



**CITY OF COTTONWOOD
PLANNING & ZONING COMMISSION
COUNCIL CHAMBERS**

826 N. Main St.
Cottonwood, AZ 86326

REGULAR MEETING MINUTES

Monday, March 20, 2023
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 Stephens, telephonic
Commissioner Glascott
Commissioner Gehlert, arrived 6:01 PM
Commissioner Klinge
Vice Chairman Garrison
Chairwoman Masten

Commission Members Absent

Commissioner Nelson

Staff Members Present

Scott Ellis, Community Development Director
Gary Davis, Community Development Senior Planner
Tina Hayden, Community Development, Planner
Charlotte Page, Recorder

B. Approval of Minutes: February 27, 2023 Regular Meeting minutes and February 27, 2023 Special Meeting minutes

Motion: I move to approve.

Made by: Commissioner Glascott

Second: Commissioner Klinge

Unanimously carried

Motion: I move to approve minutes of the Special Meeting.

Made by: Commissioner Glascott

Second: Commissioner Klinge

Unanimously carried



II. INFORMATIONAL REPORTS AND UPDATES: Director Ellis gave an update to the Commission, he reminded them there is a Special Planning & Zoning Meeting, March 27, 2023 at 6:00 p.m. Director Ellis invited the Commission to attend the last General Plan visioning meetings March 30 & April 1, 2023 and a webinar this Wednesday for 'Lean Urbanization'. The May Planning & Zoning meeting will focus on the General Plan Update. The General Plan Amendment for the Verde Plaza Apartments will have a first reading at City Council tomorrow. On March 7, 2023 Council adopted regulations requiring permits for short term rentals.

III. CALL TO THE PUBLIC: NONE

IV. OLD BUSINESS: NONE

V. NEW BUSINESS:

- 1. DR 23-001 – A REQUEST FOR DESIGN REVIEW FOR THE RENOVATION OF AN EXISTING APARTMENT COMPLEX AND THE ADDITION OF 18 RESIDENTIAL UNITS** - Consideration of a Design Review application for the renovation of an existing apartment complex and the addition of 18 residential units in the R-2 (Single Family/Multiple Family Residential) zone. The project is located at 185 & 195 S. 7th Street. APN 406-42-169 and 406-42-170A. Applicant: Andrew Tschetter, Verde Plaza Associates.

Summary: This Project was reviewed and passed by the Commission at the Special Planning & Zoning Meeting on February 27, 2023. Due to a clerical error in the published agenda it was necessary to have the Commission vote again. Planner Hayden gave a brief PowerPoint overview and noted the stipulation 10 is being pursued, and the applicant has had discussion with City Staff about the addition of a sidewalk on 7th Street.

Motion: *I move to approve DR 23-001 for the renovations to the existing buildings and the addition of 18 residential units subject to the following stipulations.*

1. The project shall be developed in conformance with the development plans as submitted to the Planning and Zoning Commission at the February 27, 2023 meeting.
2. The project shall conform to Code Review Board comments dated July 21, 2022 and any additional Code Review Board comments.
3. The applicant shall coordinate with staff on the location and design of the walking path, and shall dedicate public trail easement along the northern lot line prior to issuance of Certificate of Occupancy.



4. All exterior lighting shall meet the provisions of the City's Zoning Ordinance Section 408.
5. Landscaping shall be installed in accordance with Zoning Ordinance Section 407 prior to issuance of Certificate of Occupancy.
6. Separate permits are required for any signs.
7. All addressing and street names shall be coordinated and approved by the City of Cottonwood Fire Department & Medical Department and shall meet all requirements of the 2018 IFC.
8. The building department application must be submitted within 24 months of Design Review approval. If this requirement is not met, this Design review approval shall be revoked and a new Code Review and Design Review submittal will be required.
9. Design Review approval for the additional 18 residential units shall not be effective until the proposed Zone Change to R-3 (Multiple Family Residential) takes effect.
10. The Applicant shall come back to City Staff for a discussion on the upgrade of the sidewalk along 7th Street.

***Made by: Vice Chair Garrison
Second: Commissioner Klinge***

Roll Call Vote:

Commissioner Stephens - Aye

Commissioner Glascott - Aye

Commissioner Klinge - Aye

Commissioner Gehlert - Nay

Vice Chairman Garrison - Aye

Chairwoman Masten - Aye

Passed

2. **GP 23-002 – GENERAL PLAN MINOR AMENDMENT OF LAND USE DESIGNATION FROM GC TO HR** – Consideration of an application to change the General Plan Land Use Designation from GC (General Commercial) to HR (High Density Residential) on an approximately 1-acre portion of a 17.8-acre parcel located at 1214 N. Main Street, on the west side of Main street, approximately 200 feet northwest of Kindra Heights Road. APN 406-23-0027H. Applicant: City of Cottonwood Community Development.

Summary: Planner Hayden gave a PowerPoint presentation for GP 23-002 and Z 23-002, showing the location and describing the intent of the proposed change of the referenced portion of a lot from General Commercial to High Density Residential. Groseta Ranch Road is proposed to be extended and the intent is to have the existing parcel have a



consistent land use and zoning with the entirety of the referenced parcel zoned R-3. No development project is currently proposed. The General Plan objectives were presented.

Commissioner Gehlert asked about the road that will be developed and access for the project. Planner Hayden and Director Ellis confirmed that Groseta Ranch Road is proposed to be extended to connect at N. Main St. near Kindra Heights Road.

Commissioner Gehlert commented about the steepness of the lot and asked about hillside development and height restrictions. Vice Chair Garrison commented that it would be better to grade the site than build on the steep site.

Suzanne Marcenko, a neighbor asked for clarification that the road would go through to alleviate traffic congestion in Old Town. She expressed concern that additional development would impact neighbors with more traffic.

Joseph Marcenko commented on the steep slope and how development will affect neighbors. He does not want Old Town packed with more homes. He said changing the zone to a high-density residential use would be detrimental. He would prefer retail development.

Phil Terbell gave input about the remaining parcel zoned C-1 Zone at the corner of Kindra Heights Road. It would remain as an 'C-1 island' with the current proposal.

Chairwoman Masten explained there is no current submission regarding a development project.

Commissioner Gehlert asked Staff about the R-3 Zoning and commented on zoning that allows cluster development, and how PAD Zoning and C-1 zoning allow residential development was reviewed. Commissioner Gehlert prefers greenspace at the front of a development in a space like the site being reviewed. Planner Hayden noted that the current zoning, C-1, allows residential development except single family homes, any multi family development would require 20% open space in future plans.

Commissioner Glascott asked about adding a stipulation about including the adjacent property zoned C-1 in the proposal. Planner Hayden said that she has reached out to the owner of the remaining parcel that is currently zoned C-1, and that citizen may also be interested in changing to a high-density residential zoning in the future.

Vice Chair Garrison is concerned about the topography and suggested that future development would likely be a PAD based on previous experience. The proposed change makes the zoning more consistent with the parcel.



Commissioner Klinge and Chairwoman Masten encouraged the public input for any future development plans.

Chairwoman Masten said the current effort to rezone is focused on making the zoning for this parcel more appropriate and in better accordance with the neighboring properties. No proposal is submitted for development.

Director Ellis requested that the motion be read with reference to APN 406-23-027H.

Motion: *I move to recommend approval to the City Council for GP 23-002 to change the Land Use Designation from GC (General Commercial) to HR (High Density Residential) on an approximately 1-acre portion of a 17.8-acre parcel located at 1214 N. Main Street on the west side of Main Street, approximately 200 feet northwest of Kindra Heights Road. APN 406-23-027H.*

Made By: *Vice Chair Garrison*
Second: *Commissioner Glascott*

Roll Call Vote:

Commissioner Stephens - Aye
Commissioner Glascott - Aye
Commissioner Klinge - Aye
Commissioner Gehlert - Aye
Vice Chairman Garrison - Aye
Chairwoman Masten - Aye

Unanimously carried

3. **Z 23-002 – ZONE CHANGE FROM C-1 TO R-3** – Consideration of an application for Zone Change from C-1 (Light Commercial) zone to R-3 (Multiple Family Residential) zone on an approximately 1-acre portion of a 17.8-acre parcel located at 1214 N. Main

Street on the west side of Main Street, approximately 200 feet northwest of Kindra Heights Road. APN 406-23-027H.

Summary: The prior presentation given by Planner Hayden included Items 2 and 3.

Motion: *I move to recommend approval to the City Council for Z 23-002 to change the zoning classification from C-1 (Light Commercial) to R-3 (Multiple Family Residential) zone on an approximately 1-acre portion of a 17.8-acre parcel located at 1214 N. Main*



Street on the west side of Main Street, approximately 200 feet northwest of Kindra Heights Road. APN 406-23-027H.

***Made By: Vice Chair Garrison
Second: Commissioner Glascott***

Roll Call Vote:

Commissioner Stephens - Aye

Commissioner Glascott - Aye

Commissioner Klinge - Aye

Commissioner Gehlert - Aye

Vice Chairman Garrison - Aye

Chairwoman Masten - Aye

Unanimously carried

- 4. COTTONWOOD GENERAL PLAN 2025 ANNUAL REPORT** – Review and recommendations for the annual report to City Council on the status of the Cottonwood General Plan.

Summary: Senior Planner Davis gave a presentation on the status of the City of Cottonwood’s current General Plan. It is a requirement by State Law for cities to review their status and progress of implementation of General Plans. The updates were not discussed in detail, specifics were presented in the meeting packet. Senior Planner Davis presented an additional comment, that the airport master plan update was completed in 2022 and is now being evaluated by the FAA.

Motion: I move to recommend proposed updates to the Annual Report on General Plan 2025 be forwarded to the City Council.

***Made By: Vice Chair Garrison
Second: Commissioner Klinge***

Roll Call Vote:

Commissioner Stephens - Aye

Commissioner Glascott - Aye

Commissioner Klinge - Aye

Commissioner Gehlert - Aye

Vice Chairman Garrison - Aye

Chairwoman Masten – Aye

Unanimously carried



VI. DISCUSSION ITEMS: NONE

VII. SUGGESTED TOPICS FOR FUTURE MEETINGS: NONE

VIII. ADJOURNMENT: 6:40 PM

Motion: To Adjourn.

**Made By: Chairwoman Masten
Second: Commissioner Klinge**

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 Cottonwood Council Chambers and Cottonwood Recreation Center 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 Planning Technician 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 by telephone conference call.