



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

1083 E. Riverfront Dr.  
Cottonwood, Arizona 86326

**SPECIAL MEETING MINUTES**

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 those in favor of keeping Chairman Collins in the spot for another year*

*Made by: Chairman Collins*

*Unanimously carried.*

**D. Election of Vice Chair**

*Motion: All those in favor of Commissioner Detjen as Vice Chair*

*Made by: Chairman Collins*

*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.

Commissioner Edwards said that he has attended this conference in the past and asked about the City sponsoring Commissioners for the registration fee.

Director Ellis said that he is open to having more discussion about the possibility.

**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. Planner Hayden said the Commission will draft a Strategic Plan to support the CLG Status and will need to address the objectives and recommending actions for the plan.

Director Ellis said the Council's Strategic Plan will have some portions that can be used to help with drafting the Historic Preservation Commission Strategic Plan.

Vice Chair Detjen said the report should include preservation of the green space behind the City buildings currently used for events like farmer's market. She said there should be a task force formed to study parking.

Director Ellis said the study will be pursued as part of the Old town Master Plan which will allow residents and businesses an opportunity to participate.

Chairman Collins said he would like to see a walking tour emerge with simple QR Codes that are supported by online information for historic sites in Old Town.

Director Ellis said the draft needs to be presented to Council; it should start taking shape at the February meeting and the Commission will have a couple of months to give input and review the draft. Planner Hayden said the notes will be compiled based on Commission input and she plans to have a rough document for the March meeting and wants the recommended draft to be submitted to Council by May of this year.

Action item: Chairman Collins said Commissioners should email their ideas to staff and the draft will be discussed at the February meeting. Director Ellis said Commissioners can email staff or bring ideas directly to 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.

Planner Hayden said the date is usually set to coincide with the Walking on Main event. Director Ellis said that event is usually on the 2<sup>nd</sup> Saturday in November.

Chairman Collins said the Home Tour is an important contribution of the Commission to the town. He said the committees are limited to 3 participants from the Commission.

Chairman Collins asked if there is a list of the landmarked properties that can be shared with the new Commissioners. Planner Hayden said the landmark list that is on the website needs updated and the recent property survey can be sent to the new Commissioners.

Vice Chair Detjen said she has a list of properties in Old Town that may participate in the tour.

Planner Hayden said she will help set meetings for the three committee members monthly to work on details, she said staff will help with recruiting citizen volunteers, graphics can be projected by staff.

Chairman Collins asked for the Historic Preservation Commission's two committees, Property Tour and Landmarking, to be discussion items on the next few meetings.

Chairman Collins said he would like more information about obtaining a SHPO Grant this year.

Director Ellis said the Historic Preservation Commission's Strategic Plan will help set priorities for any funds that may be granted and will give an overview of prior projects and future priorities.

**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.*

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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.*