

Official Minutes of the City of Cottonwood
Planning & Zoning Commission Regular Meeting
Held, January 28, 2019 at 6:00 P.M. at the City Council Chambers
826 N. Main Street – Cottonwood, Arizona

CALL TO ORDER & ROLL CALL

Chairman Robert Williams called the meeting to order at 6:01 p.m. Roll call was taken as follows:

Planning & Zoning Commission Members Present

Robert Hart (Arrived at 6:49 p.m.)
Christopher Dowell
Jesse Dowling
Thomas Narwid
Vice Chairman Judd Wasden
Chairman Robert Williams

Planning & Zoning Commission Members Absent

Susan Masters

Staff Members Present

Ron Corbin, City Manager
Berrin Nejad, Community Development Director
Scott Ellis, Planner
Jim Padgett, Planner
Amber Richards, Planning Technician
Brenda Campbell, Administrative Assistant, Recorder

APPROVAL OF MINUTES OF December 17, 2018 REGULAR Meeting.

Motion: ***To approve the minutes of 12/17/2018***

Made by: Vice Chairman Wasden

Second: Commissioner Dowling

Roll Call Vote: Christopher Dowell – Aye

Jesse Dowling – Aye

Thomas Narwid – Aye

Vice Chairman Judd Wasden – Aye

Chairman Robert Williams – Aye

ELECTION OF CHAIR AND VICE CHAIR: The Commission nominated existing Chair and Vice Chair to be reappointed. The votes were unanimous for Chairman Williams and Vice Chairman Wasden.

CALL TO THE PUBLIC:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

1. **CUP 19-001 / DR 19-001 VAN HORN PROJECT** – The applicant is requesting approval of a Conditional Use Permit and Design Review to construct a mixed use building for residential and commercial uses and allow the residential use in a C-1 zone. The project is in a C-1 (Light Commercial) zone located at 1037 North Main St. APN:406-34-006A Owner: Michael and Patricia Van Horn RS Applicant: Chris Vernosky.

There was a brief presentation with slides from Jim Padgett regarding a Conditional Use Permit and Design Review. Applicant is requesting a redevelopment of the location to construct a second retail site on the bottom floor with two additional residential units on the floor above. Normally, the property would be exempt from adding additional parking requirements, but two spaces for residential parking are included in design. Other examples of mixed use properties were referenced. Yavapai Street improvements to be discussed further in the future. Chris Vernosky, the applicant, discussed sidewalk continuation and safety issues. Good visual with the patio in the front. Parking for tenants will be enforced.

Motion: To approve CUP 19-001.

Made by: Vice Chairman Wasden

Second: Commissioner Narwid

Roll Call Vote: Christopher Dowell – Aye

Jesse Dowling - Aye

Thomas Narwid – Aye

Vice Chairman Judd Wasden – Aye

Chairman Robert Williams - Aye

Motion: Approve DR 19-001 with the following stipulations:

1. *That the project is developed in accordance with the plans submitted on December 20, 2018 for the January 28, 2019 Planning and Zoning meeting.*
2. *That the project conforms to the Code Review Board comments dated February 20, 2018.*
3. *Any other required supporting documentation is submitted to staff and approved.*
4. *Site plan and project approval is contingent on City Council approval of a Zoning Code text amendment to allow the Community Development Director to approve the proposed side yard setbacks.*
5. *The property owner develops the alley and any roadway improvements along Yavapai Drive in accordance with City standards as approved by the City Engineer.*
6. *A Certificate of Zoning Compliance documenting the completion of conditions shall be issued by the timeframe spelled out. Building Permits be secured within one (1) year from today's date.*

*Made by: Vice Chairman Wasden
Second: Commissioner Narwid*

*Roll Call Vote: Christopher Dowell – Aye
Jesse Dowling - Aye
Thomas Narwid – Aye
Vice Chairman Judd Wasden – Aye
Chairman Robert Williams - Aye*

2. **DR 19-002 CRIMSON ROAD WAREHOUSES** – The applicant is requesting Design Review approval to construct two (2) commercial/warehouse buildings. The project is in a I-2 (Heavy Industrial) zone located in the Cottonwood Business Park at the Commons at 13 & 17 E. Crimson Road. APN 406-08-087 & 406-08-088. Owner: Cottonwood Business Park LLC. Applicant: Dan Surber, Architect.

There was a brief presentation by Jim Padgett with slides for design review. To construct two metal sided warehouse buildings. Currently, property is vacant. Shared driveway is in middle of the property. Engineering overreach regarding curb, gutter, and sidewalk was discussed. Each site will have two bicycle parking places. Applicant and Architect, Dan Surber, discussed that there will be three bays of approximately 2000 sq. ft. each. No intent to bring in big trucks. No tenants at this point. Awaiting design review. Would like to revisit the Engineering stipulation. Jim Padgett discussed that applicant went with higher parking

standards to open up tenant flexibility. Berrin Nejad suggested working with Engineering Department. Any changes can be brought back as an update.

Motion: Approve DR 19-002 Crimson Road Warehouses with the following stipulations:

- 1. That the project is developed in conformance with the site plans submitted January 8, 2019.***
- 2. That the project conforms to Code Review Board comments dated August 21, 2018.***
- 3. Building permits shall be applied for within 12 months of Planning Commission approval.***
- 4. A shared access and shared parking agreement shall be submitted and approved prior to the issuance of a Certificate of Occupancy.***
- 5. That a minimum of two (2) bicycle parking spaces be provided on each individual parcel.***
- 6. Comply with all Engineering requirements prior to issuance of any permits.***
- 7. That applicant readdresses with Engineering Departments on the suggestion of Planning and Zoning Commission the removal of the current curb, gutter and sidewalk.***
- 8. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued by the timeframe specified.***

Made by: Vice Chairman Wasden

Second: Commissioner Dowling

Roll Call Vote: Christopher Dowell - Aye

Jesse Dowling - Aye

Thomas Narwid – Aye

Vice Chairman Judd Wasden – Aye

Chairman Robert Williams - Aye

- 3. ZO 19-001 AMENDMENT TO SECTION 418 C-1 LIGHT COMMERCIAL ZONE – Consideration of a Zoning Ordinance text amendment to Section 418.D.4 regarding side yard setbacks on C-1 properties within the Arts, Culture and Entertainment District.**

Scott Ellis referenced the amendment that was presented in November, 2018 that did not include side yard setbacks. Scott conveyed concerns regarding side yard setbacks that were not included in the November amendment and how this will affect other properties.

Motion: Recommend for approval to City Council for ZO 19-001 AMENDMENT TO SECTION 418 C-1 ZONE LIGHT COMMERCIAL. Include side yard setbacks to be modified at the discretion of the Community Development Director allowing up to zero side yard setback along street or residential adjoining properties, in C-1 zoning within the Arts, Culture and Entertainment District boundaries.

***Made by: Vice Chairman Wasden
Second: Commissioner Dowell***

***Roll Call Vote: Robert Hart – Aye
Christopher Dowell – Aye
Jesse Dowling – Aye
Thomas Narwid – Aye
Vice Chairman Judd Wasden – Aye
Chairman Robert Williams – Aye***

4. **ZO 19-002 AMENDMENT TO SECTION 420 CR COMMERCIAL RESIDENTIAL ZONE** – Consideration of a Zoning Ordinance text amendment to Section 420.D.3, 420.D.4, and 420.D.5 regarding front, rear, and side yard setbacks and landscape requirements.

Scott Ellis, at the request of the Mayor, requested this additional amendment of the Commercial Residential Zone. The amendment is identical to the C-1 Zone.

Motion: Recommend approval to City Council for ZO 19-002 AMENDMENT TO SECTION 420 CR ZONE COMMERCIAL RESIDENTIAL. Allow the Community Development Director the discretion of allowing up to zero front, side, and rear yard setbacks and reduced landscaping requirements on CR properties within the Arts, Culture and Entertainment District boundaries.

***Made by: Vice Chairman Wasden
Second: Commissioner Dowell***

***Roll Call Vote: Robert Hart – Aye
Christopher Dowell - Aye
Jesse Dowling – Aye
Thomas Narwid - Aye
Vice Chairman Judd Wasden – Aye
Chairman Robert Williams - Aye***

5. **ZO 19-003 AMENDMENT TO SECTION 404.G.6.a GENERAL PROVISIONS** – Consideration of Zoning Ordinance text amendment to Section 404.G.6.a regarding pool setbacks from the main structure.

Scott Ellis conveyed concerns regarding the practicality of the existing ten (10) foot swimming pool setbacks for new subdivisions meeting that requirement. Other neighboring communities have five (5) foot setbacks or don't list any. It was asked whether there are fencing requirements. Scott Ellis confirmed that there are fencing requirements. It was asked if there was a difference between above ground or in ground pool, and if there are size specifications. Scott Ellis confirmed that there are no size specifications, and no difference between above or in ground pools. Commissioner Narwid suggested that the definition of size and depth need to be clearer. No concerns by Fire Department.

Motion: Recommend approval to City Council for ZO 19-003 AMENDMENT TO SECTION 404.G.6.a GENERAL PROVISIONS. Reduce the existing ten (10) foot swimming pool setback from the main structure to five (5) feet.

***Made by: Vice Chairman Wasden
Second: Commissioner Hart***

***Roll Call Vote: Robert Hart – Aye
Christopher Dowell – Aye
Jesse Dowling - Aye
Thomas Narwid – Aye
Vice Chairman Judd Wasden – Aye
Chairman Robert Williams – Aye***

DISCUSSION ITEMS:

None.

INFORMATIONAL REPORTS AND UPDATES:

1. Currently Commissioner Dowell and Vice Chairman Williams terms are up for renewal. There is a third applicant for the P & Z Commission open seat.
2. Berrin Nejad discussed updates on the following projects: Starbucks permits to be issued soon, Dunkin Donuts recently submitted for building permits, Dutch Bros currently under construction. Circle K is still moving forward, Goodwill is moving to new location, Inspiration at Cottonwood working through HUD process, 89 & Vine and Immaculate Conception still working on infrastructure.

ADJOURNMENT:

Meeting adjourned at 6:55 p.m.