

DATE: November 22, 2023
TO: Mayor and City Council Members
FROM: Scotty Douglass, City Manager
SUBJECT: City Manager's Report – Week Ending – 11/24/23



Office Closures and Departmental Updates for Thanksgiving – The City of Cottonwood administrative offices will be closed from November 23-24, 2023, in observance of Thanksgiving.

The Cottonwood Public Library will be closed from November 23-24, 2023, and will reopen on Saturday, November 25 at 9 a.m.

The Cottonwood Recreation Center will be closed on Thursday, November 23. The REC will be open on Friday, November 24 and will operate according to the following adjusted schedule:

Fitness center: 4:30 a.m. – 8 p.m.

Indoor pool: 9 a.m. – 4 p.m.

Group exercise classes: Canceled

Cottonwood Area Transit (CAT) and Verde Shuttle will not be offering bus service and offices will be closed on Thursday, November 23. Regular bus service will return on Friday, November 24, however CAT administrative offices will remain closed for the day.

Public Safety will be working regular hours and emergency utility personnel will be on-call and available. Call (928) 634-0186 to contact emergency utility personnel after business hours, on weekends, and holidays.

The City of Cottonwood thanks you for your understanding as our staff enjoys the holiday in the company of their family and friends. The entire team at the City of Cottonwood wishes you a safe and happy Thanksgiving.

Transportation Alternatives Grant – In September and August of this year, Public Works applied for a Transportation Alternatives grant from FHWA through ADOT to seek funding to complete the ADA sidewalk ramps, driveways and enhanced pedestrian lighting at the crosswalks on Main Street from 10th Street to SR 89A. On Friday November 17, the State Transportation approved the TA grants recommended by the selection committee including \$1.46M for our project. The City will be responsible for the 5.7% Federal match of \$81k. ADOT will advertise the project and administer construction in FY 25. Completion of this project will help further the City's goal of reconstructing the pavement on Main Street from SR 89A to the city limits with Clarkdale by reducing the amount of ADA work required with that project. This project will bring the sidewalk ramps and driveways into compliance with current ADA requirements and provide accessibility to all users of Main Street. Enhancements to the crosswalk lighting will help to ensure the maximum visibility possible for pedestrians crossing Main Street in low-light conditions.

Public Works would like to thank everyone who assisted with the application and provided letters of support.

Season's Greetings – Three departments worked together early Thursday morning to get our "Season's Greetings" sign set-up. The Public Works & Streets Department crews, led by Mark Larremore, our Cottonwood Police Department and our Utilities Electrician's Chris Norwood and Kyle Peltz, joined together to get this up safely and efficiently over the highway. A big THANK YOU to our incredible staff in these departments for their hard work! Please see attached pictures.

CAT Thanksgiving Potluck – Transit’s 2023 Thanksgiving Potluck was Monday, November 20. The department got together for a well-deserved break to celebrate the Thanksgiving holiday and have a chance to connect with the team. Thank you to our Transit Team for all the great work that they do! Please see attached pictures.

Cottonwood Youth Advisory Commission – Our CYAC group participated in the annual Turkey Drive at Fry’s grocery store. They helped collect food and money to support The Old Town Mission. The Commissioners donated 75 pumpkin pies and a case of Hawaiian rolls to The Mission. Please see attached picture.

After School Program – Jolene Earls, from American Heritage Academy, chose to do a craft and outdoor toy fundraiser for the Parks and Recreation Youth Center as her senior project. She sold donuts at her school to earn the money and then went shopping for the items. On November 16, she delivered numerous bins of craft supplies, toys, coloring books, crayons, and outside toys. The kids attending the Youth Center were so excited to receive these items. Please see attached picture.

Planning and Zoning Department Updates:

Chipotle – At its November 20, 2023 meeting, the Planning and Zoning Commission granted Design Review approval for the proposed Chipotle restaurant at 611 S. Main Street, southeast corner of Main Street and Cottonwood Street (the former Bank of America Building) and granted a Conditional Use Permit for a drive-through element in the C-1 zone.

Zoning Ordinance Amendments – At its November 20, 2023 meeting, the Planning and Zoning Commission recommended approval of Zoning Ordinance amendments that clarify the requirements for fences and outdoor storage, and provide more flexibility for landscaping materials along street frontages.

Historic Preservation Committee – There will be a Historic Preservation Commission meeting on Wednesday, November 29, 2023 at 6:00 pm at the Riverfront Council Chambers, 1083 E. Riverfront Rd. Please see attached agenda.

Share the Warmth Program – The City is participating in the United Way’s Share the Warmth Program to assist in the collection of new or gently used coats, hats, gloves, scarves, blankets, and sleeping bags or all ages to help those in need stay warm this winter. Donations by employees or members of the public can be made in one of our two donation locations: the HR/Finance Building or the Cottonwood Fire Department. Please consider helping our community with your donations! Please see attached flyer.

Cottonwood Community Awareness Group – The public is invited to attend the monthly meetings of the Cottonwood Community Awareness Group. These meetings will help connect you, our citizens, to the government process. No registration is required to attend. The next meeting will be on November 28 at 4 p.m. in the Cottonwood Public Library. Please see attached flyer.

Arizona Values Coupon Book Ad – The Tourism & Economic Development Department partnered with the Greater Cottonwood Chamber of Commerce and the Old Town Association for a full-page ad of holiday messaging. The City promoted shopping local during the holiday season, the Chamber the Annual Cottonwood Christmas Parade, and the OTA their annual Chocolate Walk. This ad was published in the November 2023 issue of the Arizona Values Coupon Book which is mailed to. Please see attached flyer.

The Community Angels – The Parks & Recreation Department invites you to help spread holiday cheer to the children in our community. Help a local child in need by purchasing clothing and toys that are on their Wishlist. Visit our Christmas tree in the REC starting Monday, November 27th to pick out and register a tag. All tags and gifts must be returned by December 15th. Please see attached flyer.

Letters from Santa – The Cottonwood Recreation Center will be having an official mailbox to Santa again this year! Letters can be put in the special mailbox from November 27-December 16, 2023. Children can mail their

letters to Santa in our special mailbox inside the Cottonwood Recreation Center. Please include a self-addressed envelope with your letter to Santa (no postage needed!), and he will personally answer with a letter all the way from the North Pole! Please see attached flyer.

Breakfast with Santa – Join us for Breakfast with Santa. Meet Santa at the Cottonwood Recreation Center, 150 S. 6th Street on Saturday, December 17 from 8 a.m. – 10 a.m. This is a free event and perfect for kids of all ages. Please see attached flyer.

Winter Break Camp – Join us for Winter Break Camp at the Cottonwood Youth Center! Registration is open for both sessions of camp at \$100 per child per session. A 15% discount is given for additional siblings enrolled. This program is open to children in grades K-8th. To register, please visit <https://secure.rec1.com/AZ/cottonwood-az/catalog>. If you have any questions, please contact Dana Dowell at ddowell@cottonwoodaz.gov. Please see attached flyer.

Parents Night Off – Hey parents! Are you ready for wonderful holiday season? If not, Look no further! Let us take care of your little angels while you enjoy some final holiday preparations. Your child will have a good time while you enjoy some uninterrupted time to prepare while playing games, and making new friends. Our experienced staff will lead them in fun arts and crafts activities, enjoy pizza and a Holiday themed movie. Don't miss out on this opportunity to give yourself the break you deserve while your child has a blast with us. Registration opened Monday November 13. Please see attached flyer.

SHOP Cottonwood Newsletter – The latest issue of the SHOP Cottonwood Newsletter for 2023 was distributed on November 22 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>.

The REC (Recreation and Enrichment Catalog) – Are you looking to sign up for fitness classes at the Recreation Center? Need to find out when activities will be offered? Interested in the upcoming events during the Fall and Winter? Then you need to check out The REC. The REC is the Cottonwood Parks and Recreation Departments official Recreation and Enrichment Catalog for the community to keep up to date on seasonal activities, programs, and events! Please see link below.
<https://www.flipbookpdf.net/web/site/4b97c6180952efd3bcf334b00140878ad943be96FBP28171936.pdf.html>

SD/dg

Attachments:

Pictures (3) – Season's Greetings
Pictures (5) – CAT Thanksgiving potluck
Picture – CYAC Turkey Drive
Picture – AHA After School Program
Agenda – HPC
Flyer – Share the Warmth
Flyer – CCAG
Flyer – AZ Values Ad
Flyer – Community Angels
Flyer – Letters from Santa
Flyer – Breakfast with Santa
Flyer – Winter Break Camp
Flyer – Parents' Night Off



Contact: City of Cottonwood
928-634-5526
cottonwoodaz.gov

FOR IMMEDIATE RELEASE
TO ALL MEDIA
November 14, 2023

Office Closures and Departmental Updates for the Thanksgiving Holiday

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For more information, please contact the City of Cottonwood at 928-634-5526.

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EXIT

W.T.M. Coffer-Hammer

Ziploc

Coca-Cola

Coca-Cola

Coca-Cola

Coca-Cola

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TODAY
I CHOOSE
HAPPINESS

House Rules
Hug often
Be nice & play fair
Do your best
Try new things
Respect others
BE YOURSELF
Use your manners

November

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

CAMPER

HAMMERMILL

Copy



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

1083 E Riverfront Road
Cottonwood, Arizona 86326

SPECIAL MEETING AGENDA

Wednesday, November 29, 2023

6:00 p.m.

I. CALL TO ORDER

A. Roll Call

B. Approval of Minutes: October 25, 2023 Regular Meeting

II. INFORMATIONAL REPORTS AND UPDATES:

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

III. 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 five minutes for each person.

IV. OLD BUSINESS: NONE

V. NEW BUSINESS: NONE

VI. DISCUSSION ITEMS:

- 1. Discussion and review of the General Plan Update draft.**

VII. ADJOURNMENT

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.

United Way of Yavapai County
presents:

SHARE THE

Your paragraph text

Warmth

DRIVE

Please Donate

New or gently used coats,
hats, gloves, scarves,
blankets and sleeping
bags for all ages
to help those in need stay
warm this winter.



Thank You for
showing up United

SPONSORS:



Scan here to donate!



COTTONWOOD COMMUNITY AWARENESS GROUP

**MEET WITH YOUR CITY
COUNCILMEMBERS**
EVERY FOURTH TUESDAY
AT 4PM



**THE PUBLIC IS INVITED TO
ATTEND MEETINGS OF THE
COTTONWOOD COMMUNITY AWARENESS GROUP.
THESE MEETINGS WILL HELP CONNECT YOU, OUR
CITIZENS, TO THE GOVERNMENT PROCESS.**

TOPIC FOR NOVEMBER 28 MEETING

- **PRESENTATION BY SHANNON BOONE, *HOUSING
MANAGER*, ON HOUSING.**

**NEXT MEETING: TUESDAY, NOVEMBER 28
COTTONWOOD PUBLIC LIBRARY
DEDE EWALD ROOM**

The Season for Buying Local



69th Annual Cottonwood Christmas Parade

Saturday, December 2nd • 11:00 AM



Save the Date and Register your Float Now!

CottonwoodChamberAZ.org • 928-634-7593

Cottonwood Old Town Association Presents

Old Town Annual Chocolate Walk

VIP Wine & Chocolate
Experience
Friday, December 1, 2023
4 pm - 7 pm
Only 100 Tickets Available



Annual Saturday Chocolate
Walk
Saturday, December 2, 2023
3 pm - 7 pm
Only 400 Tickets Available

Tickets On Sale Now!



For event information and updates, please visit
OldTown.org or follow us on Facebook @CottonwoodOTA



Cottonwood Parks and Rec invites you to join
The Community Angels

**Help spread holiday cheer to the children
in our community!**

How to Participate:

1. Visit the Christmas tree in the Cottonwood Recreation Center.
2. Pick a tag from the tree and register it at the Front Desk before you leave.
3. Purchase the item(s) listed on the tag. **Please do not wrap the gifts.**
4. Return the tag and items you purchased to the Front Desk at the Cottonwood Recreation Center.

PLEASE RETURN TAG AND ITEMS BY DECEMBER 15, 2023.

LETTERS FROM SANTA



Cottonwood Recreation Center has an official mailbox to Santa again this year!

Children can mail their letters to Santa in our special mailbox inside the Cottonwood Recreation Center. Please send a self-addressed envelope with your letter to Santa, and he will personally answer you with a letter all the way from the North Pole!

The City of Cottonwood and Parks & Recreation Department will provide stamps.

Letters can be put in the special mailbox through
December 16, 2023.



"Inspiring a Vibrant Community"

**Mailbox located at 150 S. 6th Street, Cottonwood, AZ
(Cottonwood Rec Center)**



BREAKFAST & PHOTOS WITH SANTA

SATURDAY, DECEMBER 16TH
8 - 10 AM
COTTONWOOD RECREATION CENTER
150 S. 6th Street, Cottonwood, AZ

ENJOY PANCAKES & HOT COCOA!
TAKE A PHOTO WITH SANTA CLAUS!
COME IN YOUR PJ'S OR DRESS UP!



**FREE
EVENT!**
**PERFECT FOR
THE ENTIRE
FAMILY!**

SPONSORED BY



Jennifer Griffin, Agent
547 S Main Street
(928) 634-7680



"Inspiring a Vibrant Community"

FOR MORE INFORMATION CONTACT
PARKS & RECREATION AT (928) 639-3200



WINTER BREAK CAMP

**Session 1 Tuesday- Friday
December 26th- 29th, 8:00-5:30**

**Session 2 Tuesday- Friday
January 2nd- 5th, 8:00-5:30**

Cost is \$100 for each session. A 15% discount is given for additional siblings enrolled.

Join us at the Cottonwood Youth Center for crafts, activities, outside play, trips to the park, indoor pool and gym games and rock wall climbing at the Rec Center.

You will need to pack a sack lunch for your student.

To register visit our website at cottonwoodaz.gov. Click on the Parks and Rec link then the Register and Reserve link. Program is listed under the 23/24 School Breaks tab.

If you have any questions please contact Dana Dowell at ddowell@cottonwoodaz.gov.





PARENT'S NIGHT OFF

Kids Holiday Event

Friday, December 22 • 5-9PM

**DROP OFF YOUR KIDS AT THE REC FOR A NIGHT OF
FOOD, GAMES, CRAFTS, AND MOVIES WHILE YOU HAVE
THE NIGHT OFF!**

**PRE-REGISTRATION IS REQUIRED AS SPACE IS LIMITED.
\$25 PER CHILD. AGES 4-12.**

SCAN ME



SPONSORED BY



JENNIFER GRIFFIN, AGENT
547 S. MAIN ST., COTTONWOOD, AZ
(928) 634-7680

