



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

826 N. Main St.  
Cottonwood, AZ 86326

**REGULAR MEETING MINUTES**

Monday, March 21, 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 Peltz  
Commissioner Glascott  
Commissioner Shreve – via phone  
Commissioner Klinge  
Vice Chairman Garrison  
Chairwoman Masten

**Commission Members Absent**

**Staff Members Present**

Ron Corbin, City Manager  
Tricia Lewis, Tourism & Economic Development Director  
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:** February 28, 2022 Regular Meeting

***Motion: To approve minutes of the February 28, 2022 Regular Meeting.***

***Made by: Vice Chairman Garrison***

***Second: Chairwoman Masten***

***Unanimously carried***

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## II. INFORMATIONAL REPORTS AND UPDATES:

Director Ellis stated there have been some Citywide email issues, and if anyone on the Commission is having trouble logging on they should contact the IT Department. He stated the Annexation for State Land will be going to City Council on April 5<sup>th</sup> at 6:00 pm.

### III. CALL TO THE PUBLIC: NONE

### IV. OLD BUSINESS: NONE

### V. NEW BUSINESS:

1. **CUP 22-002 - A REQUEST FOR A CONDITIONAL USE PERMIT FOR A TRANSITIONAL HOUSING PROJECT** - Consideration of a Conditional Use Permit to allow the conversion of an existing motel into transitional housing in the C-2 (Heavy Commercial) zoning district. The project is located at 1089 S. State Route 260. APN 406-04-057E.

Planner Padgett shared a power point presentation of this project.

Commission had several questions; will the current signage be going away, will there be additional trash receptacles, is there an expected length of time for residents.

Commissioner Garrison stated it is just not an appropriate place for an apartment complex.

Applicant, Housing Solutions of Northern Arizona, CEO, Devonna McLaughlin stated the Arizona Department of Housing has received Federal Grant Funds for a one-time opportunity to convert hotels into housing. It was recognized that the pandemic has had a huge effect on the homeless. She stated this is a transitional housing project only. Applicants would be interviewed, screened and will sign a one-year lease with an option to apply for a second and final year lease. She stated the tenants will have protocols that must be followed, the tenants will be paying rent, following rules or they will be evicted. She stated there will not be any external changes, just internal to have one, two- and three-bedroom apartments. She stated they will also have programs to help with job applications,

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writing resumes, finding any additional help if needed. She stated there will be a manager on-site at all times and there will be security cameras in place. It is a great location due to public transportation, grocery stores, and so many employment opportunities. She stated when the pandemic hit, they started using hotels for housing / social distancing, which seems fitting as the housing seems to have turned into hotels.

City Manager Ron Corbin wanted to clarify something that was said earlier. He stated the City does not favor hotels over housing, the City will choose housing every time. He stated the National Forest is getting ready to crack down on the living in camp trailers on Federal lands. He stated there are so many working homeless people and any housing we can bring in will be a huge help for the community. He stated the number one complaint he receives from employers and businesses is they can't hire employees because there is no housing for their employees. This one entity is not the only solution, but it will help.

Public Comment – Melissa Mongini stated she agrees that something needs to be done about the homeless, a lot of people are moving here because of our climate. She asked if there will be children living here, will there be a playground for them, where are they going to play, it is a very busy area and doesn't seem safe. She stated she is a property owner just to the east of this project. She stated they already have an issue with a lot of trash, people camping out, have had to make numerous phone calls to Cottonwood PD, Yavapai County Sheriff, including a 911 call when someone was trespassing and got very belligerent when asked to leave. She stated they have had issues with a lot of theft, drug users, intoxicated people creating constant disruption. She stated she does not feel this is the best location for this project.

Commissioner Klinge stated she understands the concerns of the location, but living in a vehicle or a tent would be a bigger concern. We are seeing more trash, homeless and panhandling in the last six months to a year, if not here then where. There are rentals out there with wait lists up to 30 people, and so many people have new jobs that they can't take now due to no housing. We have to do something, if not this, then what.

Vice Chairman Garrison stated he appreciates the project, but does not feel like this is the right place. He stated the City has zoning and districts that were designed for certain purposes and this just doesn't fit in that area. He stated it is suited for commercial only, not residential. Even if this was brought to the Commission as a new build, he would not be in favor of it. He doesn't believe this project is going to clean up one bit of the homeless situation, the camping, the panhandling on every

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corner. He stated as a Commission, there is a responsibility to the community to keep the balance of projects being allowed in their proper place.

Commissioner Shreve stated he is for the project, just not the location.

Chairwoman Masten stated one of the roles of the Commission is occasionally being flexible and changing the way things are zoned. She feels it is imperative we have more affordable housing. She stated she has gone out of her way to read comments on new projects and newspaper articles from the public and every single comment or questions when a new project is proposed is "I hope this will be affordable". She stated the one small homeless shelter including the one the Commission just approved is completely inadequate for this area. This project will not make the issues worse for people living out of their car, or camping in the washes, and we have a responsibility as community leaders to help find a place to go.

***Motion was made to approve CUP 22-002 to allow the conversion of an existing 32-unit hotel into a transitional housing apartment complex 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 March 21, 2022.
2. The project shall be developed in conformance with Code Review Board requirements dated February 16, 2022.
3. Parking for the project, including bicycle parking, shall be provided in conformance with Zoning Ordinance Section 406 Parking and Loading Requirements and as shown by the site plan with 37 spaces as approved by the Planning and Zoning Commission.
4. The project shall remain in conformance with the Zoning Ordinance Section 407 Landscaping Requirements.
5. A minimum of 5 bicycle parking spaces shall be provided on-site.
6. The City of Cottonwood reserves the right to revoke the Conditional Use Permit if the use creates an irremediable public safety problem as determined by the City.

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***Motion was made by: Vice Chairman Garrison***

***Second: Commissioner Glascott***

***Roll Call Vote:***

*Commissioner Peltz - Aye*

*Commissioner Glascott- Aye*

*Commissioner Shreve - Nay*

*Commissioner Klinge- Aye*

*Vice Chairman Garrison- Nay*

*Chairwoman Masten- Aye*

*Motion passes with 4 in favor and 2 opposed*

- 2. CUP 10-014 MODIFICATION - A REQUEST FOR A CONDITIONAL USE PERMIT MODIFICATION FOR AN EXPANSION TO THE BLAZIN' M RANCH WEDDING VENUE AND FAMILY FUN PARK** - Consideration of a Conditional Use Permit modification to allow additional entertainment activities at an existing event center in the AR-20 (Agricultural/Residential) zone. The project is located at 1875 Mabery Ranch Road. APN: 406-36-007M and 406-36-007N

Planner Davis shared a power point presentation on this project.

Commissioner Peltz asked what kind of impact will this have on the river with the access from the park and the donut boats. Water resources are tight as it is, and would like to see more information on how this will be handled.

Vice Chairman Garrison had questions on the overflow parking, he stated he is trying to see how there will be enough parking for these additional venues when there isn't enough now.

Applicant Ryan Glass stated they do recognize the parking issue. They have opened up a third row for parking and we will be paving the parking. He stated they have been meeting with Dead Horse Ranch State Park and they have allowed them a lease for \$100 a day for one acre to use for parking. They are looking to negotiate a longer-term lease.

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Vice Chairman stated he would like to see the parking established prior to the permit being issued. He stated he is not thrilled about seeing the porta johns at the fun park area and asked if there were any plans to hook up to sewer.

Applicant Ryan Glass stated there was an IGA between the Mabery's and the State Park to run a line and tap into their lift station. He stated that is going to cost a lot of money however, there are future plans to have this completed. He also stated that these are not just the normal plastic porta johns, these are ultra-luxury portable restrooms that will have a line ran to a septic system.

City Manager Ron Corbin stated he will have staff assist in looking to a grant to help with the sewer connection.

Public Comment Toby Payne stated that this was not part of the entertainment district, and asked if this would set the stage for more of this to come. He stated the notification letter that went out for the 300' radius, he said that only included the State Park, and sound travels farther than 300'.

Applicant Ryan Glass stated they will not be overlapping events with weddings and the kids park being opened.

Director Ellis stated depending on the event, they may be subject to completing a temporary use permit.

Commissioner Glascott stated this brings a nice element to the area, however, parking does need to be addressed.

Vice Chairman Garrison stated he appreciates them thinking ahead on the sewer issues and he feels city staff will go out of their way to seek out grant funds for the sewer line. As far as the sound, Alancastra has had issues with their weddings, and everything on this side of the river is very dense residential, this may be a bigger concern later. Other than that, he loves the idea and feels it is a feather in the cap for the community and he likes it.

Director Ellis stated if this is approved, they will have to follow the city noise ordinances.

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***Motion was made to approve a modification of CUP 10-014 to allow additional entertainment activities at an existing event center,***

I move to approve a modification of CUP 10-014 to allow additional entertainment activities at an existing event center, subject to the following stipulations, which would replace the previous stipulations:

**STIPULATIONS:**

1. The project shall be developed in conformance with the site plan and letter of intent submitted with this application and approved by the Planning and Zoning Commission on February 28, 2022. Any additional or expanded uses not approved as part of this modification will require approval of a master development plan as part of a Planned Area Development rezoning. Outdoor concerts and other similar special events shall be subject to Temporary Use Permit.
2. The Conditional Use Permit shall be permanent and transferable, with the applicant to notify staff in writing prior to transfer.
3. The project shall be developed in conformance with the Code Review Board comments dated March 4, 2022.
4. Hours of operation shall be limited to 9:00 A.M. to midnight and any amplified sound outdoors shall cease at 10:00 P.M. Amplified sound inside barn building to cease at midnight.
5. Any agreement with State Parks regarding overflow parking shall be submitted for staff review and approval, prior to use of overflow area.
6. All outdoor lighting shall conform to the Zoning Ordinance Chapter 408 Lighting Requirements.
7. The wedding venue tent shall not be in place for more than 180 days per 12-month period.

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8. Liquor license approval for the wedding venue shall be obtained prior to issuance of Certificate of Occupancy.
9. Design and surfacing of the parking area shall be in conformance with Zoning Ordinance Section 406 Parking Requirements.
10. A sign plan for the property complying with Zoning Ordinance Section 405 Signs shall be submitted and sign permit approved prior to issuance of a Certificate of Occupancy.
11. All required Yavapai County Health Services approvals of restrooms and food service facilities shall be obtained prior to Certificate of Occupancy.
12. All required Fire/Medical Department approvals of fire prevention measures shall be obtained prior to Certificate of Occupancy.
13. The two parcels shall be combined prior to issuance of the Certificate of Occupancy.
14. The City of Cottonwood may revoke the Conditional Use Permit if the use creates an irremediable public safety problem as determined by the City.

**Made by:** Vice Chairman Garrison

**Second:** Commissioner Glascott

**Roll Call Vote:**

Commissioner Peltz - Aye

Commissioner Glascott- Aye

Commissioner Shreve - Aye

Commissioner Klinge- Aye

Vice Chairman Garrison- Aye

Chairwoman Masten- Aye

*Unanimously carried.*

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- 3. Z 22-001 - A REQUEST FOR A ZONE CHANGE FOR AN EXISTING AUTOMOTIVE REPAIR FACILITY WITH A DUAL ZONING DESIGNATION**  
 - Consideration of a Zone Change application to change the current dual zoning of C-1 (Light Commercial) and AR-43 (Agricultural/Residential) to C-2 (Heavy Commercial).  
 The project is located at 1151 E. State Route 89A. APN: 406-05-036P.

Planner Padgett shared a power point presentation. He stated this is basically a zoning clean up to have the entire parcel on one zoning designation and the applicant can utilize the property for the correct zone.

Vice Chairman Garrison stated this doesn't seem to be an issue as this is currently being used for the C-2 purposes.

Commissioner Peltz asked if they were going to have a paint booth within this business and wanted to know if there are requirements in place for filtration systems.

Planner Padgett stated any additional use for this property will be subject to Code Review.

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

I move to recommend approval to the City Council Z 22-001 to change the zoning designation to C-2 (Heavy Commercial), subject to the following stipulation:

**STIPULATIONS:**

1. The requested Rezoning approval is for the .76-acre site to accommodate one single zoning designation for the entire parcel. Any future development or modifications of the C-2 parcel will require the appropriate review processes as determined by staff.

***Made by: Vice Chairman Garrison***

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**Second: Commissioner Klinge**

**Roll Call Vote:**

Commissioner Peltz - Aye  
 Commissioner Glascott- Aye  
 Commissioner Shreve - Aye  
 Commissioner Klinge- Aye  
 Vice Chairman Garrison- Aye  
 Chairwoman Masten- Aye

*Unanimously carried.*

**VI. DISCUSSION ITEMS:**

Director Ellis asked the Commission their thoughts on attendance requirements and excused absences for Commissioner. Overall, the Commission agreed to keep them strict as they have a duty/obligation to be present to make the best decisions for the citizens of Cottonwood.

Director Ellis stated staff had been approached regarding fence height requirements in front setbacks. The current maximum height for a fence in a required front yard is four feet. Staff asked the Commission their thoughts on allowing fences to be six feet in height in front yards, consistent with the height allowances in rear and side yards. The Commission agreed that raising the height limit on fences within the front yard setback could be doable. The first four feet could be solid as allowed by current requirements, with the remaining two feet being see-through.

**VII. SUGGESTED TOPICS FOR FUTURE MEETINGS: None**

**VIII. ADJOURNMENT: 8:25 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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