

**City of Cottonwood**  
**Historic Preservation Commission Regular Meeting**  
**Minutes**  
**November 18, 2015 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 6:00 p.m.

**2. ROLL CALL**

**Historic Preservation Commission Members Present:**

Tim Elinski, Chair      Glenda Farley      Ryan Bigelow  
Karen Leff              Marie Palowoda

**Historic Preservation Commission Members Absent:**

Annabel Sclipa Vice Chair      Christian Vernosky

**Staff Members Present:**

Berrin Nejad, Community Development Director  
Charlie Scully, Community Development Planner  
Tyler Roberts, Community Development Assistant Planner

**3. APPROVAL OF MINUTES FOR OCTOBER 14, 2015 MEETING**

**Motion:**              *To approve the minutes from 10/14/2015*

**Made by:**            *Commissioner Palowoda*

**Second:**            *Commissioner Leff*

**Vote:**                *Unanimous*

**4. INFORMATIONAL REPORTS AND UPDATES**

1.) Historic Home Tour Update-Ryan Bigelow and Tim Elinski updated commission on the outcome of the tour.

**5. CALL TO THE PUBLIC**

No comments.

**6. NEW BUSINESS**

- a. **HISTORIC PRESERVATION SMALL GRANT PROGRAM REQUIREMENTS-** Staff Planner Scully made a brief presentation on the small grant program requirements. Chairman Elinksi thought that the form that Scully prepared looked good. Would like to vote on this, commissioners to send comments to staff in two weeks. All the documents (application, form, etc.) come back to the commissioner at the next meeting (December 9, 2015) for the commission to vote on it. Commissioner Farley mentioned that a press release can be done to inform the public on the matching funds. Chairman Elinksi responded if there is a maximum amount, it will depend on the home tour's success in a given year. Chairman Elinksi thinks that the money should go to one recipient. Commissioner Palowoda thinks that the funds should be divided to more than one owner. Commissioner Farley mentioned that the "Landmark Certificate" for landmarked properties, the owners should have one so that they can place it on the window, or somewhere else within the building. Staff to work on a certificate.

**7. ADJOURNMENT**

***Motion:***            ***To adjourn the meeting.***

***Made by:***        ***Commissioner Bigelow***

***Second:***        ***Commissioner Palowoda***

***Vote:***            ***Unanimous***

The meeting was adjourned at 6:52 p.m.