

A G E N D A

WORK SESSION OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, TO BE HELD FEBRUARY 12, 2013, AT 6 P.M., AT THE PUBLIC SAFETY BUILDING, 191 S. 6TH STREET, COTTONWOOD, ARIZONA, COTTONWOOD, ARIZONA.

- I. CALL TO ORDER
- II. ROLL CALL
- III. ITEMS FOR DISCUSSION, CONSIDERATION, AND POSSIBLE DIRECTION TO STAFF:

Comments regarding items listed on the agenda are limited to a 5 minute time period per speaker.

1. UPDATE FROM THE COTTONWOOD YOUTH ADVISORY COMMISSION REGARDING ITS EVENTS AND SERVICE PROJECTS.
2. DIRECTION REGARDING THE OLD MAINTENANCE BUILDING LOCATED BEHIND THE CIVIC CENTER.
3. PROPOSED PARKING LOT AND PARK IN OLD TOWN (FORMERLY GARDNER'S RECYCLING AREA.).
4. COMMUNITY GARDEN-UPDATE, GARDEN METHOD, PROPOSED FEES AND REGULATIONS.

- IV. ADJOURNMENT

Notice is hereby given that pursuant to A.R.S. §1-602.A.9 , 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. §1-602.A.9 have been waived.

Pursuant to A.R.S. § 38-431.03.(A) the Council may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03.(A)(3) Discussion or consultation for legal advice with the attorney or attorneys of the public body.

The Public Safety Building is accessible to the disabled in accordance with Federal "504" and "ADA" laws. Those with needs for special typeface print or hearing devices may request these from the City Clerk (TDD 634-5526.) All requests must be made 24 hours prior to the meeting.

**City of Cottonwood, Arizona
City Council Agenda Communication**



 Print

Meeting Date:	February 12, 2013
Subject:	Quarterly Update pertaining to the Cottonwood Youth Advisory Commission on November, December, and January Events
Department:	Community Services
From:	Britney Lawler; Youth Programs Coordinator

REQUESTED ACTION

No requested action is necessary.

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is:"No Motion Is Being Approved"

BACKGROUND

Per the Council's request Britney Lawler and available youth commission officers will update Council on recent events and service projects.

JUSTIFICATION/BENEFITS/ISSUES

Allows council to interact and receive updates pertaining to the Cottonwood Youth Advisory Commission and events and service projects the commission has completed to date.

COST/FUNDING SOURCE

N/A

ATTACHMENTS:

Name:	Description:	Type:
No Attachments Available		

**City of Cottonwood, Arizona
City Council Agenda Communication**



 Print

Meeting Date:	February 12, 2013
Subject:	Old Maintenance Building
Department:	Development Services
From:	Morgan Scott, Development Services Operations Manager

REQUESTED ACTION

Direction regarding uses for the old maintenance building located behind the Civic Center in Old Town.

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is:

No suggested action

BACKGROUND

During the reorganization of the City of Cottonwood a few years ago the grounds maintenance and building crews were relocated to operate out of the Public Works facility at 1490 W Mingus Avenue. This move has left the maintenance building vacant for the last few years. The purpose of this report is to present to council some of the costs/issues associated with re-opening this building.

Exhibit A contains pictures of the existing building for council's review.

Below is a list of items that will need to be addressed prior to the building being re-occupied. Cost estimates for all of these items have not yet been acquired.

- 1) Asbestos abatement
- 2) Complete a lead paint survey/evaluation and abatement if necessary
- 3) Repair/Replace all windows and doors
- 4) Repair/Recoat foam roof
- 5) Repair Exterior Stucco
- 6) Repaint exterior and interior
- 7) Inspect and possible repairs on wall heater and central furnace
- 8) Inspect and possible repairs on swamp coolers (no AC units exist in the building)
- 9) Possibly replace swamp coolers and furnaces with new ductless split systems

- 10) Replace/Repair multiple sinks and plumbing fixtures (new restrooms may need to be added to the exterior of the building)
- 11) Inspect gas lines and repair if necessary
- 12) Review/Inspect electrical service for safety and capacity
- 13) Replace/Upgrade exterior lighting
- 14) Install LED exit signs with battery back up
- 15) Review interior lighting for proposed function of building
- 16) Install electrical powered smoke detectors with battery back up
- 17) Install fire extinguishers
- 18) Repair/Install new ADA compliant restrooms
- 19) Repair level changes between building additions for ADA compliance.

Exhibit B was put together by City Staff with the assistance of the Cottonwood Historical Preservation Commission. This exhibit describes the history of the building which spans from the 1950s to the present and the conclusion was that the building is not of historical significance. The building has had many additions and today is approximately 3,000 square feet.

Exhibit C is a map that was put together during the Old Town Main Street Improvement Project and it shows an outline of the Historic District. The maintenance building is located outside of the historic district.

Council should be aware that the building contains asbestos and would need to be abated prior to reuse or demolition. An asbestos survey has been conducted but is incomplete. Spray Systems, a certified abatement company, will provide a proposal to complete the abatement based on the survey, but further abatement may be necessary if the building is to be reused.

JUSTIFICATION/BENEFITS/ISSUES

none

COST/FUNDING SOURCE

General Fund

ATTACHMENTS:

Name:	Description:	Type:
 Exhibit A, pictures.docx	Exhibit A: Pictures of the Existing Building	Cover Memo
 Exhibit B, Bldg History.docx	Exhibit B: History of the Building	Cover Memo
 Exhibit C, historic District map.doc	Exhibit C: Historic District Map	Cover Memo

**EXHIBIT A:
PICTURES OF MAINTENANCE BUILDING**





EXHIBIT B

MAINTENANCE BUILDING HISTORY

Maintenance Building

At the rear of the Cottonwood Civic Center are two free standing buildings formerly used by facility maintenance operations for the City of Cottonwood. The main structure is approximately 2,200 sq.ft. gross area. The main room of the building was enlarged with a 736 sq. ft. addition in 1974 when it was used as the **Cottonwood Senior Citizens Center**.

It is not known yet when the original structure was constructed. Some structure was there in the late 1950s. The buildings were not shown on property survey in 1939 when the Civic Club was constructed. However, there is a suggestion that part of the building was Cottonwood's first library. Also, it may have been used by the fire department and police department for offices, storage, etc., although we know the fire and police were located in the BAC/Old P&Z building from 1945.

The Historic Inventory 1986-1987 describes the civic center site as the location of an elementary school built by the UVX mining company. The school was described as a large frame structure used from approx. 1920-1924. That was the main school for Clemenceau and Cottonwood; however, the school moved to the location on the hill in 1924. This could be the cause of some confusion. The lack of later photo documentation suggests the earlier building was torn down at some point but there may be a suggestion that some of it remained here.

Building permits indicate the addition along the alley was built in 1974. It would be difficult to say that the addition has any architectural significance.

Other than the general orientation of the building with a similar alignment, the architectural style, materials, workmanship and construction techniques have no relationship to the historic **Cottonwood Community Civic Club Building** (Cottonwood Civic Center).

The structure is NOT in the Cottonwood Commercial Historic District. It is therefore neither a contributing nor a non-contributing structure. Removal of this structure would have no effect on the status or integrity of the Historic District. There is some feeling that properties in proximity to the Historic District may have some relationship to the context and status of the district. But that does not appear to be a standard for designating historic districts.

Neither the 1986 Historic Resource Survey nor the 1999 Historic District Inventory include any reference or any documentation of this structure. There does not appear to

be any mention in any of the text or forms. The boundary was located between the Civic Center and these secondary buildings.

Criteria for identifying a structure as “historic” typically includes not only being at least 50 years old but also qualifying based on significance and integrity.

Age. Is the property old enough to be considered historic?(generally at least 50 years old.)

Significance. Is the property associated with events, activities, or developments that were important in the past? With the lives of people who were important in the past? With significant architectural history, landscape history, or engineering achievements? Does it have the potential to yield information through archeological investigation about our past?

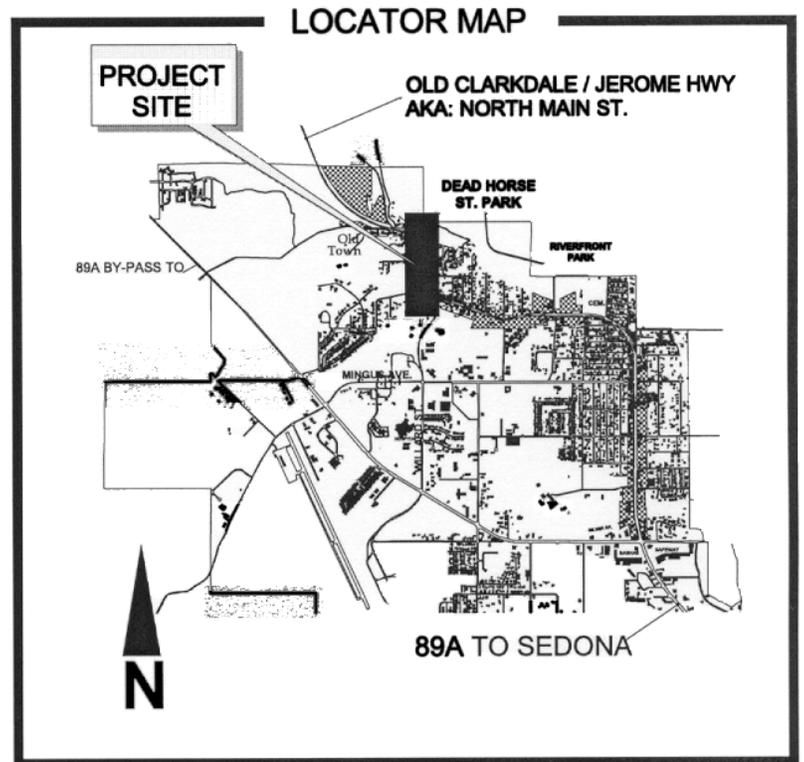
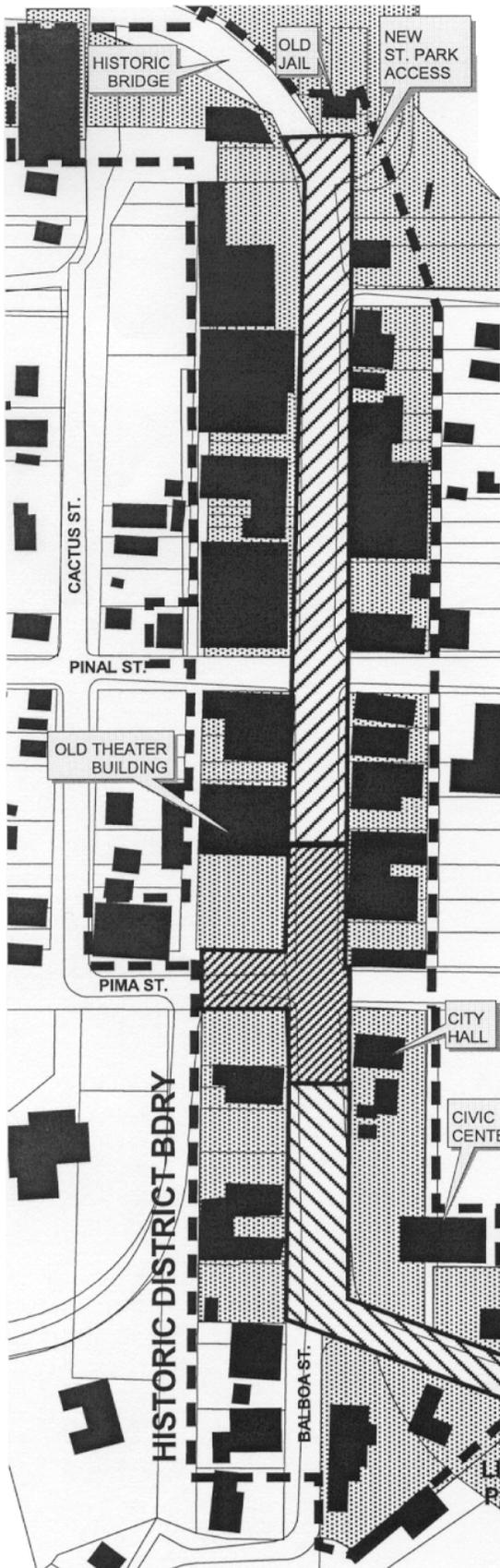
Integrity. Does it still look much the way it did in the past? Are the materials, surfaces, colors and general character essentially the same or similar?

Does the fact that this building may have been briefly used as a library or even the first library or as an annex for the fire or police department somehow create a level of historic significance that warrants preservation of the structure? The building and/or the addition does not appear to have any architectural significance. The addition in 1974 which pushed out the south wall was done in a very basic block wall and parapet utilitarian style.

Some people may feel these old structures tell something about the authentic history of Cottonwood. Accordingly, any such old structure warrants preservation as historic artifacts. Another view recognizes the importance of allowing the overall historic district to continue to thrive as a functioning and vital place. The ability to evolve and adapt is just as important to the long-term viability of the district. Decisions can also be evaluated in terms of what these structures mean to the viability of the district.

EXHIBIT C:
HISTORIC DISTRICT MAP

Old Town Cottonwood Main Street Improvement Project



SCALE: 1" = 200'

**City of Cottonwood, Arizona
City Council Agenda Communication**



 Print

Meeting Date:	February 12, 2013
Subject:	Gardner Parking Lot
Department:	Development Services
From:	Morgan Scott, Development Services Operations Manager

REQUESTED ACTION

Direction regarding the design of the Old Town Gardner parking lot.

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is:

No suggested action

BACKGROUND

In September of 2010 the City of Cottonwood purchased five lots in the northeast portion of Old Town formerly known as Gardner's recycling. Since that time the lots have been cleared of debris and undergone substantial environmental review. Council and Staff have discussed future options for these sites that included park and parking lot options. Adding park like features to these lots will enhance the draw to the jail trail, the Verde River, Dead Horse State Park and Riverfront Park. Also, adding a parking lot will allow for further economic growth in the Old Town district and relieve some traffic/parking congestion.

City staff has put together a plan that provides seven park/picnic areas that will overlook the greenway, the Verde River and the Cottonwood irrigation ditch. In addition, a back patio has been added to the newly remodeled jail building encouraging a business that occupies the building in the future to promote the jail trail and the river. The plan also will provide up to 80 total parking spaces which can be phased if necessary. A breakdown of parking spaces is provided below:

North of Yavapai Street:	South of Yavapai Street
- 45 regular parking spaces	-25 regular spaces
- 3 Handicap parking spaces	
- 7 motorcycle parking spaces	

At one time City staff had discussed a public/private partnership which would have

allowed the vacant area behind Foxy fashions to be used as additional parking. This is no longer a possibility, but using City owned parcels south of Yavapai Street will allow for the project not to be held up by private development.

An image of the proposed park/parking lot has been attached.

JUSTIFICATION/BENEFITS/ISSUES

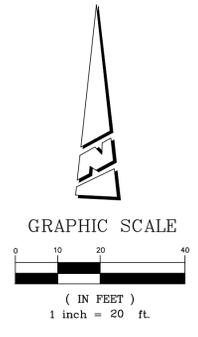
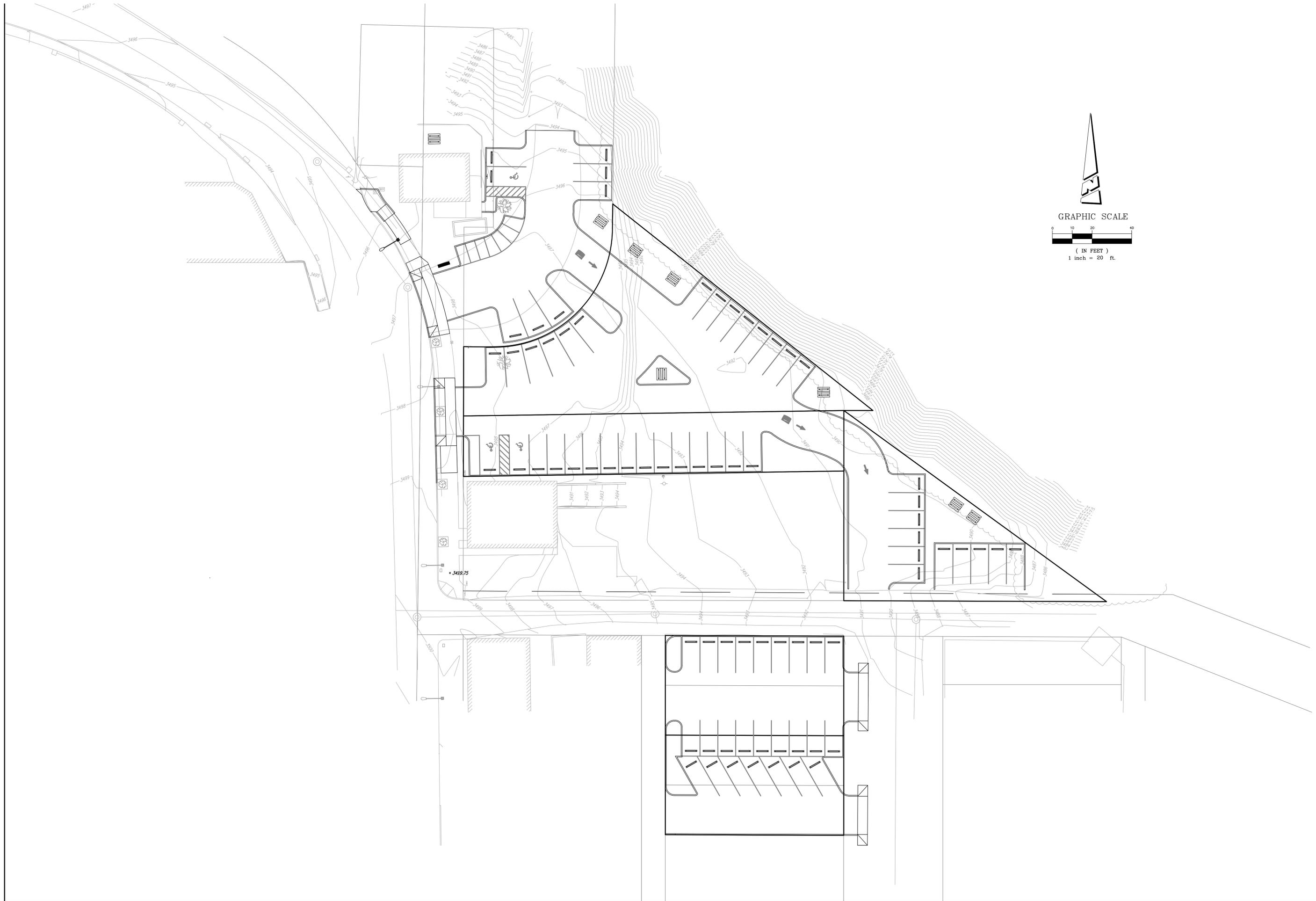
None

COST/FUNDING SOURCE

General Fund

ATTACHMENTS:

Name:	Description:	Type:
 Conceptual Parking lot, 2-1-13.pdf	Parking Lot Layout	Cover Memo



* 3489.75

**City of Cottonwood, Arizona
City Council Agenda Communication**



 Print

Meeting Date:	February 12, 2013
Subject:	Community Garden – Update, Garden Method, Fees, and Regulations.
Department:	City Clerk
From:	Marianne Jiménez, City Clerk

REQUESTED ACTION

Council consideration of proposed fees, regulations, and alternate gardening method for the Cottonwood Community Garden.

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is:

N/A--direction only.

BACKGROUND

On November 13, 2012, the council terminated the Memorandum of Understanding (MOU) with Cottonwood Community Gardens, LLC., (which had been entered into in November of 2008 for the purpose of establishing and maintaining the community garden) and approved the City Clerk assuming management of the garden. A notice was posted at the garden and on the city's website that the city would be cleaning the garden on February 4, 2013, and requested all personal items from the garden be removed.

City staff completed an extensive cleanup and leveling of areas in the garden which took a week to complete. A 30 yard roll off container was filled with old newspapers, debris, and miscellaneous objects that were scattered throughout the entire garden area. All railroad ties and 42 tires were removed and dead weeds removed from the garden were piled to be burned.

I recently became aware of a gardening method called The Square Foot Garden, which I would like to implement in the community garden. Square Foot Gardening "Is a simple system that adapts to all levels of experience, physical abilities, and geographical locations. Grow all you want and need in only 20% of the space of a conventional row garden. Save time, water, work and money!"

Attached is information compiled from the Square Foot Garden Foundation website (www.squarefootgardening.org) regarding the method and a post pertaining to community gardens.

The suggested fee structure being considered for a community garden plot (16 x 16 or 15 x 15 for Square Foot Gardening) is \$25 for an individual/family or non-profit organization, and \$75 for a business or for-profit enterprise. A draft set of suggested rules is attached for council consideration.

JUSTIFICATION/BENEFITS/ISSUES

Fees – help defray cost to maintain the garden and possibly purchase gardening tools.

Rules & Regulations – set the perimeters for use of the garden and require gardeners to participate in monthly common area cleanup.

Square Foot Garden method – produces more food in a smaller area; easier to maintain; saves water.

COST/FUNDING SOURCE

N/A

ATTACHMENTS:

Name:	Description:	Type:
 User Agreement.doc	Draft Community Garden Rules	Cover Memo
 Square Foot Gardening Info.doc	Square Foot Garden Information	Cover Memo

Cottonwood Community Garden User Agreement

In order to use a plot or plots at the Cottonwood Community Garden I agree to:

1. Pay a user fee in the amount of _____ per person/family (for personal consumption) or \$____ per business (produce is harvested for a restaurant or other types of for-profit businesses) for a 16 x 16 foot plot for a 12 month period beginning in April of each calendar year.
2. Keep my assigned garden plot maintained with vegetables, herbs, and/or flowers. I will work regularly to keep weeds and insects out of aisles and my assigned garden plot
3. Plant aggressive growing plants, i.e., mint, chamomile, nettle, within a container to prevent nuisance spreading.
4. Keep my plants within my plot perimeter.
5. Harvest my produce in a timely manner. I will be notified if food needs to be picked.
6. Attend a monthly "Tidy Garden" gathering at the community garden to weed, clean, and share the responsibility of keeping the common/unused areas of the garden clean and tidy.
7. Help with water conservation by watering when it is coolest (mornings or evenings.)
8. Leave all community garden tools and equipment at the garden site. The city is not responsible for any personal tools or equipment I bring to the garden.
9. When I no longer desire to use my plot I will remove all plants, weeds, and remove everything from my plot including posts, rebar, stakes, etc., and dispose of these items in a proper manner.

Square Foot Gardening*

“A simple system that adapts to all levels of experience, physical abilities, and geographical locations. Grow all you want and need in only 20% of the space of a conventional row garden. Save time, water, work and money!”

The 10 Basics

1. LAYOUT - Arrange your garden in squares, not rows. Lay it out in 4'x4' planting areas.

2. BOXES - Build boxes to hold a new soil mix above ground.

3. AISLES - Space boxes 3' apart to form walking aisles.

4. MEL'S MIX - Fill boxes with Mel's special soil mix: 1/3 blended compost, 1/3 peat moss, and 1/3 coarse vermiculite.

5. GRID - Make a permanent square foot grid for the top of each box. A MUST!

6. CARE - NEVER WALK ON YOUR GROWING SOIL. Tend your garden from the aisles.

7. SELECT - Plant a different flower, vegetable, or herb crop in each square foot, using 1, 4, 9, or 16 plants per square foot.

8. PLANT - Conserve seeds. Plant only a pinch (2 or 3 seeds) per hole. Place transplants in a slight saucer-shaped depression.

9. WATER - Water by hand from a bucket of sun-warmed water.

10. HARVEST - When you finish harvesting a square foot, add compost and replant it with a new and different crop.

Community

Posted on [January 16, 2013](#)

Community Gardens – The DOs and DON'Ts

In the last 25 years, I have organized, run, visited, filmed and observed community gardens all around the country, I've realized that they all seem to have similar problems

and pitfalls. The biggest mistake you can make is to give each individual garden or gardener too much space. Believe me, it will go to weeds and destroy the look of the entire garden area no matter how neatly the other spaces are kept. Keep in mind at the very beginning everyone is enthused, will promise you the moon, they'll be there every week, they'll take care of their garden, they'll weed it, etc., etc., but things happen. Lives get complicated, people move or get involved in other things, children take precedent, family goes on vacation - all kinds of things happen.

My first community garden was like that before I invented the Square Foot Gardening System. We all planted in rows spaced 3 feet apart like all the gardening experts taught everyone (and in fact, many are still teaching this outdated system). Those 3-foot rows sprouted so many weeds you couldn't even see what was supposed to be growing in each row. The next year, we converted to my newly invented Square Foot Garden system with a 15-foot x 15-foot space for each plot. Those were the individual family plots. Oh, they complained at first "I need more space - we want a big garden - we're going to grow a lot of things". Yeah, like weeds, I thought. They expressed all of those concerns but I had done my homework and completed my experiments the year before.

I knew how much you could grow in a 4-foot x 4-foot block IF you used the Square Foot System by laying down a grid and kept replanting every square foot as it was harvested. As it turned out, a 4-foot x 4-foot area was sufficient for one person to have either a salad or dinner vegetables during the entire growing season. Therefore, a family of four needed just four blocks spaced in a 15-foot x 15-foot area very nicely with 3-foot aisles down the center and 4-foot aisles between their neighbors. To satisfy the ambition of some, we allowed them to sign up for two family spaces but only the second season after they had proved that they could keep their garden neat and tidy, which turned out to be very easy with a Square Foot Garden.

In general, your community garden will need a set of rules (and these should be posted) that everyone will abide by. They are pretty self-explanatory and can quickly be set down by the organizers. Things like hours, accessibility, plants not allowed because they are too messy or space taking, how to settle disputes, tools (where they're kept) and, the really big one, water (how and when it can be used). It really boils down to respecting your neighbor's space and taking care of your own. Sort of like the neighborhood isn't it?

This 15-foot x 15-foot spacing, allows a 2-foot wide path all around the perimeter of each space. If your neighbor has the exact same thing, then you have created a 4-foot wide path or really a buffer zone between neighboring family plots. No one should be able to put up a fence although vertical frames or towers, tripods and beanpoles should be allowed inside each 4 x 4 planting block.

That spacing and layout eliminates the interference of some rapidly growing crops that actually become overgrown like corn, squash, pumpkins, etc. They could shade or invade your neighbors' plots. All plants must be contained within each 4 x 4 planting block. What if someone wants to rototill their entire 15 x 15-foot area and put in row crops? You're going to have "Trouble in River City". Don't let them do it. It'll just turn into a weed filled mess and destroy the looks of your entire community

Square Foot Gardening is a simple system that adapts to all levels of experience, physical abilities, and geographical locations. Grow all you want and need in only 20% of the space of a conventional row garden. Save time, water, work and money!

*Information compiled from The Square Foot Garden Foundation website:
www.squarefootgardening.org