



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

826 N. Main St.
Cottonwood, AZ 86326

REGULAR MEETING MINUTES

Monday, June 27, 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 Stephens
Commissioner Peltz
Commissioner Glascott
Commissioner Klinge
Vice Chairman Garrison
Chairwoman Masten

Commission Members Absent

Staff Members Present

Ron Corbin, City Manager
Gary Davis, Community Development Senior Planner
Jim Padgett, Community Development Planner
Tina Hayden, Community Development Planner
Kelly Jobe, Community Development Administrative Assistant, Recorder

B. Approval of Minutes: May 16, 2022 Regular Meeting

Motion: To approve minutes of the May 16, 2022 Regular Meeting.

Made by: Chairwoman Masten

Second: Commissioner Glascott

Unanimously carried

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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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II. INFORMATIONAL REPORTS AND UPDATES:

Newest Commissioner, Randi Stephens was introduced. She also serves on the Historic Preservation Commission and was a previous City of Cottonwood employee.

There is still one vacant seat on the Commission, advertising is out for the seat. Planner Davis introduced the new planner, Tina Hayden. She will be taking over for Jim Padgett when he retires next week.

City Council has approved Phase 3 Final Plat for The Vineyards. Council also approved Ordinance # 713 which removes the requirement for Design Review approval for new developments that are not visible from major streets.

III. CALL TO THE PUBLIC: NONE

IV. OLD BUSINESS:

1. **DR 20-008 - A REQUEST FOR DESIGN REVIEW FOR PERIMETER WALL FOR AN APPROVED APARTMENT COMPLEX** - Consideration of a Design Review application to allow a 6' perimeter wall for a previously approved apartment complex in the C-1 (Light Commercial) zone. The project is located at 1308 E. Cherry Street. APN 406-42-094V.

Planner Padgett shared a power point presentation.

Commissioners did not have any comments.

Motion:

I move to approve the DR 20-008 – Wall Plan, to allow the construction of a 6-foot wall along the south property line at a 44-unit multi-family complex at 1308 E. Cherry Street, subject to the following stipulations:

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STIPULATIONS:

1. The project shall be developed in conformance with the plans submitted with this application and reviewed by the Planning and Zoning Commission on June 27, 2022.
2. The project shall comply with Code Review Board requirements dated November 17, 2020.
3. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within twenty-four (24) months from the date of this approval.

Motion was made by: Vice Chairman Garrison

Second: Commissioner Stephens

Roll Call Vote:

Commissioner Stephens - Aye

Commissioner Peltz - Aye

Commissioner Glascott- Aye

Commissioner Klinge- Aye

Vice Chairman Garrison- Aye

Chairwoman Masten- Aye

Unanimously carried.

V. NEW BUSINESS:

1. **DR 22-006 - A REQUEST FOR DESIGN REVIEW FOR A COFFEE SHOP -**
Consideration of a Design Review application to allow a 600 square foot coffee shop with indoor seating and a drive-through in a pre-manufactured building in the C-2 (Heavy Commercial) zone. The project is located at 1300 E. State Route 89A. APN 406-06-022F.

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Planner Padgett shared a power point presentation. He stated that this project has received preliminary approval from ADOT.

Vice Chairman Garrison asked why the driveway is being moved to be directly across from the Harbor Freight driveway.

Applicant Engineering Alliance, Inc., representative Shawn Kumar stated they have been working with ADOT for over a year on this project and when they did a traffic study, it was agreed the location on the application is the best access for safety reasons. He stated ADOT would not approve the access that was already established.

Commissioner Klinge stated she has been to one of these coffee shops and they are delightful.

Chairwoman Masten stated she loves the landscape plan and wished them luck with the business.

I move to approve DR 22-006 for the Human Bean Coffee Shop subject to the following stipulations:

STIPULATIONS:

1. The project shall be developed in conformance with the development plans as submitted to the Planning and Zoning Commission at the June 27, 2022 meeting.
2. The project shall conform to Code Review Board comments for CRB 21-024 from the CRB meeting on June 15, 2021.
3. The project shall comply with all Building, Engineering and Fire Department requirements.
4. Comply with all Airport and FAA requirements prior to the issuance of building permits.
5. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within 24 months of the Planning Commission action.

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Motion was made by: Vice Chairman Garrison
Second: Commissioner Glascott

Roll Call Vote:

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

Unanimously carried.

2. **Z 22-002 – A REQUEST FOR A ZONE CHANGE FOR COMMUNITY FACILITIES** – Consideration of a Zone Change application initiated by the City of Cottonwood to change the current R-1 (Single Family Residential), R-3 (Multiple Family Residential), AR-20 (Agricultural Residential), C-2 (Heavy Commercial), and CO (Former County) zoning to the CF (Community Facility) zone on various school district, County, and City-owned parcels, totaling approximately 93 acres located on the north side of Mingus Avenue east of Willard Street, the west side of 6th Street south of Mingus Avenue, the east side of 6th Street north of Aspen Street, and the south side of Fir Street east of Camino Real. APNs: 406-42-010B, 406-42-011C, 406-42-012D, 406-32-022K, 406-42-184C, 406-42-184F, 406-42-184H, 406-42-184J, 406-42-184K, 406-42-184M, 406-42-170L, 406-12-001Z, 406-12-001D, 406-12-033C, 406-12-041.

3. **GP 22-001 – A REQUEST FOR A GENERAL PLAN AMENDMENT FOR COMMUNITY FACILITIES** – Consideration of a request for a Minor General Plan Amendment to change the Land Use Designation from Residential/Low Density to Public/Semi-Public/Institutional (PSP) for a 2.5-acre parcel located on the west side of Quail Trail about 700 feet north of Mingus Avenue, and to change the Land Use Designation from General Commercial (GC) to Public/Semi-Public/Institutional (PSP) for a one-quarter-acre portion of the Mingus Union High School land located at the southeast corner of Fir Street and Camino Real. APNs: 406-42-012D and 406-12-001Z.

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Planner Davis shared a power point presentation that was initiated by City Staff that will clean up zoning issues for approximately 93 acres of land. He stated they have held neighborhood meetings and two residents showed up wanting to talk about other issues.

Vice Chairman Garrison asked why this is being done.

Planner Davis stated the residential zones are restrictive and not appropriate for the land use and staff is trying to clean up these issues and comply to the General Plan. He stated this a phased project and staff will be bringing similar proposals to the Commission.

Vice Chair asked why the Airport property is not included.

Planner Davis stated the Airport is zoned I-2 and the General Plan designates the area for industrial uses.

I move to recommend approval to the City Council for Z 22-02 to change the zoning classification from R-1, R-3, AR-20, C-2, and CO to CF for approximately 93 acres of publicly owned land.

Motion was made by: Vice Chairman Garrison
Second: Commissioner Glascott

Roll Call Vote:

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

Unanimously carried.

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I move to recommend approval to the City Council for GP 22-001 to change the land use designations from Residential/Low Density and General Commercial to Public / Semi-Public / Institutional for approximately 3 acres of publicly owned land.

Motion was made by: Vice Chairman Garrison

Second: Commissioner Stephens

Roll Call Vote:

Commissioner Stephens – Aye

Commissioner Peltz - Aye

Commissioner Glascott- Aye

Commissioner Klinge- Aye

Vice Chairman Garrison- Aye

Chairwoman Masten- Aye

Unanimously carried.

- 4. ZO 22-003 - AMENDMENT TO THE CITY OF COTTONWOOD ZONING ORDINANCE SECTIONS 410 GA ZONE (GENERAL AGRICULTURAL), 411 AR-43 ZONE (AGRICULTURAL RESIDENTIAL), 412 AR-20 ZONE (AGRICULTURAL RESIDENTIAL), 413 R-1 ZONE (SINGLE FAMILY RESIDENTIAL), 414 R-2 ZONE (SINGLE FAMILY/MULTIPLE FAMILY RESIDENTIAL), 415 R-3 ZONE (MULTIPLE FAMILY RESIDENTIAL), 416 R-4 ZONE (SINGLE FAMILY/MULTIPLE FAMILY, MANUFACTURED HOME), 425 AR-70 ZONE (AGRICULTURAL RESIDENTIAL), AND 428 AR-87 ZONE (AGRICULTURAL RESIDENTIAL).** Consideration of a Zoning Ordinance text amendment to Sections 410, 411, 412, 413, 414, 415, 416, 425, and 428 regarding public utility facilities as conditional uses.

Planner Davis discussed the proposed Zoning Ordinance amendment. Staff is purposing the conditional use permit in the zones listed to include the ability to reduce minimum lot size for small unoccupied utility structures.

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**Motion:**

I move to recommend approval to the City Council the proposed amendment to Sections 410, 411, 412, 413, 414, 415, 416, 425, and 428 regarding public utility facilities as conditional uses.

Motion was made by: Vice Chairman Garrison

Second: Commissioner Klinge

Roll Call Vote:

Commissioner Stephens- Aye

Commissioner Peltz - Aye

Commissioner Glascott- Aye

Commissioner Klinge- Aye

Vice Chairman Garrison- Aye

Chairwoman Masten- Aye

Unanimously carried.

VI. DISCUSSION ITEMS:**1. Cluster Subdivisions -**

Planner Davis shared information on a potential zoning ordinance amendment on Cluster Development. Cluster development is often used in other jurisdictions where a site has physical constraints such as washes and or hillsides. There could be a reduced minimum lot size and a required reserved tract for open space. This will be beneficial to future developers as less infrastructure will be needed for the subdivision.

Planner Davis stated Staff and the Commission will have the ability to write into the ordinance just how the tracts will be used. He welcomed the Commission to ask questions & share ideas with staff prior to the next month's meeting.

The Commission agreed this is a good idea for our area and would like staff to prepare a draft for the August meeting.

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VII. SUGGESTED TOPICS FOR FUTURE MEETINGS:

Vice Chairman Garrison suggested a discussion of why stipulations on compliance with the FAA are being proposed on projects to be voted on by the Commission.

City Manager Ron Corbin stated he will ask Airport Manager, Jeff Tripp to attend next month's meeting to explain.

VIII. ADJOURNMENT: 7:10 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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