

**DATE:** November 15, 2024  
**TO:** Mayor and City Council Members  
**FROM:** Tom Whitmer, Acting City Manager  
**SUBJECT:** Acting City Manager's Bi-Weekly Report for the Week Ending 11/15/2024



## [Parks, Recreation, Library](#)

### Parks & Spectrum Collaboration

The Parks, Trails, and Community Enrichment Coordinator, Robert Gonzales, collaborated with Spectrum to organize a weekly volunteer project. Every Wednesday, the Spectrum group will help clean and maintain our trails under the guidance of Robert and the Spectrum Supervisor. This week, they focused on cleaning the perimeter fence line at the Community Garden and the trail system located directly behind it.



### Arizona State Trails Symposium

On October 25 & 26, The Network for Arizona Trails held its annual Summit for AZ Trails at the Cottonwood Community Clubhouse. The Network for Arizona Trails (NAZT) is a broad collaborative of non-motorized and motorized trail builders, planners, managers, advocates, and supporters that seeks to elevate trail recreation throughout our State and communities, with the Summit being the biggest annual gathering of everyone throughout the state. This two-day event held collaborative activities and discussed the inner workings of how trails throughout the state are being developed with the goal of connecting all of Arizona to their outdoor spaces. Cottonwood was very pleased to host this event for our second time and is proud to be the destination of choice for such an event. For more information, please click on the link <https://www.networkforaztrails.org/>



### Walking on Main Recap

On Saturday, November 9, the City of Cottonwood held the 16th annual Walkin' on Main event in Old Town Cottonwood. This year's event was another great success, as a large number of attendees enjoyed live music, wine tastings with the Verde Valley Wine Consortium, a car show hosted by Red Rock Collision, art exhibits, vendors, and much more! Thank you to Jennifer Griffin, State Farm Agent, for sponsoring this event!



### Winter Break Camp

Join us for Winter Break Camp at the Cottonwood Youth Center! Registration is now open for both camp sessions at \$100 per child per session. This program is open to children in grades K-8. To register, please visit <https://secure.recl.com/AZ/cottonwood-az/catalog>. If you have any questions, please get in touch with Dana Dowell at [ddowell@cottonwoodaz.gov](mailto:ddowell@cottonwoodaz.gov). Please see the attached flyer.

### Bookmarks Friends of the Library Donation

We are thrilled to announce an incredible gift from the Bookmarks Friends of the Library, who recently donated \$17,000 to bring brand-new seating to the Cottonwood Public Library. These chairs, crafted from high-grade hospital vinyl, are modern, vibrant, and easy to clean and maintain, ensuring a safer, more welcoming environment for all our patrons. Thanks to this generous contribution, our library space has been transformed.

A heartfelt recognition goes to Robert Gonzales from Parks and Recreation and the diligent Adult Probation team, who spent their morning putting together and organizing the new chairs. Your collaboration and dedication are greatly valued, enhancing this area for everyone who comes by. We appreciate all your efforts in turning this vision into reality.



### Science Vortex Hosts Micro: Bit coding Workshop

The Cottonwood Public Library extends a heartfelt thank you to Laurie Altringer from the Science Vortex for hosting a workshop on Micro: Bit coding on Wednesday, November 6th. Thanks to a generous grant funded by YWCA, Intel, SRP, and Verde NRCDC, children ages 9 to 17 had the opportunity to use Micro: Bit programming kits to learn about coding and electronics while working on exciting projects! To learn more about future collaborations between the Cottonwood Public Library and the Science Vortex, please call us at 928-340-2788.



### Cottonwood Public Library Takes Kids to Disc Golf Course

On Saturday, November 2, the Cottonwood Public Library took 4 kids out to the Disc Golf course at Riverfront Park to give them a fun, beginner introduction to Disc Golf. These kids enjoyed completing the first 14 holes while learning the basics of disc golf and good sportsmanship skills together. Each participant received a beginner set of discs to keep so they could continue their new hobby.



### Cottonwood Public Library's Youth Services Department

The Cottonwood Public Library's Youth Services department was fortunate to receive a grant from the ALA in association with the Arizona Center for Rural Health for a second year of our "Get Out " program. This program takes youths ages 11-18 on different outdoor experiences to improve their physical and mental health, foster resiliency and self-reliance, and create social connections.

Do you have a passion or skill that you would like to share? The Cottonwood Public Library is continuing our Get Out program and is searching for exciting new experiences for the youth in our community. For more information or to make inquiries, please contact the Youth Services Department at the Cottonwood Public Library.

## Public Works

### Cottonwood St. Drainage Improvements

The Cottonwood Street Drainage Improvements project was successfully completed on Tuesday, November 12. Key elements of the project included the installation of six new driveway culverts and the creation of a new drainage swale along the north side of Cottonwood Street between Willard Street and 6th Street. To minimize disruption for residents, the City's contractor worked on an expedited schedule, completing the project in just one week. Thanks to efficient planning and execution, the project was finished under budget, resulting in \$10,000 in savings compared to the original contract amount.



## Community Development

### General Plan Approved

On November 5, voters in Cottonwood approved the 2024 General Plan (Proposition 480). The City Council adopted the plan on June 4, following a year-and-a-half review process. It can be found on the City's website at <https://www.cottonwoodaz.gov/157/Community-Development>.

### Planning & Zoning Commission

The Planning and Zoning Commission will meet on Monday, November 18, at 6:00 PM in the Council Chambers-Riverfront, located at 1083 E. Riverfront Road. Please see the attached agenda.

### Historic Preservation Commission

The Historic Preservation Commission will meet on Wednesday, November 20, at 6:00 PM in the Council Chamber-Riverfront, located at 1083 E. Riverfront Road. Please see the attached agenda.

## Tourism & Economic Development

### SHOP Cottonwood Newsletter

The latest issue of the SHOP Cottonwood Newsletter for 2024 was distributed on November 13, by the Tourism & Economic Development Department. We look forward to continuing to provide informative material for our local businesses and the community at large. To read this week's issue or to subscribe to receive future issues, please visit <https://mailchi.mp/0e49ec18daed/shopcottonwood>.

### Love Cottonwood Volunteer Day

The City of Cottonwood has partnered with Project Rising Hope to organize the first Love Cottonwood Volunteer Day on November 23. Community members who sign up to volunteer will gather at the Cottonwood Recreation Center at 9:00 AM. We will be hosting a Kick-Off Event to celebrate and then leave from there to our respective projects to serve our community. Please visit [lovecottonwood.com](http://lovecottonwood.com) to sign up for a volunteer project and follow their Facebook page [@LoveCtwd](https://www.facebook.com/LoveCtwd) to stay informed. Please see the attached flyer.

If you have any questions, please don't hesitate to reach out.

Thank you.

**Tom Whitmer**  
**Acting City Manager**

#### **Attachments:**

Winter Break Camp Flyer

Planning & Zoning Commission Meeting Agenda

Historic Preservation Commission Meeting Agenda

Love Cottonwood Volunteer Day Flyer

# WINTER CAMP

COTTONWOOD YOUTH CENTER  
215 E PIMA ST

**GRADE:  
KINDER-  
8TH**

## ACTIVITIES

CRAFTS, GAMES, HIKING,  
SWIMMING, ROCK WALL, PARKS



Session 1- Dec. 23rd, 24th, 26th ,27th  
Session 2- Dec 30th, 31st, Jan 2nd, 3rd

**REGISTRATION IS NOW OPEN  
STUDENTS MUST BE  
REGISTERED TO ATTEND**



Scan me to register!



"Inspiring a Vibrant Community"

PLANNING & ZONING COMMISSION

1083 E. RIVER FRONT ROAD COTTONWOOD, AZ 86326

Monday, November 18, 2024 6:00 PM cottonwoodaz.gov Regular Meeting of the Planning and Zoning Commission

I. CALL TO ORDER

- 1. Roll Call
2. Approval of the October 21, 2024 Planning and Zoning Commission Regular Meeting Minutes

II. INFORMATIONAL REPORTS AND UPDATES:

A brief summary of current events by Chairperson, Commission members, and/or Community Development Director. (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).

lii. NEW BUSINESS:

- 1. DR-24-010 - CONTRACTOR'S STORAGE YARD
2. CUP-24-012 - A REQUEST FOR A CONDITIONAL USE PERMIT TO ALLOW A FENCE HEIGHT OF 9 FEET 8 INCHES IN A C-1 ZONE.

IV. 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. Pursuant to A.R.S. § 38-431.01(H), 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 three minutes for each person.

V. ADJOURNMENT:

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 City Council 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 Riverfront Council Chambers 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 Community Development Admin 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 Planning Commission will attend either in person or remotely.





"Inspiring a Vibrant Community"

**HISTORIC  
PRESERVATION  
COMMISSION**

**RIVERFRONT COUNCIL  
CHAMBERS  
1083 E. RIVERFRONT ROAD  
COTTONWOOD, AZ 86326**

Wednesday, November 20,  
2024

6:00 PM

[cottonwoodaz.gov](http://cottonwoodaz.gov)

Regular Meeting of the Historic Preservation Commission

**I. CALL TO ORDER:**

- 1. Roll Call

**II. APPROVAL OF MINUTES**

- 1. [APPROVAL OF MINUTES --OCTOBER 23, 2024](#)

**III. INFORMATIONAL REPORTS AND UPDATES:**

*A brief summary of current events by Chairperson, Commissioners, and/or the Community Development Director. (The public body does not propose, discuss, deliberate, or take legal actions on any matter brought up during this summary unless the matter is properly noticed for legal action.*

**IV. OLD BUSINESS:**

**V. NEW BUSINESS:**

**VI. CALL TO THE PUBLIC:**

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**VII. DISCUSSION ITEMS:**

- 1. [DISCUSSION OF Z-24-010--AMENDMENT TO THE CITY OF COTTONWOOD ZONING ORDINANCE REGARDING SECTION 310 APPEALS PROCESSES](#)
- 2. NOVEMBER 9, 2024 COTTONWOOD HISTORIC PROPERTY TOUR RECAP.
- 3. [RAFFLE TICKET DRAWINGS FOR THE CHPT FUNDRAISING RAFFLE DURING WALKIN' ON MAIN](#)

**VIII. ADJOURNMENT:**

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Members of the Historic Preservation Commission will attend either in person or remotely.

# Love Cottonwood

## YOU ARE INVITED TO OUR CITY WIDE VOLUNTEER DAY!

### PICK A PROJECT AND REGISTER AT [LOVECOTTONWOOD.COM](http://LOVECOTTONWOOD.COM)

#### KICK OFF EVENT

Volunteers are needed for set-up, greeting, food and refreshment team, dancing and celebrating!



PROJECT #1  
Holiday Cards for Seniors



PROJECT #2  
Jail Trail Clean up



**WHEN:** NOV 23RD | 9 AM  
**WHERE:** COTTONWOOD REC CENTER  
150 S. 6TH STREET  
COTTONWOOD, AZ  
[LOVECOTTONWOOD.COM](http://LOVECOTTONWOOD.COM)

