



**CITY OF COTTONWOOD
HISTORIC PRESERVATION COMMISSION
COUNCIL CHAMBERS -- RIVERFRONT
1086 Riverfront Dr.
Cottonwood, Arizona 86326**

**SUMMARY MINUTES & ACTION REPORT
SPECIAL MEETING
Thursday, January 25, 2024
6:00 p.m.**

I. CALL TO ORDER

Chairman Collins called the meeting to order at 6:00 p.m.

A. Roll Call

Commission Members Present

Commissioner Monell
Commissioner Edwards
Vice Chair Detjen
Chairman Collins

Commission Members Absent

Commissioner Former
Commissioner Garrison

Staff Members Present

Scott Ellis, Community Development Director
Tina Hayden, Community Development Planner
Charlotte Page, Recorder

B. Approval of Minutes: November 29, 2023 Regular Meeting.

Motion: Motion to approve.

Made by: Chairman Collins

Second: Vice Chair Detjen

Unanimously carried.

C. Election of Chair

Motion: All in favor of keeping Chairman Collins as Chair for another year

Made by: Chairman Collins

Unanimously carried.

D. Election of Vice Chair

Motion: All in favor of keeping Chairman Collins as Chair for another year

Made by: Vice Chair Detjen

Unanimously carried.

II. INFORMATIONAL REPORTS AND UPDATES:

Planner Hayden introduced the new commissioners. Commissioners Monell and Commissioner Edwards each gave some information about their backgrounds.

Planner Hayden also announced that on December 18, 2023 the Planning and Zoning Commission had recommended approval to the City Council for the General Plan update draft.

III. CALL TO THE PUBLIC: NONE

IV. OLD BUSINESS: NONE

V. NEW BUSINESS: NONE

VI. DISCUSSION ITEMS:

1. 2023 Historic Preservation Conference Report

Planner Hayden showed a PowerPoint review of the Historic Preservation Conference she attended with information regarding federal, state, and local statutes that apply to archeological survey requirements.

2. Historic Preservation 2024-2026 Strategic Plan

Planner Hayden reviewed how the Certified Local Government (CLG) requires action to maintain the status with State Historic Preservation Office (SHPO). One of these requirements is for the Commission to create a strategic plan that will ultimately be sent for review and approval by City Council.

Action item: Chairman Collins said Commissioners should email their ideas to staff and the draft will be discussed at the February meeting.

3. 2024 Cottonwood Historic Property Tour

Vice Chair Detjen volunteered to lead the committee. Commissioner Monell and Commissioner Edwards will join her.

VII. ADJOURNMENT: 6:53 p.m.

Notice is hereby given that pursuant to A.R.S. subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Planning and Zoning Commission are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. have been waived.

Information on the above agenda items may be obtained in person from the Community Development Department, 111 N. Main Street in Cottonwood, or by calling (928) 634-5505.

A verbal comment period will be provided during each hearing item. The Chair may impose a time limit on each speaker. The Commission will not consider written materials submitted less than three working days before the meeting.

Pursuant to A.R.S. § 38-431.02(B) the Commission may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney.

The Cottonwood Council Chambers and Cottonwood Recreation Center are accessible to the handicapped in accordance with Federal "504" and "ADA" laws. Those with needs for special typeface print or hearing devices may request these from the Planning Technician at 634-5505 (TDD 634-5526). All requests must be made at least 24 hours before the meeting.

Members of the Historic Preservation Commission will attend either in person or by telephone conference call.