



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

1086 Riverfront Dr.  
Cottonwood, Arizona 86326

**REGULAR MEETING MINUTES**

Thursday, April 24, 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  
Chairman Collins

**Commission Members Absent**

Commissioner Former  
Vice Chair Detjen

**Staff Members Present**

Director Ellis, Community Development Director  
Tina Hayden, Community Development Planner  
Evette Skerrett, Deputy Clerk

**B. Approval of Minutes:** January 25, 2024 Special Meeting and March 27, 2024 Regular Meeting.

*Motion: Motion to approve the minutes from January the 25<sup>th</sup>, 2024 and March 27, 2024.*

*Made by: Commissioner Garrison*

*Second: Commissioner Edwards*

*Unanimously carried.*

**II. INFORMATIONAL REPORTS AND UPDATES:** Planner Hayden said the City Council will hold a public hearing on the General Plan update on Tuesday, May 7, 2024 at 6:00 p.m., at Council Chambers – Riverfront. Comments on the plan can be sent to [planning@cottonwoodaz.gov](mailto:planning@cottonwoodaz.gov) by noon on Monday, May 6, 2024.

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

#### IV. OLD BUSINESS: NONE

#### V. NEW BUSINESS:

1. **2024-2026 Historic Preservation Strategic Plan (HPSP) Draft.** Consideration of the proposed draft of the 2024-2026 Historic Preservation Strategic Plan and recommendation to the City Council.

Planner Hayden presented a draft copy of the plan. If the Commission chooses to recommend the plan, it may be presented to City Council in May.

Commissioner Edwards asked about the project timeline and suggested additional data be included in the plan. Commissioner Edwards suggested additional maps showing the existing overlay areas with possible identification of transitional areas, a list of buildings on the National Historic Register, and development of a listing for available local resources and recent studies that would be pertinent.

Director Ellis said this is the first effort of this Commission to develop a Strategic Plan and he was in favor of including more detail if the Commission agrees with suggested content.

Planner Hayden suggested the item be tabled by motion.

The Commissioners agreed with additional review and possible revisions to the plan which could be presented at the next meeting.

Commissioners planned to make submissions to Planner Hayden prior to the next meeting, and review the updated draft for discussion with additional inclusions.

Chairman Collins called for a motion.

***Motion: Motion to table the HPC Strategic Plan draft for 2024-2026, for further discussion at the next HPC Meeting.***

***Made by: Commissioner Garrison***

***Second: Commissioner Monell***

*Unanimously Carried*

## **VI. DISCUSSION ITEMS:**

### **1. Cottonwood Historic Property Tour**

Planner Hayden said the committee will be moving forward with a sponsor packet for recruiting, the next committee meeting will be on May 7, 2024 from 2-3 p.m., and the group is developing a tour map.

The prohibition theme will carry through to the tiered sponsorship opportunities with named tiers; bootleggers tunnel, top-shelf, and Al Capone.

Tricia Lewis, Tourism and Economic Development Director for the City of Cottonwood, will be assisting with advertising, social media, and swag costs.

Planner Hayden is planning a public service announcement to promote public participation. Commissioner Monell said she would like a prospect list for sponsors

### **2. May – National Preservation Month**

Planner Hayden said this item is for awareness, and possible staff direction. Possible promotion of the fall property tour was suggested with acknowledgement of the National Preservation Month in a Chamber of Commerce newsletter.

### **3. Discussion regarding proposed project for the Arizona SHPO Pass-through application submittal.**

Planner Hayden reviewed a copy of the current grant application. The last project was a survey and inventory of the residences within the Old Town Special Planning Area. A project needs to be proposed for completion of the grant application and staff seeks Commission direction on which project to propose. An archeological survey or the development of a cultural sensitivity map were discussed as potential projects. Staff will be requesting approval from City Council to submit the application to SHPO.

### **4. Certified Local Government (CLG) Update**

Planner Hayden said Cottonwood is currently certified as a CLG, the Strategic Plan will be a component of compliance for the CLG status, and an annual update of commissioner resumes is also required.

### **5. Landmarking Committee**

Chairman Collins asked for staff to have the item included on the next agenda.

## **VII. ADJOURNMENT: 6:46 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.*