

Official Minutes of the City of Cottonwood
Planning & Zoning Commission Regular Meeting
Held, April 16, 2018 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 6:00 p.m. Roll call was taken as follows:

Planning & Zoning Commission Members Present

Chairman Robert Williams
Robert Hart
Vice Chairman Judd Wasden
Thomas Narwid
Christopher Dowell

Planning & Zoning Commission Members Absent

None

Staff Members Present

Berrin Nejad, Community Development Manager
Scott Ellis, Community Development Planner
Jim Padgett, Community Development Planner
Amber Richards, Administrative Assistant, Recorder

Chairman Robert Williams introduced our new commissioner, Christopher Dowell.

APPROVAL OF MINUTES OF February 26, 2018 - REGULAR MEETING

Motion: *To approve the minutes of 02/26/2018 – Regular Meeting*

Made by: *Vice Chair Wasden*

Second: *Commissioner Narwid*

Vote: *Unanimous*

CALL TO THE PUBLIC

At 6:03 p.m., Robert Gooddale approached the podium to discuss Verde Santa Fe Community wash erosion stating it's an inadequately prepared wash areas within subdivision. Would like to raise the level of concern with the 89 & Vine project going in across the street. Want to be on record that there is a concern with additional watershed that will be generated, concentration points and effect it will have on their community.

OLD BUSINESS- None

NEW BUSINESS-

1. **DR 18-002 – OXENDALE RENOVATION** – A Request for Design Review for a 3310 square foot renovation to the existing Parts and Service building, a 4992 square foot 2 story storage building addition and minor remodel to the existing outdoor canopy and repaving of the parking and display area at the Oxendale Sales lot on property zoned C-2 (Heavy Commercial), located at 792 E. State Route 89A in Cottonwood. APN 406-06-001T. Owner: Oxendale Investments LLC. Agent: Matt Oxendale, Owner, and Bob Woods, Architect. Below is Jim Padgett’s report:

STAFF REPORT

TO: Planning and Zoning Commission
FROM: Jim Padgett, Planner
THROUGH: Berrin Nejad, Community Development Director
HEARING DATE: April 16, 2018
PROJECT NUMBER: **DR 18-002 Oxendale Renovation**

The applicant is requesting approval of a Design Review application to construct a 4992 square foot addition to be used for parts and records storage, interior renovations to an existing 3310 square foot parts and service building and a minor modification to an existing canopy on the front of the existing building.

PROJECT DATA AND FACTS:

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|------------------------------------|---------------------------|
| Applicant/Agent | Bob Woods Architect |
| Property Owner | Oxendale Investments, LLC |
| Location of Property | 792 East State Route 89A |
| Present Zoning and Land Use | C-2 (Heavy Commercial) |

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| Description of Applicant’s Request | Design Review for the addition of a 4992 square foot storage building expansion and remodel existing interior space and modifications to an existing exterior canopy. |
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LAND USE:

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| Description and Character of Surrounding Area |
| The subject site is located on State Route 89A near the intersection of 7 th St. The property is located across the Highway from other automotive dealers and located adjacent to a major drainage wash and Industrial zoned property to the north. There are other retail, manufacturing, and office uses along that portion of the Highway. |

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| Adjacent Land Uses and Zoning | |
| North: | I-2 (Heavy Industrial) – Rock and Material supply business and Silver Springs Wash |
| South: | C-2 (Heavy Commercial) Galpin RV and Auto Sales (Across State Route 89A) |
| East: | C-2 (Heavy Commercial) Existing Automotive Sales buildings and vehicle parking |
| West: | C-2 (Heavy Commercial) General retail services |

PROJECT PROPOSAL:

Background:

The subject site is the location of Oxendale Auto Sales and Parts and Service. The applicant is proposing improvements to include the interior renovation of the existing 3310 square foot parts and service building, a new two story 4992 square foot storage facility , the remodel of an existing exterior canopy and minor repaving of the customer parking area and product display area.

Architecture, Materials, Colors: The two story addition to the parts and sales building will be located to the rear of the existing building. A portion of the new addition will extend above the existing roofline and will be visible from the street and matching colors and materials as presently exist will be used for the new addition. An existing canopy will be enlarged offering a covered area for vehicles. Currently, a short canopy exists and the proposal would extend the existing canopy out from the building offering a shaded area.

Parking: No parking will be removed or added to the site. Some repaving will be done to the customer parking area and sales display area.

Lighting: No lighting changes are proposed. Any future lighting is required to be submitted under a separate permit and would be required to be Dark Sky Compliant.

Signage: Any signage is required to be approved under a separate permit.

Landscape Plan: No additional landscaping is proposed to what is already existing.

Utilities: All necessary utilities for the site are existing.

CRB Review: This project was reviewed by the CRB (Code Review Board) on January 30, 2018. The applicant will be required to meet all code requirements and address all department comments as indicated.

Staff Review:

If approved, staff recommends the following stipulations:

1. That the project is developed in conformance with the development plans submitted for the April 16, 2018 Planning and Zoning Commission meeting, and as may be further modified by the Planning and Zoning Commission.
2. That the project conforms to the Code Review Board comments dated February 5, 2018.
3. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued prior to issuance of a Certificate of Occupancy.
4. Any other stipulations the Planning & Zoning Commission deems necessary.

Attachments: Application and Letter of Intent
Vicinity Map
Photos

There was a brief presentation by Jim Padgett explaining that this is a Design Review application for expansion and renovation with photos shown. There will be a two story building addition and canopy. Commissioner Narwid asked if the roof line on the new building will be equal or higher to existing roof line and asked for height. Jim Padgett replied that it will be higher and deferred the height question to the architect. Bobby Woods, Architect introduced himself and clarified height of building to be 24 ft. (approx. 2 stories) and explained the purpose for moving the shade canopy is the need for two service lanes and room for pedestrians. Vice Chairman Wasden had a question regarding the south elevation. Was there consideration for visibility such as crowning from a design

perspective? Architect stated there was some consideration but minimal impact to 89. Vice Chairman Wasden also brought up the columns and explained the crowning was from a cosmetic perspective. Bobby Woods stated they were receptive to making changes as needed. Matthew Oxendale commented on the side columns of the building. Vice Chair Wasden asked about the old Parts and Service sign. Bobby Woods said the sign will remain pretty much the same but it will be new. Berrin Nejad brought up a Special Meeting on May 7th for the signage to be approved which the Commission was agreeable to. Commissioner Hart recommended that the sign color match the rest of the signs on the building because the red clashes with the building and everything else. The floor was opened up to the public and then closed.

Motion: Approve DR 18-002 Oxendale renovation with the following stipulations.

- 1. The project is developed in conformance with the development plan submitted for the April 16, 2018 Planning and Zoning Commission meeting.***
- 2. That the project conforms to the Code Review Board comments dated Feb 5th, 2018.***
- 3. A certificate of zoning compliance documentation documenting the completion of conditions shall be issued prior to the issuance of a Certificate of Occupancy.***
- 4. Recommendation for crowing the new addition of the building on the East, South and West side with a type of molding or pop out relief.***
- 5. Signage will be addressed in the May 7th, 2018 P & Z Special Meeting.***

Made by: Vice Chairman Wasden

Second: Commissioner Narwid

Vote: Unanimous

- 2. DR 18-001 & PCU 18-002 – DUTCH BROTHERS – A Request for a Conditional Use Permit to allow development of a drive-thru coffee shop on a portion of property in a C-1 (Light Commercial) zone, located at 1419 E. State Route 89A in Cottonwood. APN 406-06-028E. Owner: Verde Valley Plaza LLC. Agent: Leonardo Dale.. Below is Scott Ellis’s report:**

STAFF MEMO

TO: Planning and Zoning Commission

FROM: Scott Ellis, Planner

THROUGH: Berrin Nejad, Community Development Director

HEARING DATE: April 16, 2018

PROJECT NUMBER: PCU 18-002 & DR 18-001

The applicant is requesting approval of a Conditional Use Permit and Design Review to allow placing of a new drive-thru and walk-up coffee shop on property zoned C-1 (Light Commercial.), also known as the Food City Shopping Center, located at 1419 E. State Route 89A. The proposed site is located at the north end of the existing shopping center parking lot along State Route 89A.

PROJECT DATA AND FACTS:

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| Applicant/Agent | Leonardo Dale |
| Property Owner | Verde Valley Plaza LLC (to be SimonCRE Cabin, LLC). |
| Location of Property | North end of parking lot at 1419 E. State Route 89A. |
| Present Zoning and Land Use | C-1 (Light Commercial) Includes a combination use of retail/restaurant shopping center. |
| Description of Applicant's Request | To construct a new 815 square foot building on a separate single property to be used as a walk-up and drive-thru coffee shop. |

LAND USE:

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| Description and Character of Surrounding Area |
| Commercial uses surrounding the site including a used car lot (across 89A), bank, restaurant, and retail stores in the same shopping center. |

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| Adjacent Land Uses and Zoning | |
| North (across SR 89A): | C-2 (Heavy Commercial) – Used car lot. |
| South: | C-1 (Light Commercial) – Existing retail shopping center including a grocery store and retail stores. |
| East: | C-1 (Light Commercial) – Bank (Independently located). |
| West: | C-1 (Light Commercial) – Retail store and church use of existing building in the shopping center. |

PROJECT PROPOSAL:

Background:

The existing shopping center property is located on approximately 7.92 acres, approximately .64 acres will be a new separate parcel and will be used to develop the proposed coffee shop. This new parcel will be independent of the remaining shopping center parcel. Until recently, a smaller coffee kiosk has been permitted and in business in the approximate location of the proposed development. Currently, this coffee kiosk has been removed from the site.

The new coffee shop is single-story, sits parallel to State Route 89A with a drive-thru in between, with parking on the south side of the structure, and there will not be public access to the interior of the building. All patrons will utilize a drive-thru or walk-up window to order and receive their products. A shaded 686 square foot patio area will be provided for those who wish to remain on site for consumption.

A drive-thru food and/or drink establishment is not a permitted use by right in the C-1 Zone. The proposal to develop the new parcel for a drive-thru facility on C-1 zoned property can be considered through the Conditional Use Permit process.

Parking:

A minimum of 24 parking spaces are required for the proposed use. The applicant is proposing to provide 29 parking spaces, more than the minimum required.

This development will also result in a reduction of the overall available parking to the shopping center. Currently there are approximately 456 parking spaces available to the shopping center. The proposed development will result in a removal of approximately 105 of these available parking spaces, leaving 351 spaces to be used by the shopping center. With the current code, a total of 411 spaces would be required for the shopping center.

A proposed text amendment to the existing parking ordinance may allow the Community Development Director the ability to approve a reduction in the required number of parking spaces under certain conditions. Staff has analyzed the current parking patterns in the shopping center and provided photos and aerial pictures for the determination. Most of the parking spaces remain vacant.

Exterior Lighting:

Exterior lighting for the store and general site lighting will be in conformance with city dark sky lighting ordinance.

Signage:

Sign designs have only been provided for reference purposes and are not included with this submittal as part of the approval. The applicant will be required to submit a complete sign application for staff approval.

Landscape Plans:

Plant selection meets drought tolerant standards. A low masonry wall with decorative details is proposed along the drive-thru adjacent to State Route 89A to provide screening of vehicles and headlights using the facility. The new building, parking areas and expanded street frontage will have drought-tolerant landscaping, including trees and shrubs and decomposed granite as a ground cover.

Access/Driveway:

Access will be via two existing driveways to the shopping center from State Route 89A along the north portion of the parking lot. The applicant has not requested any new access points to the property from 89A. All newly created parcels must have access from a public street to be approved. This development will require a shared access agreement between the two property owners to ensure continued use of the existing driveways remains available to the newly created parcel.

The proposed parcel will have access drives on the west and east sides, set back as far south on the property as reasonable. This will allow efficient and safe circulation of vehicle and pedestrian traffic. There will also be a through drive aisle on the south side of the property to allow circulation around the newly created parcel.

Utilities:

All necessary utilities are available to the site.

CRB Review:

This project was reviewed by the CRB (Code Review Board) on February 20, 2018. The applicant will be required to meet all code requirements and address all department comments as indicated.

REQUIRED FINDINGS:

A Conditional Use Permit shall only be granted if the approving body determines that the project conforms to the required findings in this Section: (*Zoning Ordinance, Section 302.*) If it is determined that it is not possible to confirm the required findings for the proposed CUP, whether as submitted or through conditions that may be required, the application shall be denied. The specific basis for any decision shall be established in the record as findings of fact. The following criteria shall be considered as the basis for the findings to approve, approve with conditions or deny the Conditional Use Permit:

General Findings:

The existing shopping center was constructed in the mid to late 1970's and has remained as such a use since then with a mixture of various retail stores, restaurants, and at one time a movie theater. A small, movable coffee kiosk has been located on the north end of the existing parking lot on more than one occasion, and has recently been removed from the property. The proposed use will not be detrimental to the health, safety, and well-being of surrounding properties.

Compatibility with Surroundings Uses:

The proposed drive-thru and walk-up coffee shop is compatible with the commercial uses located in the general vicinity.

Traffic and Circulation:

The property will be accessed via two existing driveways that service the shopping center off State Route 89A. A new access driveway has not been proposed for this use. Circulation within the site and the surrounding shopping center will not be negatively impacted by the proposed use.

Staff has voiced concerns with the increased traffic at the driveway entrances along State Route 89A as this is a heavily traveled portion of the roadway with large traffic volumes. The applicant has revised their site plan to push their access driveways as far from the driveways at 89A as possible. They have also provided a through drive aisle on the south side of their proposed property to allow increased circulation through the parking lot.

Infrastructure:

Water and sewer infrastructure systems are available and adequate to serve the proposed use.

Nuisance Activities:

No nuisance activities have been identified at this location for the proposed use.

Buffering and Screening:

Screening is recommended between the proposed use and State Route 89A to prevent headlights to and from vehicles in the drive-thru and traffic along highway. The applicant has agreed to use landscaping and low walls to alleviate this concern.

Stipulations:

A Conditional Use Permit is proposed to allow the development of a drive-thru and walk-up coffee kiosk in the C-1 (Light Commercial) Zone. If approved, staff recommends the following stipulations:

1. That the project is developed in conformance with the development plans submitted for the April 16, 2018 Planning and Zoning Commission meeting, and as may be further modified by the Planning and Zoning Commission.
2. That the project conforms to Code Review Board comments dated February 20, 2018.
3. That the project conforms to the Design Review requirements as approved separately by the Planning & Zoning Commission.

4. The lot split resulting in the proposed development parcel be completed prior to applying for building permits.
5. The lot split includes a shared access/cross access agreement between the owners of the new parcel and the owners of the existing shopping center.
6. The approval of this request is subject to approval of the proposed Parking Ordinance amendment.
7. Building Permits shall be applied for by twelve (12) months from the date of approval by the Planning & Zoning Commission or the Conditional Use Permit shall be subject to revocation procedures.
8. A Certificate of Zoning Compliance documenting the completion of the Conditional Use Permit conditions shall be issued prior to the Certificate of Occupancy.
9. Any other stipulations the Planning & Zoning Commission deems necessary.

There was a brief presentation by Scott Ellis for a drive thru Dutch Brothers Coffee shop in the Food City parking lot with photos. The request is for a Conditional Use Permit for the drive thru coffee shop. The coffee shop will be drive thru and walk up only and will have an outside patio area but no indoor seating for public. Commissioner Hart was concerned about the pedestrian traffic being controlled. Scott Ellis deferred that question to the applicant. Commissioner Hart also asked about the control of people merging from two lanes to one. Will there be a system in place or will it be an honor system. Scott Ellis did not think there was a system in place. It was compared to McDonalds and it would be up to drivers to take turns. There were some discrepancies in plans provided for review and Scott stated we can have the applicant correct the discrepancies. Commissioner Narwid asked where the outside patio area would be and also had a concern about the ratio of parking spaces vs. seating area for customers. Scott explained that parking is based on usable square footage of the building. Vice Chairman Wasden asked about a sample of what the screen wall will be made of and commented on the headlights from traffic being shielded. Andrew Beech introduced himself and stated that the elevations can be revised with the right directions. The material will be a CMU block and can be revised as well. Vice Chairman Wasden pointed out the drive thru lane in the packet is actually where the patio would be. Andrew Beech said he can get with the architect to go over discrepancy issue. Commissioner Hart mentioned that the upper left elevation is off of the most used entry into the parking lot and suggested that the introduction to the building is not very good. Berrin Nejad stated we are not supposed to design the project, we can give suggestions but the design should be left to the architect. Commissioner Narwid asked if alternate circulation patterns were considered and asked what would be peak hours for business. Andrew Beech stated 7:30 a.m. – 9:30 a.m. Commissioner Narwid asked if entry and exit can both be from the south. Berrin Nejad stated the circulation was gone over and the option being presented is the best option. Vice Chairman Wasden stated that it appears that Dutch Brothers is retro fitting existing concept but it's inaccurate and they are missing an opportunity with the patio. The height of the wall needs to be enough to address headlight

issue. Chairman Williams opened and closed floor to public. Commissioner Hart suggested there should be shade on the patio in the form of additional landscaping/structures. Commissioner Dowell stated it's an exciting project but appears to be a cookie cutter design and that it's not planned as well as it should be. Traffic for this corner is going to pick up with the addition of Dutch Brothers. Commissioner Narwid would like all the comments made to be incorporated into another packet that's 100 % accurate. The commission discussed delaying approval. Vice Chairman Wasden stated it seems like a cut and paste job. Would like to see the wall addressed, a sample for the wall should be provided. It's a great concept but needs to be improved. The question was asked about the parcel and if it's been split out. Scott Ellis stated that is part of the stipulations.

Motion: PCU18-002 and DR18-001 be tabled until May 7th or until a time appropriate for submitting.

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

- 3. ZO 18-002 - AMENDMENT TO SECTION 406 PARKING AND LOADING REQUIREMENTS - BICYCLE PARKING** – Consideration of a Zoning Ordinance amendment adding Section 406.H. to ensure bicycles may be parked and stored in a manner that is safe, convenient, and secure. This will create a requirement that all proposed developments and expansion of existing developments provide a location for bicycle parking within the development. Below is Scott Ellis's report:

STAFF REPORT

TO: Planning and Zoning Commission
FROM: Scott Ellis, Community Development Planner
MEETING: April 16, 2018
SUBJECT: **ZO-18-002 AMENDMENTS TO SECTION 406 PARKING AND LOADING REQUIREMENTS** - Consideration of Zoning Ordinance text amendments to Section 406, adding 406.H. Bicycle Parking.

BACKGROUND

Initially, in 2009, a Bicycle Plan was created by the Bicycle Advisory Committee and approved by City Council. This bicycle plan was created to encourage and enhance opportunities for bicycling within Cottonwood. The document is also used to accomplish the goals and objectives within the General Plan regarding multi-modal transportation and bicycle facilities and programs, and put those ideas into action.

One of these ideas is to provide accommodations to those who enjoy using a bicycle as a means of transportation. By adding a section to the City's Parking Ordinance, dedicated to bicycle parking, we can further the goals of creating a more bicycle friendly community.

In 2012 the City applied for and was granted Bronze status as a bicycle friendly community by the League of American Bicyclists. This designation represents Cottonwood's commitment to cycling, and the growth needed to achieve higher (Silver) designations by the League.

STAFF ANALYSIS

Working with the Bicycle Advisory Committee, staff has identified the need for and developed an ordinance to incorporate bicycle parking for all new developments and expansions of existing developments. This will provide for the continuation of the City to encourage bicycle friendly developments and accommodations.

RECOMMENDATION

Consider the proposed amendment to the Zoning Ordinance to provide a recommendation to the City Council to:

1. Create bicycle parking requirements for new developments and expansions of existing developments.

There was a brief presentation by Scott Ellis. Staff has been working with the Bicycle Advisory Committee and the goal is to try and reach silver status. We would be recognized as a more bicycle friendly community. Commissioner Hart stated he is in favor of anything to increase accessibility and nothing stood out to him other than using decomposed granite. Tires could get stuck in the granite when wet and it should be avoided when possible and use paving instead. Commissioner Dowell asked if the ordinance was taken from another city. Most of what is seen was drafted by a previous planner. Not a fan of needing to make exceptions – should be written better to avoid having to make a large number of exceptions. New growth opportunities are not going to be able to comply with the 50 ft. rule for placement of bike racks. Scott Ellis stated there is an exception for historic properties that would alleviate that issue. Commissioner Narwid stated that 10% is too high for parking requirements and used Wal-Mart as an example and that the text amendment would require 100 bicycle spaces if there were 1,000 parking spaces. Commissioner

Dowell points out the safety for bicycles is mentioned in number 7 but what about safety of pedestrians/walking public? The convenience/safety of walking public should also be considered. Nancy Gottschalk from Yavapai County Health Services replied to some of the concerns. One loop of bicycle parking holds 2 bicycles. The 10% is not beyond what other communities have done. If the City of Cottonwood is looking to develop and increase bicycle traffic, we need to anticipate people commuting. People can ride their bikes to the same places cars can go. We need to make sure they can park safely. Commissioner Hart pointed out that the local big box stores are not convenient for riding a bike and may seem less likely to have the need for bike parking. However, employees may be biking to work. Dr. Richards brought up the City is promoting housing for non-retirement people such as apartments for low/middle income people. This presents a need for more bicycle parking. The floor was closed to the public. Commissioner Dowell stated he is very much for the bike community but doesn't need to be applied the same way across the board. The exceptions are needed but we need to limit the amount of exceptions, should be narrowed down. Certain businesses don't need as many spots. We are a sales tax based city and we should not be putting a burden on businesses because they can't accommodate bicycle parking. Commissioner Narwid reiterated that we need the exceptions. Vice Chairman Wasden pointed out that this will not/should not burden businesses and will be more for new developments and expansion projects subject to Design Review. Scott Ellis stated he feels the Commission's concerns are all addressed in the ordinance with the exceptions. Hezekiah Allen spoke about the Rec Center parking and stated there is parking for 20 bikes. He stated that thinking into the future, we have the Forest Service working on 120 trails. In context of business, the ordinance will be good for businesses. People on bikes will be more aware of what businesses are located in the City vs. driving by and not seeing all the businesses. Chairman Williams stated he thinks this is a start of something we need and we can work on it and refine it, add to it. There are some general clauses that are good but could use more thought. The Commission discussed recommending approval.

Motion: To recommend approval to City Council for ZO 18-002 AMENDMENTS TO SECTION 406 PARKING AND LOADING REQUIREMENTS consideration of Zoning Ordinance text amendments to Section 406.H bicycle parking.

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

4. **ZO 18-003 – AMENDMENT TO SECTION 406 PARKING AND LOADING REQUIREMENTS** - Consideration of a Zoning Ordinance text amendment to Section 406, adding provisions for an administrative reduction in the required number of parking spaces subject to conditions, and revising the required parking schedule for listed uses of land. Below is Scott Ellis's report:

STAFF REPORT

TO: Planning and Zoning Commission
FROM: Scott Ellis, Community Development Planner
MEETING: April 16, 2018
SUBJECT: **ZO-18-003 AMENDMENTS TO SECTION 406 PARKING AND LOADING REQUIREMENTS** - Consideration of Zoning Ordinance text amendments to Section 406.D. and Section 406.D.6.

BACKGROUND

After coming across several problems with the existing parking requirements, staff conducted research with surrounding and similar sized communities and found out that our requirements are above the average; therefore staff proposes the following changes to better accommodate listed uses and provide for quality development and alleviate unnecessary parking spaces that likely will not be utilized most of the time:

1. Re-number the parking schedule to 406.D.9., and adjust parking schedule numbers as necessary.
2. Include a section (406.D.6) that allows an adjustment of up to 10% of the required number of parking spaces to be marked as compact spaces.
3. Include a section (406.D.7) that allows the Community Development Director to administratively approve a reduction in the required number of spaces under certain conditions. The statement will read as follows:

6. Reduction of Requirements: Requests to reduce the otherwise applicable parking requirements may be granted by the Community Development Director after the applicant shows that:

- A. *Because of the unique nature of the specific existing or proposed land use, the size, shape, or location of the property, or due to an unusually large number of pedestrian or transit trips, below-normal parking demands will be generated; and*
- B. *The reduced parking supply will still accommodate the vehicular traffic without increasing traffic or on-street parking problems in adjacent areas and neighborhoods.*

- 1) *It shall be the responsibility of the applicant requesting such reduction to prove that the above conditions have satisfactorily been met.*

4. Include a section (406.D.8.) that allows the Community Development Director to require additional parking under certain conditions, as follows:

8. Addition of Requirements: Parking requirements in addition to the below schedule, may be required by the Community Development Director based on the unique nature of proposed and existing land uses on the site and surrounding area. The Director shall consider increased vehicular traffic and/or on-street parking impacts to adjacent areas and neighborhoods when determining additional parking requirements.

STAFF ANALYSIS

Infill or redevelopment sites within the city have difficulty meeting the current parking requirements. This resulted in negative outcome with several cases due to not meeting code. The research showed that we do require more than other communities. By reducing and matching to the norm, these infill/redevelopment properties will have a chance to move forward with redevelopment of the site. Adjusting the parking schedule based on the specific shape, size and configuration is necessary to allow the property owner to develop or redevelop their property.

RECOMMENDATION

Consider the proposed amendments to the Zoning Ordinance to provide a recommendation to the City Council to:

2. Allow the Community Development Director to approve a requested reduction in the required number of parking spaces if certain conditions are met.
3. Change some parking calculations to be more in line with surrounding jurisdictions.
4. Allow the Community Development Director to require more parking than listed in the parking schedule under certain conditions.

There was a brief presentation by Scott Ellis. A variety of things we are looking at but the main thing is the amount of parking spaces required. Compared to other cities and found that we are requiring more parking than other places. We base our parking on usable floor area of a building but everyone else uses gross square footage. Commissioner Hart asked for the definition of “usable floor space”. Scott Ellis read the definition and stated it’s vague so we interpret it as where the public can be. Commissioner Narwid stated he sees no reason for having stalls for compact cars. There was discussion about compact spaces among commissioners. Chairman Williams also did not see a need compact spaces. Berrin Nejad stated she believes we should give the option for compact spaces and clarified that this text amendment does not require 10 percent of spaces to be compact but rather the limit is 10%. Commissioner Hart stated the developer should have to justify the need for compact spaces.

Motion: To recommend approval to City Council for ZO 18-003 AMENDMENTS TO SECTION 406 PARKING AND LOADING REQUIREMENTS consideration of Zoning Ordinance text amendments to Section 406.D. and Section 406.D.6.

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

DISCUSSION ITEMS-

Brief introduction of below topics needing input from Commission on.

1. Wayfinding Signs – Photos were shown to give ideas of types of Wayfinding signs that could be used. Individual businesses could rent spaces on the signs. One of the areas we are specifically looking at is the Old Town area and other parts of town. Hand out was provided to Commissioners showing what Parks and Rec came up with for a design. Vice Chairman Wasden stated this was addressed 2 years ago and it was never addressed again. Some areas would not be relevant because traffic is moving too fast to be able to read them. Berrin stated we are going to create an ordinance for wayfinding. Commissioner Narwid wanted to know who would pay for the signs. Businesses would pay for their slots, not the town. Chairman Williams stated it's a good start.
2. Feather and Flag Banners – Berrin stated it's become a problem in recent months, flag and feather banners are popping up everywhere. The language of the ordinance was challenged a little bit recently. We will be bringing it back clearly stating they are not allowed because it's becoming a problem for Code Enforcement. Commission stated it sounds good and agree that it's gotten out of control and it needs to be defined.

INFORMATIONAL REPORTS AND UPDATES-

ADJOURNMENT – Meeting adjourned at 8:06 p.m.

Made by: Commissioner Narwid
Second: Commissioner Dowell