



**CITY OF COTTONWOOD
PLANNING & ZONING COMMISSION
COUNCIL CHAMBERS**
826 N. Main St.
Cottonwood, AZ 86326

REGULAR MEETING MINUTES
Monday, February 28, 2022
6:00 p.m.

I. CALL TO ORDER

Chairwoman Masten called the meeting to order at 6:00 PM.

A. Roll Call

Commission Members Present

Commissioner Glascott
Commissioner Klinge
Vice Chairman Garrison
Chairwoman Masten

Commission Members Absent

Commissioner Shreve

Staff Members Present

Ron Corbin, City Manager
Scott Ellis, Community Development Director
Gary Davis, Community Development Senior Planner
Jim Padgett, Community Development Planner
Kelly Jobe, Community Development Administrative Assistant, Recorder

B. Approval of Minutes: January 24, 2022 Regular Meeting

Motion: To approve minutes of the January 24, 2022 Regular Meeting.

Made by: Vice Chairman Garrison

Second: Commissioner Glascott

Vote: Unanimously carried

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II. INFORMATIONAL REPORTS AND UPDATES:

Director Ellis introduced the new Commissioner, James Glascott. He stated the Text Amendments will be going to City Council tomorrow night. He wanted to remind the Commission of the joint meeting with City Council next week on Tuesday, March 8th at 6:00 pm, and the meeting will be held at the Rec Center. He requested all Commissioners be present.

III. CALL TO THE PUBLIC: NONE

IV. OLD BUSINESS: NONE

V. NEW BUSINESS:

1. **DR 22-001 - A REQUEST FOR DESIGN REVIEW FOR A 20 UNIT DETACHED TOWNHOME COMPLEX** – Consideration of a Design Review application to allow a 20-unit townhome complex in the R-2 (Single Family/Multiple Family Residential) zone. The project is located on the west side of North 7th Street approximately 1,000 feet north of Mingus Avenue. APNs 406-42-012A, 406-42-012S and 406-42-012P.

Planner Davis presented a power point on the proposed development and he stated the patio covers shown on the west six units would not be permitted because they encroach on the rear 20' setback. He stated the City is asking for a pedestrian easement along the east side of the project.

Vice Chairman Garrison stated he is concerned with having this location being accessed from a private road, and not a city street. He asked about the grading, he stated he has been to the property and it looks like there may be some slope issues. He asked about additional parking, if on-street parking was going to be permitted, and stated there could be access issues for the fire trucks and the Police Department. Other than the issues mentioned, he likes the project.

Applicant Gary Pryde stated the grading plan is in the packet and it will show it will all be brought down and balanced. He stated he has coordinated with the Fire Marshal, Rick Contreras and there are plans to widen the road. Mr. Pryde stated that the fire lane is located along the south border of the project and the east side, along the road that is already marked as a fire lane.

Commissioner Klinge stated she is glad to see more housing developed and wondered if there could be more parking established inside the perimeter of the project.

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Chairwoman Masten stated they have been screaming for more housing and is glad to see this project move forward. She stated she is less concerned with the road being a private road, and that the developer did a good job working to get more parking than what was required.

Motion was made to approve DR 22-001 for a 20-unit residential development subject to the following stipulations:

STIPULATIONS:

1. The project shall be developed in conformance with the development plans as submitted to the Planning and Zoning Commission at the February 28, 2022 meeting except that covered patio structures cannot be built within the required setback of 20 feet from the west lot line.
2. The project shall conform to Code Review Board comments dated December 23, 2021 and any additional Code Review Board comments.
3. Any exterior lighting shall meet the provisions of the State's Dark Sky Laws as well as the City's Zoning Ordinance Section 408.
4. Landscaping shall be installed in accordance with Zoning Ordinance Section 407.E.
5. Separate permits are required for any future signs.
6. All addressing and street names shall be coordinated and approved by the Cottonwood Fire & Medical Department and shall meet all requirements of the 2018 IFC.
7. The applicant shall dedicate a public pedestrian easement over the sidewalk in the eastern six feet of the lot along 7th Street.
8. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within 24 months of the Planning Commission action.

Made by: Vice Chairman Garrison

Second: Commissioner Klinge

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**Roll Call Vote:**

Commissioner Glascott- Aye

Commissioner Klinge- Aye

Vice Chairman Garrison- Aye

Chairwoman Masten- Aye

Unanimously carried.

- 2. DR 22-002 - A REQUEST FOR DESIGN REVIEW FOR A 9,400 SQUARE FOOT INDUSTRIAL BUILDING** - Consideration of a Design Review application to allow a 9,400 square foot industrial building in the I-2 (Heavy Industrial) zone. The project is located at 445 S. 6th Street. APN 406-06-001Y

Planner Padgett presented a power point of this project.

Commissioners asked what property is between the new Springhill Suites and this one.

City Manager Ron Corbin stated the property between the two is city property. He stated staff is working on getting an RFP prepared to possibly sell the property and would like to see it be utilized for commercial development that will complement the new hotel and other businesses in the area.

Vice Chairman Garrison stated that signage is not addressed in the presentation and cannot see a good place for it.

Planner Padgett stated the applicant will need to submit a sign permit application that will have to meet the City requirements.

Public Comment - Jason Keller asked if the easement that goes back to the property will be Paved.

Applicant Jerry Lovett stated it is a requirement that it will be paved.

Planner Padgett stated the Fire Department is requiring the access road to be paved.

Commissioner Glascott stated this was a nice location for this project and there is a need for industrial leases.

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Vice Chairman Garrison stated the area has been under used and there is a need for this.

Chairwoman Masten stated this was a great project, there is a great need for industrial business rentals and it is well situated.

Motion was made to approve DR 22-002 to allow the construction of a 9,400 square foot warehouse/shop building at 445 South 6th Street:

I move to approve DR 22-002 to allow the construction of a 9,400 square foot warehouse/shop building at 445 South 6th Street subject to the following stipulations:

STIPULATIONS:

1. The project shall be developed in conformance with the development plans as submitted to the Planning and Zoning Commission at the February 28, 2022 meeting.
2. The project shall conform to Code Review Board comments dated January 21, 2022.
3. The project shall comply with all Building, Engineering and Fire Department requirements.
4. Any existing chain link fencing shall be repaired or replaced where currently located on the north, south and west property boundaries and also on-site surrounding the existing storage area.
5. Any exterior lighting shall meet the provisions of the State's Dark Sky Laws as well as the City's Zoning Ordinance Section 408.
6. Separate permits are required for any future signs.
7. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within 24 months of the Planning Commission action.

Made by: Vice Chairman Garrison

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Second: Commissioner Glascott

Roll Call Vote:

Commissioner Glascott- Aye

Commissioner Klinge- Aye

Vice Chairman Garrison- Aye

Chairwoman Masten- Aye

Unanimously carried.

- 3. DR 22-003 - A REQUEST FOR DESIGN REVIEW FOR A TRANSITIONAL HOUSING RESIDENCE** – Consideration of a Design Review application to allow a single-family residence to be used for a transitional home for the Verde Valley Homeless Coalition in a C-1 (Light Commercial) zone. The project is located at 660 N. Main St. APN:406-42-046

Planner Padgett shared a power point of the project.

Vice Chairman Garrison stated he was not happy with the access to this site, it is winding through so many structures. He asked the capability of having its own entrance, and would there be an issue of fire trucks accessing the building if they needed to from the proposed entrance.

Director Ellis stated before any final building permits were issued it would be looked at again to make sure all Code Review comments from the Fire Department have been addressed.

Chairwoman Masten stated she appreciates the extra level of privacy and feels people in need of this will make full use of this facility.

Applicant John Jones stated they applied for and received a Federal Grant to do this project. He stated in this transition home, they are going from not having one and will be sharing this with other people/families and that they will be required to have a job, they will also have assistance in learning how to manage their money, learning and sharing responsibilities of taking care of a household, possibly applying for higher paying jobs.

The purpose is to get them back out in society and have a positive, productive life.

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Mr. Jones stated since they received the grant, they are on a time crunch as the deadline to have this project completed is January 2023, and they must have the grant money spent by this September of 2022.

All Commissioners agreed this is a great project and stated they appreciate the applicant for applying and receiving the grant money for this project. Also, creating this much needed facility which will be a wonderful asset to the community. They stated it was a great location for existing use and a great infill project. The Commission expressed they feel a duty to move this forward as quickly as possible.

Motion was made to approve DR 22-003 subject to the following stipulations:

I move to approve DR 22-003 for a single-family residence to be used for transitional housing, subject to the following stipulations:

STIPULATIONS:

1. The project is developed in conformance with the site plan submitted with this application as reviewed and stipulated by the Planning and Zoning Commission on February 28, 2022.
2. The project shall comply with Code Review Board requirements dated January 21, 2022.
3. The project shall comply with all Building, Engineering and Fire Department requirements.
4. A shared Ingress/Egress Agreement shall be submitted and approved with the adjacent parcel to the east known as 654 N. Main Street.
5. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within twenty-four (24) months from the date of this approval.

Made by: Vice Chairman Garrison

Second: Commissioner Klinge

Roll Call Vote:

Commissioner Glascott- Aye

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Commissioner Klinge- Aye
 Vice Chairman Garrison- Aye
 Chairwoman Masten- Aye

Unanimously carried.

- 4. CUP 22-001 – A REQUEST FOR A CONDITIONAL USE PERMIT FOR ADDITIONAL HEIGHT AND AREA FOR TWO MONUMENT SIGNS –** Consideration of a Conditional Use Permit to allow two monument signs 14 feet in height and 115 square feet in area in the C-1 (Light Commercial) zoning district. The project is located at 1635 E. Cottonwood Street, at the southeast corner of S. Main Street and E. Cottonwood Street. APN 406-04-035G.

Planner Davis presented a power point for this proposal.

Applicant Jason Keller, owner of 928 SIGNS, applied for this on behalf of the property owner.

Chairwoman Masten asked if the sign goes in, will it hold all the store names that have businesses in the facility. She asked if it could be a more standardized template, as the colors are somewhat garish.

Director Ellis stated the Commission can not stipulate on the colors, just the actual dimensions of the sign.

Mr. Keller stated he would talk to the owner to see if having a consistent color would work for him.

Commissioner Glascott stated he likes the colors as they are now, it is a quick reference to knowing what is in the center without too much distraction, and can still pay attention to the road. He stated it would be good for the business owners to have this larger sign.

Commissioner Klinge asked if the business names could be put on the side of the Safeway building.

Director Ellis stated the City code does not allow that.

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Vice Chairman Garrison stated it looks like a huge billboard and does not think it will be appropriate and he is not in favor.

Motion was made to approve CUP 22-001 subject to the following stipulations:

I move to approve CUP 22-001 to allow two monument signs 14 feet in height and 115 square feet in area, subject to the following stipulations:

STIPULATIONS:

1. The project shall be developed in conformance with the site plan and letter of intent submitted with this application and reviewed by the Planning and Zoning Commission on February 28, 2022.
2. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within twenty-four (24) months from the date of this approval.
3. Signs shall require separate permits and meet the standards of Zoning Ordinance Section 405.

Made by: Vice Chairman Garrison

Second: Glascott

Roll Call Vote:

Commissioner Glascott- Aye

Commissioner Klinge- Aye

Vice Chairman Garrison- Nay

Chairwoman Masten- Aye

Three approved / One Opposed

Motion passes

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VI. DISCUSSION ITEMS: NONE

VII. SUGGESTED TOPICS FOR FUTURE MEETINGS:

Vice Chairman Garrison stated he would like to see the joint meeting with the Historic Preservation Commission rescheduled soon.

Director Ellis stated a meeting will be scheduled when both Commissions have filled the empty seats. He stated City Council will be voting on a new P & Z Commissioner the following evening then there will one seat left to fill for P & Z Commission. The HPC Commission has one empty seat that needs to be filled.

VIII. ADJOURNMENT: 7:28 PM

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.

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