

Official Minutes of the City of Cottonwood
Planning & Zoning Commission Regular Meeting
Held, May 21, 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

Susan Masters

Planning & Zoning Commission Members Absent

None

Staff Members Present

Scott Ellis, Community Development Planner

Jim Padgett, Community Development Planner

Amber Richards, Planning Technician

Jacqueline Robinson, Administrative Assistant, Recorder

Chairman Williams gave Introduction for Commissioner Masters. She gave a brief bio and wants to give back and serve the community.

Introduction for Jacqueline Robinson, Recorder.

Chairman Williams went over protocol for meeting.

APPROVAL OF MINUTES OF April 16, 2018 - REGULAR MEETING

Motion: *To approve the minutes of 4/16/2018 – Regular Meeting*

Made by: *Vice Chair Wasden*

Second: *Commissioner Narwid*

Vote: *Unanimous*

Motion carried.

CALL TO THE PUBLIC

No comments.

This is the time for the public to comment on any matter that does not appear on the agenda. Commission members may not discuss items not identified on the agenda. Pursuant to A.R.S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to criticism, or scheduling the matter for consideration at a later date. Comments are limited to five minutes for each person.

I. OLD BUSINESS:

- 1. DR 18-001 & PCU 18-002 - DUTCH BROTHERS** – A Request for a Conditional Use Permit & Design Review 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.

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 DUTCH BROTHERS**

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:

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:

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

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.

Scott Ellis gave PowerPoint presentation regarding Dutch Bros. He went over project details including zoning and issues with the parking spaces. Current ordinance requires 411 parking spaces. Applicants updated trash enclosures and other discrepancies. Scott Ellis went over architectural drawings and renditions. The Board was queried for questions. Commissioner Hart asked the purpose of the north door. For people in second lane, where do they make their orders? Commissioner Dowell asked about bike ordinance. New bike ordinance will not impact. Vice-Vice-Chair Wasden asked about materials and wall height and if it had been addressed. Commissioner Narwid asked if applicant will put signage stating that cars cannot enter through the one-way driveway.

Williams invited applicant to speak. Dan Biswas, from SimonCRE addressed the north door. It will allow Dutch Bros. employees to come out of the drive thru area to assist customers. He showed where the order boards are on the drawing and explained the topography, elevations and landscape screening. Screen wall materials will match the rest of the walls in the shopping center.

Chairman Williams – inquired about walkway safety crossing the driveway. Dutch Bros. is required to connect it to the sidewalk and building.

Commissioner Hart – can you still meet 2% for ADA compliance. Applicant stated that Dutch Bros. has their own requirements for handicap accessibility which is more restrictive than current ordinances. All ADA compliance regulation will be met.

Vice-Chair Wasden – in regard to the three-foot section of wall, he disagrees that average height of headlights is 24-inches. Applicant stated there would be minimal headlight impact shining into oncoming traffic. Wall will be a block wall. Vice-Chair Wasden stated that applicant should have brought a sample of the material that will be used, as it is on a main corridor in the community, the Commission needs to have a better understanding of what is being used. Applicant said they could put a split face wall if the board required it.

Commissioner Narwid – will there be on-site signage for directional help? Applicant said they typically have a ‘do not enter’ sign.

Chairman Williams – when they get to their discussion phase they may require more detail about the wall.

Commission Hart – shared a detail about a pick-up truck temporary blinding him while he was in that general area. Cottonwood has a lot of pick-up trucks. It is a concern.

Vice-Chair Wasden – material on the wall, standard concrete wall painted, is not something that accentuates the property. Would like to see that addressed and needs to look nice as well. He thinks a split faced wall or river rock to match the sign may work and would enhance the property.

Commissioner Narwid – agrees with Vice-Chair Wasden, a little more effort will make wall workable. Chairman Williams concurs.

Applicant said they were trying to get away from extending the wall so that it did not block the signage for the shopping center. They would prefer to use landscaping. Discussion ensued regarding blocking visibility and extending the wall. It is the Commission’s opinion that extending the wall would not interfere with the shopping center signage. Applicant’s concerns are with cost overrun with extending the wall and adding veneer.

Tim Locher, Director of Development, gave overview regarding the design of the wall and stated scientific development that went into the creation of the current plan and how it would not be an issue with the headlights. It would take an additional 50 feet of wall to go around to the corner that the board is requesting.

Commission discussion ensued. Biggest concern is with safety and oncoming traffic headlights. Stipulate that landscaping be big enough and high enough.

Motion: To approve DR 18-001 & PCU 18-002 - DUTCH BROTHERS with the following stipulations:

1. That the project is developed in conformance with the development plans submitted for the May 21, 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 issuance of 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 applicant is required to provide a shared parking agreement, additional parking stalls for the adjacent shopping center, a request for up to a 10% reduction in the number of required spaces, or a combination of the three, prior to issuance of building permits. This approval does not provide for any vested rights for development of the property until the parking issues are resolved and approved by the city.
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. Material used for wall shielding oncoming traffic be split block.
10. Landscaping material be same height as wall and dense enough to reach effectively block headlights and be properly maintained.

Made by: ***Vice Chair Wasden***

Second: ***Commissioner Dowell***

Vote: ***Unanimous***

II. NEW BUSINESS:

2. **DR 18-004 – INSPIRATION AT COTTONWOOD** – A Request for Design Review for a 192 unit apartment complex to be built on 9.01 acres of land, located on the southwest side of State Route 89A, across from Candy Lane. APN: 406-33-016E. Owner: Garrison Family Trust. Agent: Luke Sefton.

STAFF REPORT

TO: Planning and Zoning Commission
FROM: Scott Ellis, Planner
THROUGH: Berrin Nejad, Community Development Director
HEARING DATE: May 21, 2018
PROJECT NUMBER: **DR 18-004 Inspiration at Cottonwood**

Applicant is requesting Design Review approval in order to develop land for construction of a 192 unit apartment complex.

PROJECT DATA AND FACTS:

Property Owner	Garrison Family Trust
Representative	Luke Sefton
Location of Property	South side of SR 89A, across from S. Candy Lane.
Present Zoning and Land Use	PAD (Planned Area Development) & I-2 (Heavy Industrial) Vacant, undeveloped land.
Description of Applicant’s Request	Design Review in order to develop a 192 unit apartment complex.

LAND USE:

Adjacent Land Uses and Zoning – Main Street Property	
North (across SR 89A):	C-1 (Light Commercial) and PAD (Planned Area Development). Mix of vacant and developed land used primarily for medical providers.
South:	I-2 (Heavy Industrial) and MH (Manufactured Home). Industrial use and a portion of a Manufactured Home Park.
East:	MH (Manufactured Home). El Rio De Oro Manufactured Home Park.
West:	C-2 (Heavy Commercial) and I-2 (Heavy Industrial). Mix of vacant, undeveloped land and industrial uses.

PROJECT PROPOSAL:

Background

The current property owner is allowing a prospective buyer to move forward with a request to develop one parcel into a 192 unit apartment complex. The property is currently vacant, undeveloped, and is directly adjacent to State Route 89A.

The site consists of a single undeveloped parcel totaling approximately 11.42 acres. The applicant will be splitting out approximately 2.41 acres as a separate parcel and leave the existing C-2 zoning for future commercial development. This will leave approximately 9.01 acres to be developed into the proposed apartment complex. The larger 9.01 acre parcel has been rezoned to PAD for the proposed apartments. No rezone request was made for the 2.41 acres to remain as commercial.

On February 26, 2018 the Planning & Zoning Commission reviewed the requested rezone and associated Master Development Plan and recommended approval to City Council. The Commission required the applicant to return for Design Review approval of the project.

On April 3, 2018, the City Council approved Ordinance Number 638 for the rezone of the 9.01 acres to PAD (Planned Area Development).

Structure Design

Number and Proposed Use of Building	17 buildings for apartments, a clubhouse, offices, etc.
Number of Stories	1-3

Parking

Parking will be accessed via two driveway entrances on opposite ends of the property. A total of 320 parking spaces will be provided for the development of the apartment complex. The parking will be provided throughout the property to accommodate access to the various building locations. The perimeter buildings along the southeast and southwest will allow for garage units for additional resident parking. Most of the parking stalls will be covered.

Lighting:

All lighting will be designed to be in compliance with Section 408 of the City of Cottonwood Outdoor Lighting Ordinance and will be required to meet all Dark Sky requirements.

Signage:

The applicant has not submitted any sign details at this time for review. A sign permit will be required for any monument and/or building signs proposed for the project.

Access:

Two access driveways are proposed for the project off State Route 89A; one on the west end of the property and one on the east end of the property. These drives will also provide access to the 2.47 acre commercial site via a recorded access easement. Circulation throughout the site will allow for flow of traffic across the property, and access to each building.

Landscaping:

A full, detailed, landscape plan has been included for review including plant types, sizes, locations, and quantities. The landscaping will include an adequate buffer to surrounding and adjacent uses.

A variety of trees, shrubs, plants, groundcovers, and decomposed granite will be used throughout the development.

Utilities:

All utilities are available to the site and the developer will ensure all requirements are met to install additional water, sewer, and other utility lines as necessary throughout the property.

Architecture, Materials, Colors:

A total of seventeen (17) buildings will be constructed throughout the project consisting of eight (8) apartment buildings, eight (8) carriage buildings, and one (1) clubhouse. Common areas will include administrative offices, social areas, community kitchen, internet lounge, and office space. Buildings will be situated at the perimeter to help screen the parking area from public view. Exterior amenities will include a pool, BBQ area, and open space for tenant use. Approximately 34% open space will be provided throughout the development. Several units will consist of “carriage” houses with garages, situated around the perimeter of the site. A site wall and landscaping will also be included around the perimeter.

Three (3) building types are proposed, consisting of two (2) and three (3) story residential units and a clubhouse. The buildings will have stucco finishes with metal accents. Colors will match surrounding land and natural aspects. Parapet style roof designs will provide for a modern design.

STAFF REVIEW:

CRB Review:

This project was reviewed by the Code Review Board on August 8, 2017. The applicant will comply with all comments prior to development of site.

Staff has reviewed this submittal and finds the overall proposed use of the land meets General Plan guidelines, would be a good in-fill development for the area, and provides a high quality residential use for the area. All ordinance requirements will be met by the applicant for this project.

RECOMMENDATION:

If approved, staff recommends the following stipulations:

1. That the project is developed in accordance with the stipulations associated with City Council approval of Ordinance Number 638 on April 3, 2018.
2. That the project conforms to code review board comments dated August 8, 2017, and Master Development Plan comments dated December 5, 2017, January 17, 2018, and February 8, 2018.
3. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued by the timeframe specified (Commission must specify timeframe).
4. Any other stipulations the commission deems necessary.

There was a brief PowerPoint presentation on project summary given by Scott Ellis.

Commissioner Narwid – Bldg. 2 is a three story. Are there elevators? Why is bldg. 2 so close to the highway?

Applicant – Luke Sefton, Sefton Engineering, regarding the vacant lot in the rear of the property, they would like to stage construction materials and supplies while working there. Bldg. #2 is two story and they did go back farther on setbacks so there was access to the buildings. No elevators are in the buildings. Larger stairs so emergency personnel can get equipment upstairs. Applicant is excited to give affordable dwellings to area.

Commissioner Hart – if no elevators, will all handicap units be on the floor and meet ADA requirements. Applicant said they have met with HUD and have all requirements met.

Commissioner Hart – would like to have seen handicap units identified. Mr. Sefton pointed out the handicap units and said they will coordinate with the handicap parking. Commissioner Hart asked for it to be put into final plans.

Commissioner Dowell – are there back gates to adjoining properties and, if using commercial area to stage, what are plans after project is completed? Mr. Sefton showed the gate areas and said they would like to get the commercial property if available.

Commissioner Narwid – will there be 24 hour on site manager and he recommends security cameras. Onsite project manager will be there. Robert Porter – development team responded to questions and said manager will live on site. They haven't had any discussion about security cameras yet but think it's a good idea.

Commission applauded them for details and plans.

Close floor for review.

Motion: ***To approve DR 18-004 – INSPIRATION AT COTTONWOOD with the following stipulations:***

1. That the project is developed in accordance with the stipulations associated with City Council approval of Ordinance Number 638 on April 3, 2018.
2. That the project conforms to code review board comments dated August 8, 2017, and Master Development Plan comments dated December 5, 2017, January 17, 2018, and February 8, 2018.
3. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within 12 months.
4. Project be developed in accordance with plans submitted for tonight's meeting.

Change to stipulation 3: change 6 months to 12 months.

Made by: *Vice Chair Wasden*

Second: *Commissioner Narwid*

Vote: *Unanimous*

Motion carried.

- 1. DR 18-006 – OXENDALE RENOVATION SIGNS** – A Request for Design Review for a sign plan to the existing “Parts and Service” building 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.

Change in order of agenda items. Oxendale presented before Inspiration at Cottonwood.

STAFF REPORT

TO: Planning and Zoning Commission
FROM: Jim Padgett, Planner
THROUGH: Berrin Nejad, Community Development Director
HEARING DATE: May 21, 2018
PROJECT NUMBER: **DR 18-006 Sign Plan - Oxendale Renovation**

The applicant is requesting approval of a Design Review application for signage to a recently approved 4,992 square foot expansion to be used for parts and records storage, interior renovations to an existing 3,310 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:

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)
Description of Applicant’s Request	Design Review for a Sign Plan for a recently approved expansion and remodel to an existing automotive sales business.

LAND USE:

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 is a mix of retail, manufacturing, and office uses along that portion of the Highway.	

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 received Design Review approval at the April 16, 2018 Planning And Zoning Commission meeting to construct improvements to include the interior renovation of the existing 3,310 square foot parts and service building, a new two story 4,992 square foot storage facility, the remodel of an existing exterior canopy and minor repaving of the customer parking and product display areas.

The signage proposal was given to staff at the meeting and was not a part of the approval for the expansion/renovation. The applicant was directed by the Commission to return at a later date to review the signage proposal.

Architecture, Materials, Colors: The proposed signs will be located in the same area on the building where the existing signs are currently located. The signs as proposed will be:

1. OXENDALE – 18.5 sq. ft
2. PARTS & SERVICE – 16.75 sq. ft
3. ACCESSORIES – 28.5 sq. ft.

The proposed signs total 63.75 square feet and would be under the allowed signage of 200 square feet as allowed by the zoning code. The sign faces are replacing what currently exists on the building with the only modifications being the change of text and a change of color. The color is a royal blue as represented by the applicants sign plan submittal.

All signage is placed flat on the building front and placed on integral architectural features of the building.

Lighting: The proposed signs are internally lit by an LED light source. All lighting is required to be submitted under a separate permit and would be required to be Dark Sky Compliant.

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

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 May 7, 2018 Planning and Zoning Commission meeting, and as may be further modified by the Planning and Zoning Commission.
2. Obtain a sign permit for all signage from the Community Development Department.
3. Any other stipulations the Planning & Zoning Commission deems necessary.

Jim Padgett gave a brief presentation on the design review for Oxendale’s automotive Sign plan. Applicant had a change to one sign and want to use ‘SERVICE CENTER’ instead of ‘PARTS AND SERVICE’

Commissioner Hart had a concern regarding the large blank wall and asked if anyone had considered putting the sign up on that area. Stipulation that there is a different color to give relief to design.

Commissioner Narwid – why is ‘ACCESSORIES’ sign bigger than the other signs?

Matt Dawson, Oxendale responded that the sign is larger because of setback in order to make it visible from the street. They are within the city’s requirements. He also explained that there would be visibility issues if the signs were on top of the backdrop.

Closed the floor for discussion.

Motion: *To approve DR 18-006 – OXENDALE RENOVATION SIGNS with the following stipulations:*

1. That the project is developed in conformance with the development plans submitted for the May 7, 2018 Planning and Zoning Commission meeting.
2. Obtain a sign permit for all signage from the Community Development Department.

Made by: *Vice Chair Wasden*

Second: *Commissioner Dowel*

Vote: *Unanimous*

Motion is carried.

III. DISCUSSION ITEMS:

1. Discussion and Commission input regarding a timeline for acceptance of protest or supporting documents from citizens and/or applicants regarding projects.

Chairman Williams stated that people occasionally come through with protest petitions, and he is under the impression that they are told there is a 72-hour rule for submitting documents, but it was not defined. Chairman Williams asked if we need to formally adopt a rule for the commission as to what kind of time frame for petitioners to submit concerns. Currently there is a three working day rule. This applies to written petitions and materials handed in. The policy will remain the same, however, it is noted that the public can still come and make comments.

The suggestion was made that we include the timeline on our letters that go out and post on our website. Add to notices also. Consensus with board members.

2. INFORMATIONAL REPORTS AND UPDATES:

A brief summary of current events by Chairperson, Commission members, and/or Community Development Director. (The public body does not propose, discuss, deliberate, or take legal action on any matter brought up during this summary unless the matter is properly noticed for legal action).

There will be several text amendments for June's meeting.

IV. ADJOURNMENT

Motion: ***To adjourn***

Made by: ***Vice Chair Wasden***

Second: ***Commissioner Narwid***

Vote: ***Unanimous***

Meeting was adjourned at 8:00pm.