

DATE: January 24, 2025
TO: Mayor and City Council Members
FROM: Tom Whitmer, Acting City Manager
SUBJECT: Acting City Manager's Bi-Weekly Management Report



Cottonwood Fire Department

Annual Awards Ceremony

On Friday, January 10, 2025, the Cottonwood Fire Department held its Annual Awards Ceremony, honoring the various achievements of its personnel throughout the year. Congratulations to the incredible staff for your commitment and dedication to service shown throughout the year. The ceremony featured several highlights, including:

Successful Completion of Probationary Year:

- Fire Inspector Chris Mathe
- Firefighter Damien Bassett
- Firefighter Paul Vocca
- Firefighter Janine Jaber
- Firefighter Jeff Bowers
- Firefighter Mike Rinaldi
- Captain Benjamin Kramer
- Captain Rodrigo Ojeda

Unit Commendation Award:

- T411/E412 A Shift: Pine Shadows Fire
- T411/E412 C Shift: Legado Fire

Life-Saving Award:

- T411 A Shift: Pine Shadows Fire

Firefighter of the Year:

- Jeremy Doerksen

EMS Provider of the Year:

- Janine Jaber

Company Officer of the Year:

- Benjamin Kramer

Gladiator Award:

- Janine Jaber



Cottonwood Police Department

Coffee with a Cop

Join us for Coffee with a Cop! The Cottonwood Police Department is excited to host its first Coffee with a Cop event. This is an excellent opportunity to meet local officers, ask questions, share your thoughts, and enjoy delicious coffee in a casual and friendly environment.

The event will occur on Thursday, January 30, 2025, at 9:00 a.m. at Firecreek Coffee Co., 677 East Mingus Avenue in Cottonwood. It will be recurring every few months, so don't miss the chance to connect with the Cottonwood Police Department.



Public Works

Main Street & 10th Street. Improvement Project Update

On Tuesday, January 21, 2025, Combs Construction Company began the roundabout project at the intersection of Main Street and 10th Street. This week's activities included removing concrete, saw cutting asphalt, and excavating for storm drain pipes, as well as lowering existing utilities.

On January 22, 2025, the contractor discovered an issue with a 4-inch steel gas main. Despite thorough efforts during the design phase to confirm the location of existing utilities, the alignment of the gas main was not identified during potholing and was unknown to Unisource. To address this issue, staff quickly coordinated with the contractor, Unisource, and the design engineer to find a solution. The necessary modifications to the storm drain design are minor and are expected to be completed by the end of this week. We anticipate only a slight cost increase, with no impact on the overall project timeline.

Looking ahead to the week of January 27, 2025, the contractor will finish the remaining concrete removals, remove and reinstall existing fire hydrants, and begin grading activities. Traffic control measures will continue to change as the work progresses.



Utilities Department

North Main Street Sewer Main Pipeline Replacement

On January 21, 2025, Tiffany Construction began replacing approximately 1,300 feet of eight-inch sewer main pipe with a 10-inch sewer main pipe from Kindra Heights Road to the sewer manhole located at the corner of Pizzeria Bocce Restaurant. The project is projected to be completed in April 2025.

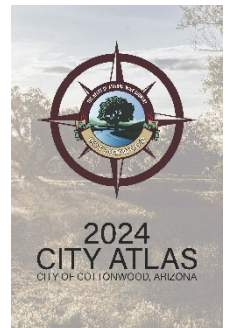
Community Development

Planning & Zoning Commission

The Planning and Zoning Commission will meet on Monday, January 27, 2025, at 6:00 p.m. in the Council Chambers on Riverfront, located at 1083 E. Riverfront Road. The agenda is attached for your review.

City Atlas

The latest edition of the City Atlas is now available on the City's website under [Community Development](#). You can also access it by clicking on the [City Atlas](#) link. This atlas contains current maps and data on various aspects of Cottonwood and serves as a companion document to the recently adopted [General Plan](#). The information in the atlas is the most up-to-date available as of late 2024. The "[Cottonwood Overview](#)" section on Page 4 provides a summary of key statistics, including current population, median income, and median age.



Housing Report

The latest information regarding housing development with the City is attached for your review.

2024 Project Report

The attached project status report includes all items approved in 2024 by the Planning & Zoning Commission or the Community Development Director for your review.

Tourism & Economic Development

SHOP Cottonwood Newsletter

The latest issue of the SHOP Cottonwood Newsletter was distributed on January 22, 2025, by the Tourism & Economic Development Department. We look forward to continuing to provide informative material for our local businesses and the community. To read this week's issue or to subscribe to receive future issues, please visit [SHOP Cottonwood Newsletter – January 22, 2025](#).

Parks, Recreation, Library

Cottonwood Disc Golf Course

The Parks & Recreation Department purchased ten additional disc golf baskets to create a complete 18-hole course where each basket has both a pro and amateur basket placement to help enhance the Cottonwood Disc Golf Course. This was done through mutual fundraising, where the City contributed \$2,000, and the Disc Golf group contributed the remaining balance of just under \$3,000. This is the second time we have done fundraising of this nature, where the disc golf community has contributed significantly to the projects.

Bicycle Friendly Community Award Designation

The League of American Bicyclists has informed Cottonwood that it will be renewing the town's designation as a Silver-Level Bicycle Friendly Community. This decision was made after a thorough review of the application and supporting materials, as well as consultations with local cyclists and bike advocates. This award is granted only to communities that demonstrate a strong commitment to promoting bicycling. The official announcement will be made on Tuesday, January 28, 2025, through a national press release and online at www.bikeleague.org.

Cottonwood's Vintage Run

Registration is now open for the 2025 Cottonwood's Vintage Run to be held on Saturday, April 12, 2025. We encourage everyone who would like to participate to please register by February 28, 2025, for the lowest registration fees. Please visit <https://runcottonwood.com/> for more information and to sign up.



Parents Night Off

Hey parents! Are you ready for a romantic night out? Look no further! Let us take care of your little ones while you enjoy a night on the town this Valentine's Day, Friday, February 14, 2025, from 5:30 p.m. to 8:30 p.m. Your child will have a wonderful time playing games and making new friends. Our experienced staff will lead them in fun arts and crafts activities, and they'll enjoy pizza and a movie. Don't miss out on this opportunity to give yourself the break you deserve while your child has a blast with us. Pre-registration is required. You can sign up online at <https://secure.rec1.com/AZ/cottonwood-az/catalog> today.



2025 Adult Co-Ed Volleyball League

Sign up for the 2025 Adult Co-Ed Volleyball League! Registration is open until February 28, 2025, and costs \$450 per team. To register, please complete an application at the Cottonwood Recreation Center at 150 S. 6th Street. If you have any questions, contact Julia Root at jroot@cottonwoodaz.gov.



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

Thank you.

Tom Whitmer
Acting City Manager

Attachments:

Planning & Zoning Commission Agenda

January 2025 Residential Development Status

2024 Project Database Report



"Inspiring a Vibrant Community"

PLANNING & ZONING COMMISSION

1083 E. RIVERFRONT ROAD COTTONWOOD, AZ 86326

Monday, January 27, 2025

6:00 PM

cottonwoodaz.gov

AMENDED

I. CALL TO ORDER:

- 1. ROLL CALL

II. APPROVAL OF THE MINUTES:

APPROVAL OF MINUTES: NOVEMBER 18, 2024 REGULAR MEETING.

III. 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).

IV. OLD BUSINESS:

NONE.

V. NEW BUSINESS:

- 1. CUP-24-011 - A REQUEST FOR A CONDITIONAL USE PERMIT TO ALLOW A 6-FOOT-TALL FENCE IN AN AR-20 AGRICULTURAL RESIDENTIAL ZONE.
- 2. CUP-24-014 - A REQUEST FOR A CONDITIONAL USE PERMIT TO ALLOW A DRIVE-THROUGH ELEMENT IN A C-1 ZONE
- 3. CUP-24-015 - A REQUEST FOR A CONDITIONAL USE PERMIT TO ALLOW A SINGLE-FAMILY RESIDENCE IN A C-1 ZONE.
- 4. GENERAL PLAN ANNUAL REPORT
- 5. ELECTION OF CHAIR AND VICE CHAIR

VI. 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.

VII. DISCUSSION ITEMS:

NONE.

VIII. 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.

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 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.

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

RESIDENTIAL DEVELOPMENT STATUS

Updated January 2025

Development Name (Type)	Location	Number of Units		Current Status				Notes
		Proposed	Approved	BP Applied	BP Issued	In Constr.	Final C/O	
Inspiration (MF)	345 W. SR 89A		192	Yes	Yes	Yes	Yes	Completed 2024
Vineyards Phase 2 (SF)	W. Groseta Ranch Rd.		21	Yes	Yes	Yes	Some units	Individual units in construction
Vineyards Phase 3 (SF)	W. Groseta Ranch Rd.		29	Yes	Yes	Yes		Final Plat approved 2022; plat amendment 2023
Kindra Heights Ph 2 (SF)	W. Kindra Heights Rd.		20	Yes	Yes	Yes	Some units	Individual units in construction
Mesquite Hills Ph 2 (SF)	Mesquite Hills Dr.		273	Yes	Yes	Yes	Some units	Individual units in const. (74 lots in 1st & 2nd sub-phases)
Verde Plaza Apts (MF)	195 S. 7th St.		18	Yes	Yes	Yes		DR for 18-unit addition approved 2023
Overlook (Detached MF)	720 E. Mingus (7th St.)		20	Yes	Yes	Yes		DR approved 2022; individual units in construction
6th Street Lofts (MF)	75 S. 6th St.		56	Yes				CUP approved 2021; BP ready; no activity
The Bungalows (MF)	718 N. Main St.		48	Yes				DR approved 2022; BP pending
Village on Birch (MF)	1642 W. Birch		40	Yes	Yes	Yes		DR approved 2022; building permits issued
Lowney Apts (MF)	1214 E. Mingus Ave.		5	Yes				DR approved 2021; BP pending
14th St (MF)	1416 E. Mingus Ave.		15					DR approved 2024
Six on 16th (SF)	S. 16th St.		6					Subdivision Plat approved 2024
Mingus View (SF)	Marauder & 16th St		10					Subdivision Plat approved 2024
Ctwd. Townhomes Village (MF)	333 N. 16th St		12					CRB 19-unit addition approved; admin DR approved
11th St Apts (MF)	N. 11th St.		4					2021 DR expired; reapplied 2023
San Cipriano (MF)	Cherry St. & 12th St.		44	Yes				CUP approved 2020; BP applied
San Cipriano 2 (MF)	Cherry St. & 14th St.		8					DR approved 2023
Mountain View (MF)	740 E. Mingus (7th St.)		60					CUP approved 2020; no activity
Vineyards Remaining (SF or MF?)	W. Groseta Ranch Rd.		464					Remainder of 555 max units in PAD
89 & Vine (SF & MF?)	SR 89A & Cornville Rd.		2,050					MDP minor rev approved 2024

3,395 Total

2024 DESIGN REVIEWS

P&Z Meeting Date	Project Number	Project Name	Address/Parcel #	Date Approve by P&Z	Status
3/18/2024	DR-24-001	Burger King	888 S. Main Street	3/18/2024	Building Permits Issued
5/20/2024	DR-24-003	Cottonwood Springs RV Solar Canopy	1003 W. Mingus Ave	5/20/2024	Building Permits Issued
NA	DR-24-004	Groom Shop	828 W. Mingus Ave	Admin Approval 03/26/2024	Projected Completed 06/24/2024
5/20/2024	DR-24-005	Apartments on Mingus	406-34-015A	5/20/2024	No Building Permits have been applied for
5/20/2024	DR-24-006	Bungalows on Main Extension	718 N. Main Street	5/20/2024	No Building Permits have been applied for
8/19/2024	DR-24-007	Runway Apartments	406-32-085C	8/19/2024	Building Permits Issued
10/21/2024	DR-24-008	Renovation of Coombs Building	921 N. Main Street	10/21/2024	Building Permits Issued
8/19/2024	DR-24-009	Arby's	400 S. Main Street	8/19/2024	No Building Permits have been applied for
11/18/2024	DR-24-010	Contruction Yard	21 E. Cottonwood Street	11/18/2024	Fence Permit Issued
NA	DR-24-011	Verde Plaza Solar	195 S 7th Street	Admin Approval 10/01/2024	Building Permits Issued
9/16/2024	DR-24-012	89 & Vine	540 Bill Gray Road	9/16/2024	No Building Permits have been applied for
NA	DR-24-013	Airplane Hangar	638 S. Airpark Road	Admin Approval 10/28/2024	No Building Permits have been applied for
10/21/2024	DR-24-014	Berry Divine	1054 N. Main Street	10/21/2024	Building Permits Issued
10/21/2024	DR-24-015	San Cipriano Extension	1308 E. Cherry Street	10/21/2024	No Building Permits have been applied for
NA	DR-24-016	ADEQ Cottonwood Remediation System	11 N. Main Street	Admin Approval 11/21/2024	Building Permits Issued

2024 CONDITIONAL USE PERMITS

P&Z Meeting Date	Project Number	Project Name	Address/Parcel #	Date Approve by P&Z	Comments/Status
3/18/2024	CUP-24-001	Burger King Drive-Thru	888 S Main Street	3/18/2024	Building Permits Issued
3/18/2024	CUP-24-002	VVMC Boiler & Generator Replacement	300 S. Willard	3/18/2024	Building Permits Issued
8/19/2024	CUP-24-005 thru CUP-24-010	Cattle Grazing in an I-2 zone	406-33-026	8/19/2024	CC Denied
11/18/2024	CUP-24-012	Hampton Inn Pool Fence	650 W. Mingus Ave	11/18/2024	Project Completed 12/18/2024

2024 TEXT AMENDMENTS

P&Z Meeting Date	Project Number	Project Name	Date Approve by P&Z	Comments/Status
3/18/2024	ZO-24-001	ZO Section 405 - Signs	3/18/2024	Approved by CC 04/16/2024 Ordinance #743
6/17/2024	ZO-24-003	Housing/ADU - Several Sections	6/17/2024	Approved by CC 07/16/2024 Ordinance #747
6/17/2024	ZO-24-004	ZO Section 312 - Housing Affordability	6/17/2024	Approved by CC 07/16/2024 Ordinance #748
8/19/2024	ZO-24-006	Keeping of Fowl	8/19/2024	Approved by CC 09/17/2024 Ordinance #750
8/19/2024	ZO-24-007	Signs in Old Town	8/19/2024	Approved by CC 09/17/2024 Ordinance #751
10/21/2024	ZO-24-008	ZO Section 301 - Amednments or Zone Changes	10/21/2024	Approved by CC 12/03/2024 Ordinance #752

2024 RE-ZONES

P&Z Meeting Date	Project Number	Project Name	Address/Parcel #	Date Approved	Comments/Status
Monday, March 18, 2024	Z-24-001	Bartosh Re-zone	906 N. 2nd Street	Council Approved 05/07/2024	Ordinance #744 effective 07/07/2024
NA	Z-24-002	Minor PAD Amendment	920 N. Main Street	Director Approval 08/19/2024	Updated MDP was received 08/08/2024

2024 FINAL PLATS

P&Z Meeting Date	Project Number	Project Name	Address/Parcel #	Date Approved	Comments/Status
1/22/2024	FP-23-001	6 on Sixteenth	406-06-364J	P&Z Approval 01/22/2024	Approved by CC 04/20/2024 - Not Recorded; Pending Required Assurances from Applicant
1/22/2024	FP-23-002	Mingus Views	406-06-036A	P&Z Approval 01/22/2024	Approved by CC 04/11/2024 - Recorded with YC 11/04/2024