

Official Minutes of the City of Cottonwood  
Planning & Zoning Commission Regular Meeting  
Held, August 20, 2018 at 6:00 P.M. at the City Council Chambers  
826 N. Main Street – Cottonwood, Arizona

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CALL TO ORDER & ROLL CALL

Chairman Williams called the meeting to order at 6:01 p.m. Roll call was taken as follows:

Planning & Zoning Commission Members Present

Chairman Robert Williams  
Vice Chairman Judd Wasden  
Christopher Dowell  
Jesse Dowling  
Thomas Narwid  
Susan Masters  
Robert Hart

Planning & Zoning Commission Members Absent

None.

Staff Members Present

Berrin Nejad, Community Development Manager  
Jim Padgett, Community Development Planner  
Jacqueline Robinson, Administrative Assistant, Recorder

**Approval of Minutes:** July 16, 2018 Regular Meeting

Motion to approve made by Vice Chairman Wasden

Second: Commissioner Narwid

Individual Votes:

Robert Hart - Aye

Christopher Dowell- Aye

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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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Thomas Narwid- Aye  
Jesse Dowling- Aye  
Susan Masters- Aye  
Vice Chairman Judd Wasden - Aye  
Chairman Robert Williams- Aye

Unanimously carried.

## **I. CALL TO THE PUBLIC**

*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.*

## **II. OLD BUSINESS:**

### **1. None**

## **III. NEW BUSINESS:**

- 1. PCU 14-003-MOD Main Stage-** A request to extend the approval date for a restaurant in the C1 zoning district. The project is located at 1 South Main Street. APN: 406-43-018A. Owner: Riffel, Eileen M. Applicant: Micaela L, Bee Stop Eatery.

The applicant is requesting an extension to a previously approved Conditional Use Permit. A Conditional Use Permit is required for a drive thru restaurant in the C1 zoning district. Since the original approval of PCU 14-003, various food service establishments have operated from the subject location. The use of this site for a food service business has ceased to operate for six (6) months or more

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and would be subject to revocation. An extension may be granted by the Planning Commission pursuant to Section 302.D.3.

*A Conditional Use Permit granted pursuant to the provisions of this section shall thereafter run with the land and shall continue to be valid with successor ownership of the property provided the use is maintained in compliance with the conditions, stipulations and terms of the permit. If a use ceases to exist for six (6) months or more, the property owner shall be notified that the CUP shall be subject to possible revocation as described in this Section. The Planning and Zoning Commission can grant an extension to the CUP where the intent to continue the use in the same manner is demonstrated.*

Jim Padgett, City of Cottonwood Planner, gave an overview of the project and Conditional Use Permit (CUP). Main Stage offers drink, food, and entertainment. City staff has not received any complaints regarding this project at this location. They share a parking lot with Main Stage and there is adequate parking.

Chairman Williams asked for clarification on the CUP and whether it was a continuation of the old permit. Jim Padgett answered that it was.

Commissioner Narwid asked to be shown where the pickup window is for the drive thru.

Michaela Lavender introduced herself and explained how the eatery will provide clean cuisine and explained what that entailed.

Chairman Williams closed the floor to the public for discussion amongst the Commission. All wished the business good luck.

**Motion to approve PCU 14-003-MOD Main Stage from Vice Chairman Wasden with the following stipulations:**

1. That the project is developed in conformance with the extension request submitted 08/07/2018.

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2. Any new lighting must meet Dark Sky requirements and ordinance requirements.
3. All signage shall be submitted and approved by a separate permit.
4. Any modification to the property structures will need building permits and approval.
5. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued by the timeframe specified.

Motion seconded by: Commissioner Narwid

Motion to approve made by Vice Chairman Wasden

Second: Commissioner Narwid

Individual Votes:

Robert Hart - Aye

Christopher Dowell- Aye

Thomas Narwid- Aye

Jesse Dowling- Aye

Susan Masters- Aye

Vice Chairman Judd Wasden - Aye

Chairman Robert Williams- Aye

Unanimously carried.

2. **DR 18-011- City Hall Mural with Restroom Signs** – A request for a Design Review approval for having mural and restroom signs on the north side of the City Hall building.

The applicant was requested by City staff to design artwork to enhance the north side of the Administration building at 827 N. Main St. The signage will also include information and directions to

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the restroom facilities located on the north side exterior of the building.

On the large flat wall section between the two restrooms, a mural is proposed that illustrates Cottonwood's image as the "Heart of Arizona Wine Country". The mural would also include the City logo. The dimensions of the mural would be 8' wide by 9' high (72 sq. ft.).

The signage for the restrooms will all be in a black font. The larger sign facing Main Street would identify the Public Restrooms, and smaller directional signage facing Pima Street will identify the Men's and Women's rooms.

Jim Padgett, City of Cottonwood Planner, gave an overview of project. He showed the board members where the murals will be placed.

Question from Commissioner Narwid – has anyone suggested that a business directory be incorporated into the mural? It is a large area and more information could be utilized on the wall. Jim Padgett explained the Wayfinding Project and that this was an idea that could be looked at in the future.

Casey Rooney, Economic Development Director for the City of Cottonwood, introduced Marilyn Brown to the Commission. Mr. Rooney spoke to the various murals already in town and stated that Marilyn Brown had painted the Old Town Jail's mural. The drawing will be very detailed. The murals in town are starting to look a little worn out and need to be updated and restored also.

Mr. Rooney acknowledged the need for more signage for the businesses and suggested another project to address that. The detailed drawing of the mural was passed to the Commission.

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Chairman Williams closed the floor for discussion amongst the Commission.

It was suggested that the Public Restroom sign letters be a little smaller and some other artwork incorporated into the mural.

**Motion to approve DR 18-011- City Hall Mural with Restroom Signs from Vice Chairman Wasden with the following stipulations:**

1. That the project is developed in conformance with the request submitted 07/17/2018.
2. That the signage/mural be reviewed by the Historical Preservation Commission for artwork being located on a City owned building located in the Old Town Historic District
3. That the signage/mural receive City Council Approval for artwork being located on a City owned building.
4. All signage shall be submitted and approved by a separate permit.

Motion seconded by: Commissioner Dowell

Motion to approve made by Vice Chairman Wasden

Second: Commissioner Narwid

Individual Votes:

Robert Hart - Aye

Christopher Dowell- Aye

Thomas Narwid- **Nay**

Jesse Dowling- Aye

Susan Masters- Aye

Vice Chairman Judd Wasden - Aye

Chairman Robert Williams- Aye

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Motion carried. 6 - 1

**IV. DISCUSSION ITEMS:** Special Meeting scheduled for September 10 for Starbucks and Dairy Queen.

**V. 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).*

**VI. ADJOURNMENT**

Motion to adjourn at 6:60pm made by Vice Chairman Wasden.

Second by Commissioner Dowling.

Individual Votes:

Robert Hart - Aye

Christopher Dowell- Aye

Thomas Narwid- Aye

Jesse Dowling- Aye

Susan Masters- Aye

Vice Chairman Judd Wasden - Aye

Chairman Robert Williams- Aye

Unanimously carried.

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