

Official Minutes of the City of Cottonwood
Planning & Zoning Commission Regular Meeting
Held, January 23, 2017 at 6:00 P.M. at the Council Chambers
826 N. Main Street – Cottonwood, Arizona

CALL TO ORDER & ROLL CALL

Chairman Kiyler called the meeting to order at 5:59 p.m. Roll call was taken as follows:

Planning & Zoning Commission Members Present

Chairman Ed Kiyler
Vice Chairman Robert Williams
Thomas Narwid
Suzanne Poslaiko
Judd Wasden
Jean Wilder
Robert Hart

Planning & Zoning Commission Members Absent

None.

Staff Members Present

Scott Ellis, Community Development Planner
Jim Padgett, Community Development Assistant Planner/Code Enforcement Coordinator
Marisol Burnett, Community Development Administrative Assistant, Recorder
Christina Anderson, Planning Technician

APPROVAL OF MINUTES OF NOVEMBER 21, 2016-REGULAR MEETING

Motion: *To approve the minutes of 11/21/2016-regular meeting with corrections*

Made by: *Vice Chairman Williams*

Second: *Commissioner Narwid*

Vote: *Unanimous*

CALL TO THE PUBLIC (NONE)

OLD BUSINESS

- 1. PCU 16-004E TERRE BENE-** Request to extend the due date to a delay in availability of reclaimed water to be used for the project. The project is located on S. Willard Street north of E. Terra Verde Drive. APN: 406-08-009D, 406-08-009C, 406-08-010A. Owner: Beaver Creek Development Company Inc. Applicant: Bernadette Selna. Below is Ellis' report:

MEMO

TO: Planning and Zoning Commission

FROM: Scott Ellis, Planner

THROUGH: Berrin Nejad, Community Development Manager

HEARING DATE: January 23, 2017

HEARING NUMBER: PCU-16-004 Terre Bene

On January 25, 2016 the Commission approved PCU 16-004 subject to a stipulation in which the conditions of approval shall be completed by 12 months from the date of approval or the Conditional Use Permit shall be subject to revocation. The applicant is requesting an extension of this date due to a delay in availability of reclaimed water to be used for the project.

The applicant Bernadette Selna addressed the commission regarding the delays with the availability of reclaimed water to the project site. Commissioner Wasden asked what the City had said in terms of getting the water? Applicant responded that the water line will run from the airport to the property where there is an existing tank; the reason for the delay in the other phase was because if there is no water available to the site then there is no project. Commissioner Wilder asked the applicant if it is more cost effective to spray the water. Applicant responded that all the water to the site will be irrigated, and the use of reclaimed water is more cost effective then using ground water. Vice Chairman Williams asked the applicant how much longer will it take to meet all the original stipulations? Applicant responded that with the water now available to the site they would ask for a year, but expect the project to be done before then, they want to be planting in spring time. Commissioner Poslaiko had concerns with the overall progress of the projects, as there were stipulations that could have been met without the need of water. Commissioner Narwid commented that it is owed to the applicant to get the extension, however he would not be in favor of granting a year or even six (6) months, as Commissioner Poslaiko indicated there were other stipulations that could have been met without the water, more comfortable with a ninety (90) to no more than one hundred twenty (120) day extension. Commissioner Wasden indicated that he had no issues with granting a six (6) month to one (1) year extension on the project. Vice Chairman Williams commented that he too did not see a problem with a six (6) month extension of the project, or even one (1) year, this way we do not have the applicant coming back to the commission for another extension request. Chairman Kiyler asked the applicant if a six (6) month extension would work? Applicant responded that they believe that it would work.

Motion: Approve the extension of PCU 16-004E Terre Bene for a period of six (6) months from January 25, 2017.

Made by: Vice Chairman Williams
Second: Commissioner Wasden
Vote: Unanimous

2. **PCU 16-005E VETRAPLEX** - Request to extend completion date of project to allow for additional funding. The project is located at 125 S. 6th Street. APN: 406-42-223A. Owner: Vetraplex LLC. Applicant: Gary Rideout. Below is Ellis's report:

MEMO

TO: Planning and Zoning Commission
FROM: Scott Ellis, Planner
THROUGH: Berrin Nejad, Community Development Manager
HEARING DATE: January 23, 2017
HEARING NUMBER: PCU-16-005 **VetraPlex**

On February 22, 2016 the Commission approved PCU 16-005 subject to a stipulation in which the conditions of approval shall be completed by July 1, 2016 or the Conditional Use Permit shall be subject to revocation. In July 2016 the applicant requested an extension of the permit which the Commission approved for another 6 months (January 18, 2017). The applicant is requesting another extension of the permit until March 2017 to allow for financing to be finalized and work to be completed.

The applicant, Gary Rideout addressed the commission regarding the project and the extension request. Commissioner Poslaiko asked the applicant why they are asking for an extension until March 2017 if having trouble with the funding why not go with a six (6) month extension? Applicant agreed with Commissioner Poslaiko and agreed that an extension until July 1, 2017 would be better. Overall the commission feels like this project is a benefit to Cottonwood and its Veterans.

Motion: Approve PCU 16-005E VetraPlex for an extension to July 1, 2017.

Made by: Vice Chairman Williams
Second: Commissioner Wasden
Vote: Unanimous

NEW BUSINESS

- DR 16-024 CENTRAL ARIZONA MASONIC LODGE #14-** Design Review approval for the construction of a new 2,664 square foot lodge building for the intended use as a private meeting hall for the members of the Masonic Lodge. The project is located at 534 S. 12th Street. APN: 406-06-018A. Owner: Central Arizona Lodge #14, F&AM. Applicant: Paul D. Cate. Below is Padgett’s report:

STAFF REPORT

TO: Planning and Zoning Commission
FROM: Jim Padgett, Assistant Planner
THROUGH: Berrin Nejad, Community Development Director
HEARING DATE: January 23, 2017
PROJECT NUMBER: **DR 16-024 Central Arizona Masonic Lodge #14**

The applicant is requesting approval of a Design Review application for the construction of a new 2,664 square foot lodge building for the intended use as a private meeting hall for the members of the Masonic Lodge.

PROJECT DATA AND FACTS:

Applicant/Agent	Paul D. Cate
Owner	Central Arizona Masonic Lodge #14
Location of Property	534 S. 12 th St.
Present Zoning and Land Use	C-2 (Heavy Commercial)
Description of Applicant’s Request	Construct a new one story, 2,664 square foot lodge building.

LAND USE:

Description and Character of Surrounding Area
The site is located at 534 S. 12 th Street, just to the North of Highway 89A, across from Ace Hardware and the Motor Vehicle Department. The property is currently vacant with a wash bisecting the southern portion of the property.
North: CF – Community Facilities – Verde Valley Fairgrounds.
East (across 12th Street): C-2 – Heavy Commercial – Ace Hardware and the Motor Vehicle Department
South: C-2 – Heavy Commercial – Vacant
West: I-2 – Heavy Industrial – Bedrock Landscape Materials yard

PROJECT PROPOSAL:

Background:

Currently the site is undeveloped and vacant. The property owner plans to develop only the portion of the site that is located to the north and outside of the boundaries of the wash. The Masonic Lodge intends to develop the property for the private use of their members only and it is not intended to be a facility open to the public.

The proposed development fits within the General Plan designation for this area and the Land Use Map showing General Commercial development.

STRUCTURE DESIGN:

Number and Proposed Use of Building	1 Lodge Building
Number of Stories	1
Square Footage	2,664

Parking:

23 parking spaces are proposed which exceeds the minimum required. Based on the floorplan provided and calculating open areas, seats, storage areas, restrooms, kitchen and dining areas, a total of 20 spaces are required.

Lighting:

Exterior lighting will meet all Dark Sky and lighting code requirements.

Signage:

Sign details have not been submitted at this time but the location of the monument sign is identified on the submitted plans. The monument sign and any proposed wall signage will require a separate sign permit to be submitted and approved prior to construction and placement of the sign.

Access:

The property will be accessed from 12th St, just to the north of an existing box culvert.

Landscape Plan:

A detailed landscape plan has been submitted and meets all code requirements. Some existing native landscaping will be cleared where the building and parking areas are proposed. The wash area and undisturbed portion of the site will remain as it currently exists and will be left in place along the southern portion of the property. All plant materials meet drought tolerant requirements for the city.

Utilities:

Water will be provided by Cottonwood Water and electric will be served by APS. Although this site is surrounded by much development, no public sewer or natural gas is available to the subject site. As a result, a septic system and propane storage will be utilized for the proposed building.

Architecture, Materials, Colors:

The building will be one story with a stucco finish over concrete fiber panels. Metal flashing and River rock cultured stone will be used as accents to the building. The north elevation of the building has a “shade structure” that will break up the long wall along that portion of the building. The architectural style will complement the surrounding buildings in the area.

The colors proposed for the exterior of the building are:

Main walls: Sherwin Williams “Sands of Time” #6101

Accent walls: Sherwin Williams “Morrocan Brown” #6060

Trim/Fascia: Sherwin Williams “Sand Dollar” #6099

CRB Review:

This project was reviewed by the Code Review Board on December 13, 2016 and the applicant will meet all requirements from staff.

Staff Review:

Staff has reviewed this project and finds it fits within the General Commercial use of this area as depicted in the General Plan. If approved, staff recommends the following stipulations:

1. That the project is developed in conformance with the site plans submitted December 21, 2016 and as may be further modified by the Planning Commission.
2. That the project conforms to Code Review Board comments dated December 15, 2016.
3. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued by the timeframe specified.
4. Any other stipulations the Planning & Zoning Commission deems necessary.

Applicant Paul Cate addressed the commission regarding the project. Chairman Kiyler asked the applicant if the parking met ADA compliance with only two (2) parking stalls? Applicant responded that it did meet the ADA requirements. Commissioner Wasden commented that the north side of the building will be seen on 12th Street and his only suggestion would be an addition of another tree to break it up a little bit, other than that he has no issues with the project, it is a good project. Commissioner Hart thought it was a good design, and likes that they added some structural design to the north elevation to break up the mass, the colors work well with the site and it will be a nice addition to that area. Overall the commission agreed that it was a nice project.

Motion: Approve DR 16-024 Central Arizona Masonic Lodge #14 with the following stipulations:

- 1. That the project is developed in conformance with the site plans submitted December 21, 2016.***
- 2. That the project conforms to Code Review Board comments dated December 15, 2016.***
- 3. A Certificate of Zoning Compliance documenting the completion of conditions as submitted.***

Made by: Vice Chairman Williams
Second: Commissioner Hart
Vote: Unanimous

- 2. GENERAL PLAN ANNUAL UPDATE – Review and recommendations for annual report to City Council on the status of Cottonwood General Plan**

Chairman Kiyler requested a motion to move the General Plan Annual Update to the February meeting, due to staff illness.

Motion: To table the General Plan Annual Update review to our next meeting.

Made by: Vice Chairman Williams
Second: Commissioner Wilder
Vote: Unanimous

Pursuant to A.R.S. 38.431.03 (A)(3), the Commission my vote to convene in executive session to obtain legal advice regarding the scope of its review of the project at this stage in the process.

DISCUSSION ITEMS (NONE)

INFORMATIONAL REPORTS AND UPDATES

1. Open Meeting Law.
2. Introduction of new Administrative Assistant Marisol Burnett.
3. Galpin RV Sign.
4. Subdivision plats and water resources/water supply.
5. Black Bear Wagon.
6. Treasure Junkies.
7. Maverik.

There was a brief update/discussion in regards to the following, no action was taken, and these were only for informational purposes.

ADJOURNMENT

Meeting adjourned at 7:00 p.m.

Made by: Vice Chairman Williams
Second: Commissioner Wilder
Vote: Unanimous

APPROVED