



**CITY OF COTTONWOOD  
PLANNING & ZONING COMMISSION  
COTTONWOOD COMMUNITY CLUB HOUSE**

805 N. Main St.  
Cottonwood, AZ 86326

**REGULAR MEETING**  
Monday, May 18, 2020  
6:00PM

**I. CALL TO ORDER**

Chairman Williams called the meeting to order at 6:00 p.m.

**A. Roll Call**

**Planning & Zoning Commission Members Present**

Commissioner Dowell  
Commissioner Masten  
Commissioner Sherman  
Commissioner Hart  
Chairman Williams

**Planning & Zoning Commission Members Absent**

Vice Chairman Dowling

**Staff Members Present**

Scott Ellis, Community Development Director  
Jim Padgett, Planner  
Ron Corbin, City Manager  
Rudy Rodriguez, Deputy City Manager  
Cassidy Presmyk, Administrative Assistant, Recorder

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*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.*

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**B. Approval of Minutes:** March 16, 2020 Regular Meeting

*Motion: To approve minutes of the December 16, 2019 Regular Meeting.*

*Made by: Chairman Williams*

*Second: Commissioner Hart*

*Vote: unanimous*

**II. INFORMATIONAL REPORTS AND UPDATES:**

Director Ellis introduced new Administrative Assistant (Cassidy Presmyk). Gateway Greens Project is moving very slow, their first phase was completed a few years ago, and the second phase is going forward, inspections are still taking place. This is a preapproved project, with no time limit and original plans.

The June Planning and Zoning Meeting will be happening, we are just unsure of location at this time due to social distancing requirements.

**III. CALL TO THE PUBLIC**

**IV. OLD BUSINESS:**

- 1. DR 19-013 VERIZON RETAIL STORE** – Request for Design Review of a new 2,000 square foot retail store. The subject parcel is zones C-1 (Light Commercial), located at 875 S. Main Street. APN 406-04-033D. Owner: Woodys Enterprises Ltd. Agent/Representative: SimonCRE Saltair III, LLC

Planner Davis presented this project's updates by showing visuals of the exterior change in color scheme, driveways and design of parking lot. Applicant Peter Krahenbuhl attended via phone to answer questions.

Commissioner Hart expressed concern over the pedestrian walkway and percent of slope. Staff answered by showing the changes that had happened for the pedestrian walkway and Peter Krahenbuhl was able to answer his questions by stating the slope does drop with the elevation but they had taken that into consideration with the proposed changes.

Commissioner Hart also wanted to know if the trash enclosure could be moved to the last two parking spaces, but Mr. Krahenbuhl replied that they had looked into that option, but due to

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parking needs, they could not satisfy that move. They do plan on having trash pickup hours to be after business hours to alleviate any safety issues.

Chairman Williams asked for clarification that ADOT still needs to approve this. Mr. Krahenbuhl and Staff both confirmed.

Chairman Williams closed the floor to the public.

***Motion: To approve Design Review 19-013 subject to the following stipulations:***

1. That the project shall be developed in conformance with the development plans as approved at the Planning and Zoning Commission at the May 18, 2020 meeting.
2. The project shall conform to Code Review Board comments dated November 6, 2019.
3. Any irrigation and fire lines shall have an approved backflow device installed and certified before water service is permitted. If an additional fire line is required, the contractor will be responsible to arrange the tap by a licensed and certified contractor.
4. The project shall have a signed shared access agreement with the owner of the property to the south assuring a second means of access to the property.
5. The project shall comply with all Building, Engineering and Fire Department requirements.
6. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within 24 months of the Planning Commission action.
7. The development plan shall be subject to Arizona Department of Transportation (ADOT) review and approval.
8. Any further significant revision to the site plan shall require a new application for Design Review.
9. Trash pickup will only be conducted after business hours.
10. Any other stipulations the Planning and Zoning Commission deems necessary.

***Made by: Commissioner Dowell***

***Second: Commissioner Hart***

***Vote: unanimous***

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**V. NEW BUSINESS:**

- 1. ZO 20-003 AMENDMENT TO SECTION 404 GENERAL PROVISIONS, AMENDING SECTION 404. W OUTSIDE DISPLAY/USE OF PUBLIC SIDEWALKS** – Considerations of a Zoning Ordinance text amendment to Section 404.W, replacing current regulations for Outside Display with new regulations for Use of Public Sidewalks.

Planner Davis presented project in detail. He stated towards the end of his presentation that there are no objections from the downtown community in regards to these changes. Director Ellis stated that City Council is wanting to go forward with this project.

Commissioner Hart asked for a clarification on bullet 4 on the Staff Report, and Director Ellis explained how they included the current Zoning Ordinance text.

Commissioner Dowell asked where else besides downtown would this affect. Staff replied by saying he wasn't aware of anywhere else it would affect.

Commissioner Dowell also asked an estimated number of businesses that will have to change their current structures. Director Ellis answered no changes will be needed as of now. We did have a recent one that did not meet requirements, but they have since come into compliance. Staff also noted that there are some light poles that have three foot clearances on the sidewalks. Commissioner Dowell stated he just wants to ensure we are ADA compliant. Director Ellis stated that all businesses, as far as they can tell, are in compliance.

Commissioner Dowell asked, do businesses currently have insurance on those outside areas? Director Ellis answered they are supposed to, and he is pretty sure those who need it, do.

Commissioner Sherman asked if noise or live music will still be allowed at the wineries and bars, will this affect their business. Staff answered by saying 1J on the second page is intended to curb the "boom box" or personal music appeal. Director Ellis stated this will not hinder businesses, but their music should be kept within their areas.

Commissioner Sherman asked what would the process be for non-permanent structures, like furniture during the day that they bring in at night. Staff answered by saying if it's just a rack coming out for display, that would not need approval. It cannot be more than six feet tall. There are no provisions for non-permanent structures.

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***Motion: To recommend approval to the City Council amendments to Section 404.W, replacing current regulations for Outside Display with new regulations for Use of Public Sidewalks.***

***Made by: Commissioner Dowell***

***Second: Commissioner Sherman***

***Roll Call Vote: Unanimous***

- 2. ZO 20-004 AMENDMENT TO SECTION 414 R-2 ZONING DISTRICT, AMENDING SECTION 414.D PROPERTY DEVELOPMENT STANDARDS** - Consideration of a Zoning Ordinance text amendment to Section 414.D regarding minimum rear setback standards in the R-2 (Single Family/Multiple Family Residential) Zoning District.

Planner Davis presented the proposed changes. No questions were asked after presentation.

***Motion: To recommend approval to the City Council amendments to Section 414.D, changing minimum rear yard setback standards in the R-2 Zoning District.***

***Made by: Commissioner Dowell***

***Second: Commissioner Masten***

***Roll Call Vote: Unanimous***

**VI. DISCUSSION ITEMS:**

**VII. SUGGESTED TOPICS FOR FUTURE MEETINGS:**

**VIII. ADJOURNMENT: 6:41 p.m.**

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