

**SUMMARY REPORT  
OF ACTION TAKEN AT THE DECEMBER 14, 2011 REGULAR MEETING OF  
THE COTTONWOOD HISTORIC PRESERVATION COMMISSION**

This summary is a statement of discussions and action taken by the Historic Preservation Commission of the City of Cottonwood, Arizona, at their regular meeting, pursuant to A.R.S. § 38-431.02 (D); and provided as required by A.R.S. § 38-431.01 (D).

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**CALL TO ORDER**

Chairman Elinski called the meeting to order at 6:01 p.m.

**ROLL CALL**

Historic Preservation Commission Members Present

Tim Elinski-Chairman	Karen Leff	Ryan Bigelow
Greg Ruland, Vice Chairman	Connie Fisher	Glenda Farley

Commissioner Sclippa was absent

Staff Members Present

Charlie Scully, Community Development Long-Range Planner  
Leslie Wager, Community Development Administrative Coordinator/Recorder

**APPROVAL OF MINUTES FROM OCTOBER 12, 2011**

***Motion:***            ***To approve the minutes from 10/12/11 as written.***

***Made By:***        ***Commissioner Leff***  
***Second:***        ***Commissioner Farley***

**APPROVAL OF MINUTES FROM NOVEMBER 9, 2011**

***Motion:***            ***To approve the minutes from 11/9/11 as written.***

***Made By:***        ***Commissioner Leff***  
***Second:***        ***Commissioner Farley***

**INFORMATIONAL REPORTS AND UPDATES**

A brief summary of current events by Chair, Commission Members, and/or Staff. (The public body does not propose, discuss, deliberate, or take legal action on any matter brought up during this summary unless the matter is properly noticed for legal action.)

**CALL TO THE PUBLIC**

This is the time for the public to comment on any matter that does not appear on the agenda. Commission Members may not discuss items not identified on the agenda. Action taken as a result of public comment will be limited to directing Staff to study the matter, responding to criticism, or scheduling the matter for consideration at a later date. Comments are limited to five minutes for each person.

**UNFINISHED BUSINESS**

**HISTORIC RESOURCE INVENTORY AND SURVEY PROGRAM**

Planner Scully stated there has been no progress since the last meeting as he is still waiting for technical support to get the mapping system up and running. The Commission further discussed the program and process for collecting data.

**NEW BUSINESS**

**PROPOSED BY-LAWS**

Planner Scully stated adoption of the By-Laws is standard procedure for all Commissions. The Commission reviewed the By-Laws and will adopt them in January.

**PRESERVATION TERMINOLOGY AND TREATMENTS FOR HISTORIC PRESERVATION**

Planner Scully gave a slide show presentation of information collected from the National Parks Service and the State Historic Preservation Office. The Commission had further discussion.

**HISTORIC REHABILITATION ISSUES AND RESOURCES**

Planner Scully provided the ten standards for rehabilitation. The Commission stated they would like to add more detailed standards.

**ADJOURNMENT**

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

***Made By: Vice Chairman Ruland***

***Second: Commissioner Leff***

***Vote: Unanimous***

Chairman Elinski adjourned the meeting at 7:22p.m.