



**CITY OF COTTONWOOD  
HISTORIC PRESERVATION COMMISSION  
COUNCIL CHAMBERS -- RIVERFRONT**

1086 Riverfront Dr.  
Cottonwood, Arizona 86326

**SUMMARY MINUTES & ACTION REPORT  
REGULAR MEETING**

Thursday, March 27, 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 Garrison  
Commissioner Monell  
Commissioner Edwards  
Vice Chair Detjen  
Chairman Collins

**Commission Members Absent**

Commissioner Former

**Staff Members Present**

Tina Hayden, Community Development Planner  
Charlotte Page, Recorder

**B. Approval of Minutes:** January 25, 2024 Regular Meeting.

*Motion: Move to approval of the minutes from January 24, 2024 from the Historic Preservation Commission Special Meeting.*

*Made by: Vice Chair Detjen*

*Second: Commissioner Monell*

*Unanimously carried.*

*Commissioner Garrison abstained. She was absent from the January 25, 2024 meeting.*

**C. Election of Chair and Vice Chair**

*Motion: Move to elect the Chair and Vice Chair, so I nominate the Chair as Dave Collins.*

*Made by: Vice Chair Detjen*

*Second: Commissioner Edwards*

Commissioner Garrison asked if Chairman Collins desired to remain in the position and Chairman Collins said he would.

*Unanimously carried.*

***Motion: Move to elect, or re-elect Vice Chair Detjen.***

***Made by: Chairman Collins***

***Second: Commissioner Monell***

*Unanimously carried.*

- II. INFORMATIONAL REPORTS AND UPDATES:** Planner Hayden said City Council appointed Bob Rothrock to the Planning and Zoning Commission to serve a partial term. There will be a solar eclipse viewing party on April 8, 2024 from 10:00 - 12:00 a.m., at the Riverfront Skate Park. She said the eclipse will be at max (68%) in this location at 11:22 a.m.

**III. CALL TO THE PUBLIC: NONE**

**IV. OLD BUSINESS: NONE**

**V. NEW BUSINESS: NONE**

**VI. DISCUSSION ITEMS: NONE**

**1. Cottonwood Historic Property Tour Committee**

Vice Chair Detjen said she and Commissioner Monell recently toured Old Town and are developing participants. Planner Hayden said the prohibition theme is developing and the date is proposed for November 9, 2024; the date will need to be confirmed with Parks and Recreation Department. Committee meetings are being held monthly leading up to the event.

**2. Landmarking Committee**

Chairman Collins said the Landmarking Committee plans to do some canvassing in April and will have a report at the next meeting.

**3. Historic Preservation 2024-2026 Strategic Plan**

Planner Hayden presented a series of proposed initiatives generated from the current and proposed draft of the City's General Plan, input from Commissioners and Director Ellis, and a recent Historic Preservation workshop she attended.

The Commission reviewed and discussed the list, narrowing it down to 14 items. Planner Hayden said the goal is to have a draft strategic plan to be approved by the Commission and then forward the proposed draft to Council for approval within the next few months.

**VII. ADJOURNMENT: 7:34 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.*

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*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.*

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*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.*

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*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.*

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*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.*

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