will be Commissioner Sclippa, Chairman Elinski, and Berrin Nejad. The design review guidelines should meet the National Standard with the Secretary of the interior; unlike some of the other cities that were viewed the Chairman wants this to flow with the Cottonwood Design Review Guidelines.

9. **PROPERTY LANDMARKING EXERCISE: CIVIC CENTER BUILDING**

Chairman Elinski asked Commissioner Farley if there were any quirks with the application, Commissioner Farley said that there needs to be more lines added, which she had mentioned in meetings before. Commissioner Farley also added the Legal Description onto the application as this would be information that would assist with the location of the property that is looking to be landmarked. Staff will get the document updated with the changes that Commissioner Farley indicated and will get it set up electronically on the City Website.

Motion: ***To approve landmarking application with indicated changes.***

Made by: ***Commissioner Leff***

Second: ***Commissioner Sclippa***

Vote: ***Unanimous***

10. ADJOURNMENT

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

Chairman Elinski adjourned the meeting at 6:51 p.m.

APPROVED