



AGENDA

REGULAR MEETING OF THE PLANNING & ZONING COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, TO BE HELD AT 6 P.M. ON JANUARY 28, 2013 IN THE CITY COTTONWOOD PUBLIC SAFETY BUILDING, 199 SOUTH SIXTH STREET IN COTTONWOOD.

PLEASE NOTE THE TEMPORARY CHANGE OF LOCATION

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF BY-LAWS
- IV. 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.
- V. APPROVAL OF MINUTES OF DECEMBER 10, 2012
- VI. UNFINISHED BUSINESS (NONE)
- VII. NEW HEARING APPLICATIONS
 1. **DR 12-022** Consideration of Design Review application for renovation of an existing 6,600 square foot building, parking and landscaping improvements in order to enable the use of the facility as a bar and dance hall. The site is located at the southeast corner of Main Street and Mingus Avenue in a C-1 (light commercial) zone. Address: 1 South Main Street. APN 406-43-018A. Owner: Eileen M. Riffel. Agent: Josh Bartosh.
 2. **Z/PAD 12-006** Consideration of a zoning map change from the current Yavapai County Zoning designation of R1L-70 (Residential Single Family / Limited) to the City of Cottonwood zoning of PAD (Planned Area Development) following the recent annexation of the Quail Canyon Subdivision, Units I and II. The associated site plan proposal would adjust building setbacks for ten (10) residential lots encumbered by stream channels. No changes are proposed to the current allowable density or land uses. The property includes 121 acres located south of the Quail Springs Ranch Rd. / South Quail Canyon Rd intersection. Applicant: Al Gradijan, Quail Canyon Partners.

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.

The Cottonwood Council Chambers is accessible to the handicapped in accordance with Federal "504" and "ADA" laws. Those with needs for special typeface print or hearing devices may request them at 634-5505 (TDD 634-5526). All requests must be made at least 24 hours before the meeting.

VIII. DISCUSSION ITEMS

1. Update regarding on-going General Plan review process

IX. 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).

X. ADJOURNMENT

Official Minutes of the City of Cottonwood
Planning & Zoning Commission Regular Meeting
Held, December 10, 2012, at 6:00 P.M. at the Council Chambers
826 N. Main Street – Cottonwood, Arizona

CALL TO ORDER & ROLL CALL

Chairman Kiyler called the meeting to order at 6:00 p.m. Roll call was taken as follows:

Planning & Zoning Commission Members Present

Ed Kiyler, Chairman	Diane Lovett, Vice Chair	Jean Wilder
Robert Williams	Judd Wasden	Raymond Cox

Commissioner Speer was absent

Staff Members Present

George Gehlert, Community Development Director
Leslie Wager, Administrative Coordinator, Recorder
Nichole Arbeiter, Planner, Community Development
Dan Lueder, Development Services General Manager

ELECTION OF OFFICERS FOR 2013

Motion: *To re-appoint Ed Kiyler as Chairman*

Made by: *Vice Chair Lovett*

Second: *Commissioner Williams*

Vote: *Unanimous*

Motion: *To re-appoint Diane Lovett as Vice Chairperson*

Made by: *Commissioner Wasden*

Second: *Commissioner Cox*

Vote: *Unanimous*

APPROVAL OF BY-LAWS

At the request of Director Gehlert this item was postponed to the January meeting.

CALL TO THE PUBLIC

There was no public comment.

APPROVAL OF MINUTES OF AUGUST 20, 2012

Motion: *To approve the minutes of 8/20/12 as written.*

Made by: *Vice Chair Lovett*

Second: *Commissioner Williams*

Vote: *Unanimous*

UNFINISHED BUSINESS (NONE)

NEW BUSINESS

1. **CUP/DR 12-023** Consideration of a Conditional Use Permit and associated Design Review for placement of a wireless communications tower. The site is located on two acres in a CF (Community Facility) zone. Address: 705 E. Aspen St. APN: 406-42-097L. Owner: VFW Post 7400. Agent: Michael Campbell, Campbell A&Z, LLC.

Director Gehlert stated the applicant is representing Capital Telecom, a developer of wireless communications facilities. They intend to lease a portion of the VFW site for the purpose of installing a ninety-foot tall wireless communication facility capable of co-locating several service providers. The tower would be treated to mimic a pine tree.

Director Gehlert stated currently there are plans for three other towers in the Verde Valley, including one at Mingus Union High School. The other proposed locations outside of the City include Rocking Chair Ranch Road; and along the north edge of the commercial zone on Western Drive, east of State Route 260.

Director Gehlert stated the City has a sixty foot tall communications structure located at the Public Safety building. Other wireless facilities have been located in conjunction with the water tank sites at Willard and 89A, generally as wrap around antennas rather than towers.

Director Gehlert stated that communication facilities are regulated primarily by the Federal Communications Commission (FCC), and by the Telecommunications Act of 1996, which established specific limitations over local control of these facilities. The City, however, can exert reasonable control over tower aesthetics, including height restrictions, co-location, setbacks, and other design issues, and safety.

Director Gehlert stated although the CF zone does not provide any physical development standards, the Cottonwood Zoning Ordinance, Section 404.H(b) limits the height of communication towers to sixty feet above grade. In addition, Section 404.H(e) requires that the setback from the property line be equivalent to the reclining length of the structure, so that it cannot collapse onto any neighboring property. Director Gehlert stated the applicant has also requested Variances to allow additional height and encroachment within the setback that would otherwise be required by code. The requests were heard by the Board of Adjustment on December 5th, at which time the Board deferred action pending submittal of additional information demonstrating the "hardship" required by the

Statute in order to approve a Variance. The Board will meet again in January 2013.

Director Gehlert stated notices regarding the BOA and P&Z hearing were mailed to all property owners within three hundred feet of the VFW property. No comments have been received by Staff.

Director Gehlert presented a slide show presentation of the proposed tower in the requested location. Director Gehlert stated there are not too many places in town where you can place a tower of this size that it will not stand out. The proposed tower is equivalent to the slag pile which is approximately ninety-six feet tall. The Board of Adjustment is requesting more information from the applicant; the Commission has the ability to do the same. The Commission may wish to postpone the item until the BOA has come to their decision. Chairman Kiyler inquired if this Commission approves this request how that will affect the Board of Adjustment. Director Gehlert stated it will not affect the BOA as the applicant must still prove a hardship in order for approval.

Mike Campbell, consultant with Capital Telecom stated they have 18,000 sites across the nation, spending a lot of money to improve the 4G coverage. AT&T currently has antennas on the water tank; however, that does not penetrate the signal into buildings.

Tom Waniewski with Capital Telecom stated Cottonwood has become a very developed growing area. Capital Telecom was approached by AT&T as their current water tank sites are not able to handle the increasing capacity. The goal is to locate a site where people are using cellular more such as residential areas. Each site, or tower, only covers a certain amount of area, meaning the lower the tower the less area covered resulting in the need for more towers to accommodate the needed coverage. Waniewski stated they are currently working with VFW to move proposed location of the pole to meet the required setback. The poles are designed to bend like a straw should they happen to fall. Waniewski showed the Commission a coverage map of Cottonwood before and after installation of the tower.

Commissioner Wasden inquired what the difference would be with the ninety foot tower versus the sixty foot tower. Waniewski stated the ninety foot tower can accommodate more carriers, with the sixty foot tower there would still be the need for fill in towers for coverage. AT&T needs to be at the eighty foot mark in order to connect its coverage to the other proposed towers. The sixty foot tower would create a bigger hole in the network.

Chairman Kiyler inquired what Capital Telecom would do if the ninety foot tower were to be denied. Waniewski stated they would look for another site and try for another ninety foot tower. Waniewski stated they understand the City code, however without placing several towers throughout town they need a ninety foot tower.

Commissioner Williams stated he likes the idea of the tower being moved back to the ninety foot setback and would rather see one tower versus several towers around town. Vice Chair Lovett agreed with Commissioner Williams that one tower would be best. Vice Chair Lovett feels this location is the best for a ninety foot tower to be placed in the City. Commissioner Cox stated he would like to table to item and await the decision of the Board of Adjustment. GM Lueder stated he would like to see more information on the effect of lowering the tower to sixty feet, definite proof that sixty feet would lead to more towers. Chairman Kiyler agreed he would like to see proof that a ninety foot tower is needed.

Motion: *To table item CUP/DR 12-023 pending the Board of Adjustment decision on the variance request. The Commission would like additional information justifying the need for a ninety foot tower versus a sixty foot tower.*

Made by: *Vice Chair Lovett*
Second: *Commissioner Williams*
Vote: *Unanimous*

2. **CUP/DR 12-024** Consideration of a Conditional Use Permit and associated Design Review for a thirty-one space swap meet. The site is located on approximately five acres in an I-2 (Heavy Industrial) zone. Address: 300 E. Cherry St. APN: 406-42-105Q. Owner: Benny Grosz. Agent: Tom Pender, Pender Engineering.

Director Gehlert stated the subject property, formerly the site of the Griffith manufacturing facility, includes three buildings totaling about 22,000 square feet located roughly five acres, virtually all of which is paved. The buildings are now used for storage of wine and wine-related equipment, supplies and products. The site is part of a larger industrial area zoned I-2 (Heavy Industrial), which also includes areas east and south of the site developed as industrial storage and as part of the former Phelps Truss Plant property (now the site of the Verde Valley Christian Church). Director Gehlert stated he feels this is a good location for a swap meet.

Director Gehlert stated Staff issues with the proposal are as follows:

- **Camping:** Camping is prohibited within City limits outside of approved camping facilities. The Police Department is discouraging camping as a part of this activity. The applicants may want to at least be able to provide overnight security.
- **Amplified Sound:** The applicant states there will be no amplified sound as part of this activity. The Police Department would like to ensure that if that changes that it should be through a separate permit function. There is a residential area located to the north. Staff would discourage any regular amplified sound unless it was kept to minimal levels.
- **Landscaping:** As part of the design review component, the Commission may wish to require some landscaping improvements along Cherry Street.

Director Gehlert stated only one letter from the public was received. The owner of an adjacent property expressed concern that he does not want his property used for overflow parking, other than that he is in support of the swap meet.

Director Gehlert stated Staff recommends approval of PCU 12-005 and DR 12-024 subject to the following stipulations:

1. That the activity and site development be conducted in conformance to the Letter of Intent dated 10-3-12; and the site plan seal dated 10-8-12, as may be further modified by the Commission.
2. That all Code Review issues are addressed.
3. That no camping be permitted.
4. That no off-premise signs be permitted.
5. That the use be limited to 8AM to 4PM Friday through Sunday.
6. That the applicant submit a landscaping plan for improvements along Cherry Street, subject to Staff review and approval.
7. That the CUP be approved for three (3) years; with Staff review in one (1) year for compliance.
8. Anything else the Commission deems necessary.

Tom Pender, Pender Engineering, is representing the applicant. Pender stated the plan is to open the vendor area before 8AM to allow set up, the area will then be closed to traffic from 8AM to 4PM. Commissioner Cox inquired as to the pedestrian/vehicle traffic as it appears the two will cross each other. There will be patron parking to the east with the same pedestrian/vehicle traffic as Walmart has. There will be a manager on-site for hours of operation. This swap meet will be one-tenth the size of the swap meet in Prescott.

Commissioner Wasden inquired about a landscaping plan. Pender stated the area outside of the fence on Cherry Street is not our property; however, we will clean out the weeds and add some gravel. As far as actual landscape there is no water access in that location to support landscape. The buildings on the property are already landscaped.

Commissioner Wasden inquired how will people go about signing up to participate in the swap meet. Pender stated the manager will be on site from 6AM to 8AM. Pender stated he believes right now that Saturdays will be the primary day of operation.

Vice Chair Lovett and Commissioner Wilder both inquired about litter control. Pender stated there will be a strict trash policy that all vendors must keep area clean or they will not be welcomed back.

Chairman Kiyler inquired if Pender agrees with the stipulations outlined by Staff. Pender stated he agreed with all of them except for the landscaping plan as he advised there is not water to support landscaping along the street.

Motion: To approve CUP/DR 12-024 with the following stipulations:

1. *That the activity and site development be conducted in conformance to the Letter of Intent dated 10-3-12; and the site plan seal dated 10-8-12.*
2. *That all Code Review issues are addressed.*
3. *That no camping be permitted.*
4. *That no off-premise signs be permitted.*
5. *That the use be limited to 8AM to 4PM Friday through Sunday.*
6. *That the applicant submit a landscaping plan for improvements along Cherry Street, subject to Staff review and approval.*
7. *That the CUP be approved for three (3) years; with Staff review in one (1) year for compliance.*

Made by: Vice Chair Lovett
Second: Commissioner Cox
Vote: Unanimous

DISCUSSION ITEMS

1. Update regarding planned City Wastewater Treatment Plant

GM Lueder provided the Commission with an updated conceptual drawing of the treatment plant. Lueder stated the plant will be built two feet above the five hundred year flood plain and seven feet above Riverfront Drive. The project will include two AYSO soccer fields with covered seating that will hold solar panels. Lueder stated one feature that will be added to the plant is plexi glass windows on the flood wall to allow people to see what is going on inside the plant without actually going inside. There will also be snap shots in the pipe inside the plant to see the wastewater going through. The plant buildings and towers will be painted in earth tones colors to help keep the plant visually appealing. Lueder stated he believes the plant will be up and running by late fall of 2014.

2. Update regarding on-going General Plan review process

Planner Arbeiter stated the visioning workshops are finished and were successful. Forty-eight individuals participated and gave their input on three main areas; 1) Treasures, 2) Challenges and 3) Visions. Planner Arbeiter stated the City has assembled a General Plan Steering Committee that will begin meeting in January, Planner Scully will head up that committee.

INFORMATIONAL REPORTS AND UPDATES

There were no reports or updates.

ADJOURNMENT

Chairman Kiyler adjourned the meeting at 8:07 p.m.

BY - LAWS
By The
PLANNING AND ZONING COMMISSION
CITY OF COTTONWOOD
(Amended February 23, 2009)

PREAMBLE

These rules of procedure have been adopted by the Cottonwood Planning and Zoning Commission to insure continuity of action, uniformity in the consideration of applications and indoctrination of new members of the Commission, Planning and Zoning Staff, and the City Council to the end that citizens of Cottonwood will be better served in matters coming before the Commission.

RULES OF PROCEDURE
CITY OF COTTONWOOD PLANNING AND ZONING COMMISSION

I. ORGANIZATION

101. ELECTION OF CHAIR AND VICE CHAIR

The Commission, organized as provided under Ordinance No. 19 as amended of the CITY of Cottonwood shall, as the first order of business at the first scheduled meeting each January, elect a Chair and a Vice Chair from among its appointed members. Their terms shall be for the remainder of the calendar year, and they shall be eligible for re-election.

102. CHAIR

The Chair shall preside at all meetings and hearings of the Commission, decide all points of order or procedure and perform any duties required by law, ordinance or these rules. The Chair shall vote, and may participate in discussion of motions. The Chair may confer with the Secretary regarding scheduling of special reports, special meetings and discussion of other matters which may be under consideration or for future consideration by the Commission.

103. VICE CHAIR

The Vice Chair shall serve in the absence of the Chair or in the event the Chair resigns.

104. VACANCY

Vacancies in the Office of Chair or Vice Chair for any cause shall be filled for the unexpired term by a new election at any regular or properly scheduled meeting of the Commission.

105. SECRETARY

The Planning and Zoning Administrator shall act as Secretary for the Commission.

106. LEGAL COUNSEL

The City Attorney of the City of Cottonwood or his designated representative shall be in attendance upon request at any regular or special meeting of the Commission. Advice of Counsel shall be received and entered in the Minutes before disposition of any question of Law or Matter pertaining to Legal interpretation or advice. Request for advice and/or interpretation shall be by Commission action.

II. MEETINGS

201.

All meetings and hearings of the Commission shall be open to the public. Any action calling for a formal vote shall take place only at a public meeting.

202. REGULAR MEETINGS

Regular Meetings of the Commission shall be held on the THIRD MONDAY of each month in the City Hall unless public notice be made of another meeting place.

203. SPECIAL MEETINGS

Special Meetings for good cause may be held by the Commission on call of its Chair or of a quorum of members, or may be scheduled by a majority of members at any previous meeting. The manner of the call shall be recorded in the Minutes of the Special Meetings, and at least 24 hour notice of the Meeting shall be given to each member and other parties of interest by the Secretary. Public posting of the Meeting shall also be required at least 24 hours in advance of the time of the Meeting.

204. QUORUM

A Quorum necessary for the transaction of business shall consist of four (4) members. The business of the Commission shall be transacted by a majority vote of those members present.

205. ATTENDANCE

The established dates of regular meetings permits Commission members to schedule personal business appointments not to conflict with Commission hearings. Members should notify the Secretary of anticipated absence from hearings due to illness. The members of the Commission may by a vote of their majority request the City Council replace any Commissioner whom they have considered as not fulfilling the obligation assumed by acceptance of appointment to the Commission.

206. CONFLICT OF INTEREST

Any member having a direct monetary interest in the outcome of any matter brought before the Commission or who feels that personal reasons may prejudice his decision shall disqualify himself without reason or suggestion of his interest and take no part in discussion or voting on that matter.

207. ORDER OF BUSINESS

The Order of Business shall be as follows:

- A. Roll Call by the Secretary.
- B. Approval of Minutes of previous meeting.
- C. Call to the Public
- D. Communications from City Council
- E. Unfinished Business.
- F. Requests for continuance or withdrawal of applications.
- G. Hearing of applications.
- H. Reports, including reports of Commission members, Planning and Zoning Staff, regarding Planning and Zoning studies conducted, subdivision plats or proposed applications for rezoning to be filed by the Commission or proposed amendments to the Zoning Ordinance.
- I. Resolutions, including proposed amendments, to these rules.
- J. Communications and miscellaneous business.

208. HEARING OF THE APPLICATIONS IN PUBLIC MEETING

- 1. The Chair will call the number of the application, the name of the applicant, the location of the land under consideration and state the recommendations of the Planning Department Staff.
- 2. The applicant or legal representative may present any information or testimony he believes pertinent to the application, and the Commission members may address questions to the applicant through the Chair.
- 3. The Chair will call for statements from property owners in support of or opposed to the proposed Zoning Changes, and those appearing may either stand and be counted or make statements giving reasons for opposition. Commission members may address questions through the Chair to such opposition as may appear.

4. After a motion has been made by a Commission member, the Chair will not recognize applicants or opposition for further comment. During the period of discussion of the seconded motion by the Commission, a member may request the Chair to call an applicant or opponent for further questions.
5. Formal voting on all but minor administrative actions shall be by show of hands. Abstaining votes shall be so noted. The disposition of any motion shall be recorded in the Minutes. A recommendation of the Council must be through a motion by a "Yes" vote of a majority of those present.
6. The Chair will announce the decision of the Commission, and will not recognize further discussion of the application from the floor other than to answer questions regarding Commission's decision and subsequent transmission of the recommendations to the Council.

III. SPECIAL REPORTS

301. REQUESTS FOR SPECIAL REPORTS

In general, requests for studies or specific action by the Planning and Zoning Staff will be made through the Secretary and only by a vote of the Commission. However, the Chair and Secretary may confer from time to time regarding preparation of matters to come before the Commission.

IV. AMENDMENT PROCEDURE

401. AMENDMENT PROCEDURE

Amendments to these rules may be made by the Commission upon the affirmative vote of four (4) members, provided such amendment is proposed at a preceding meeting, or is submitted in writing at a prior regular meeting of the Commission, and is recorded in the Minutes of such meeting or meetings. Amendments so adopted shall become effective at the next regular meeting of the Commission.

402. ANNUAL REVIEW

The Secretary shall schedule an annual review of these rules and procedures at the first regular meeting of each calendar year.

403. FILING AND DISTRIBUTION

Copies of these rules and any amendments thereto shall be distributed to the members of the Commission and to the Mayor and members of the Common Council. The Secretary shall maintain a file of the original copies of these rules and any subsequent amendments.

V. ADOPTION

These rules were adopted by the Planning and Zoning Commission at its Regular Meeting held on the 19th day of September, 1977.

Ron Moen
Chair

Clyde Wyker
Secretary

VI. AMENDMENT

These rules were amended by the Planning and Zoning Commission at its Regular Meeting held on the 23rd day of February, 2009

Ed Kiyler
Chair

George Gehlert
Secretary



STAFF MEMO

TO: Planning and Zoning Commission

FROM: George Gehlert, Community Development

FOR: January 28, 2013

SUBJECT: DR 12-022 Main Stage Bar 1 South Main Street

Consideration of Design Review application for renovation of an existing 6,600 square foot building, parking and landscaping improvements in order to enable the use of the facility as a bar and dance hall. The site is located at the southeast corner of Main Street and Mingus Avenue in a C-1 (light commercial) zone. Address: 1 South Main Street. APN 406-43-018A. Owner: Eileen M. Riffel. Agent: Josh Bartosh.

The applicants are renovating a portion of the existing building for use as a bar. The project includes use of only the westernmost 1/3 of the building footprint. A front patio enclosure has also been proposed for the frontage along South Main Street.

The submitted floor plan, site and landscaping plans are attached for your review. Aside from the front patio enclosure, the only exterior improvements proposed at this time are grading, surfacing and landscaping improvements associated with the expanded parking area. The predominant share of improvements are located on the east half of the site. Many of the existing trees have been incorporated into the landscaping plan.

The structure has formerly been used as a church, mattress store, billiard hall, etc. A residence is also located on the site as part of a separate structure. The residential structure would remain as part of this proposal.

Land Uses and Zoning: The property is part of a commercial strip zone which encompasses the Main Street corridor in this location. Areas to the north, west and south are zoned C-1 (light commercial). Areas to the east are zoned AR-20 (Agricultural / Residential). The proposed use is allowed by right in the C-1 zone, subject to district development standards.

ISSUES

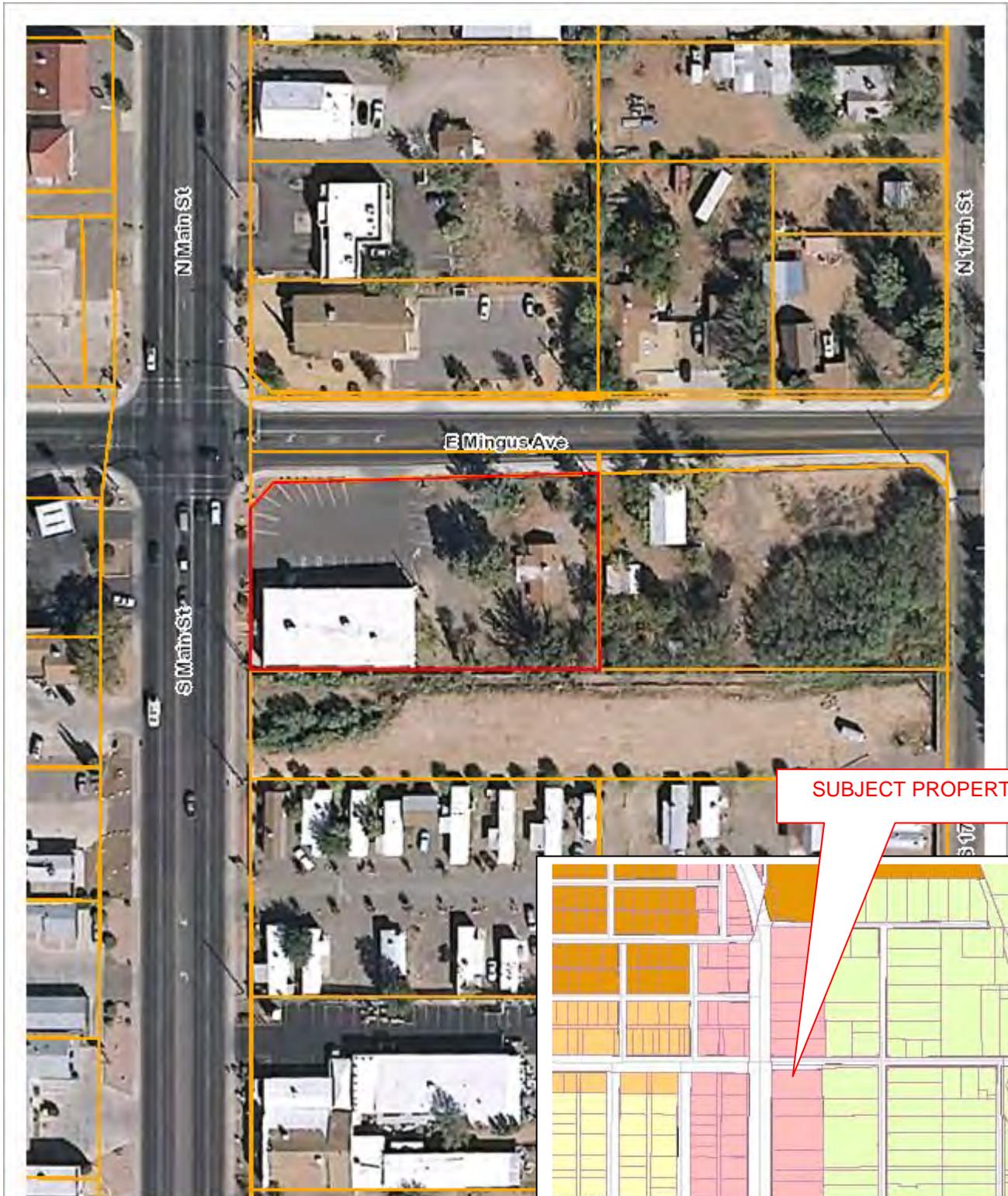
- **Rear Exiting and Occupancy Load:** The Fire Department is still reviewing exiting requirements for the east half of the building where the bathrooms are located. Additional exiting improvements may therefore be required. A maximum occupancy load will also be determined as part of the final submittal.
- **Residential Buffer:** The code requires a screened buffer wall adjacent to the residential zone located to the east; and a 10 foot landscaped area in this location. These are currently unaddressed by the site plan.
- **Drainage and Detention Area:** A grading and drainage plan was recently submitted for this proposal. The plan suggests the placement of a detention area in the SE corner of the site, displacing some parking spaces.
- **Mingus Avenue Streetscape:** The landscape code requires a 10 foot landscaped strip along the street frontage which is not currently addressed by the site plan. The existing developed portion of the site features a two foot strip. There appears to be enough room to meet the code. The Commission may want to discuss with the applicants.

RECOMMENDATION

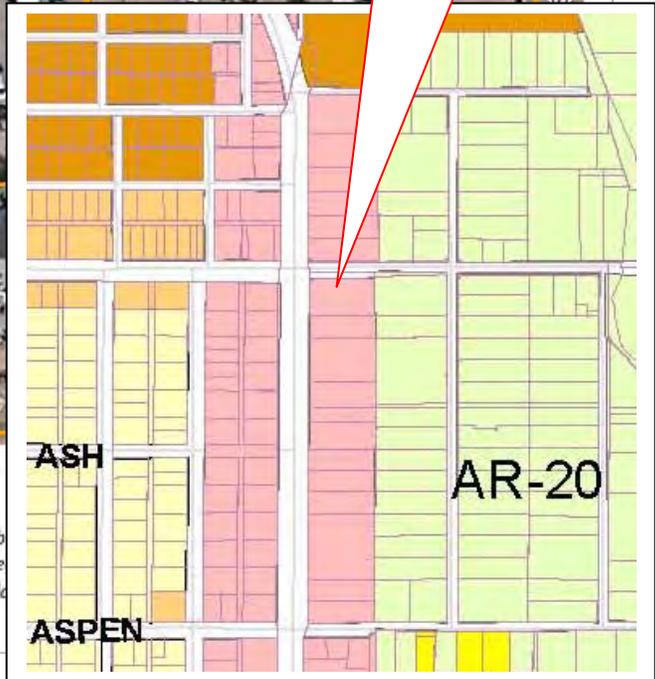
Staff recommends approval of **DR 12-022** subject to the following:

1. That the site be development in conformance with the letter of intent and associated plan submittal (as may be further modified by the Commission).
2. That landscape revisions be provided which address the residential buffer and streetscape requirements.
3. That a right-of-way permit be obtained for any resulting patio encroachment.
4. That any amplified sound occur in conformance to the City noise ordinance.
5. That any changes to the floor plan which require additional parking be subject to review by the Planning and Zoning Commission.
6. That all other Code Review comments from 9-18-12 be addressed.
7. That the applicant obtain a building permit for all site improvements.
8. Anything else the Commission deems necessary.

AERIAL PHOTO AND ZONING MAP



SUBJECT PROPERTY



Disclaimer: Map and parcel information is believed to be accurate. This information should be considered to be, or used as, a reference only. The user knowingly waives any and all claims for use of this data.

SITE PHOTOS







VIEW OF RESIDENTIAL AREA ALONG EAST BOUNDARY

MINGUS AVENUE FRONTAGE



MAIN STREET FRONTAGE

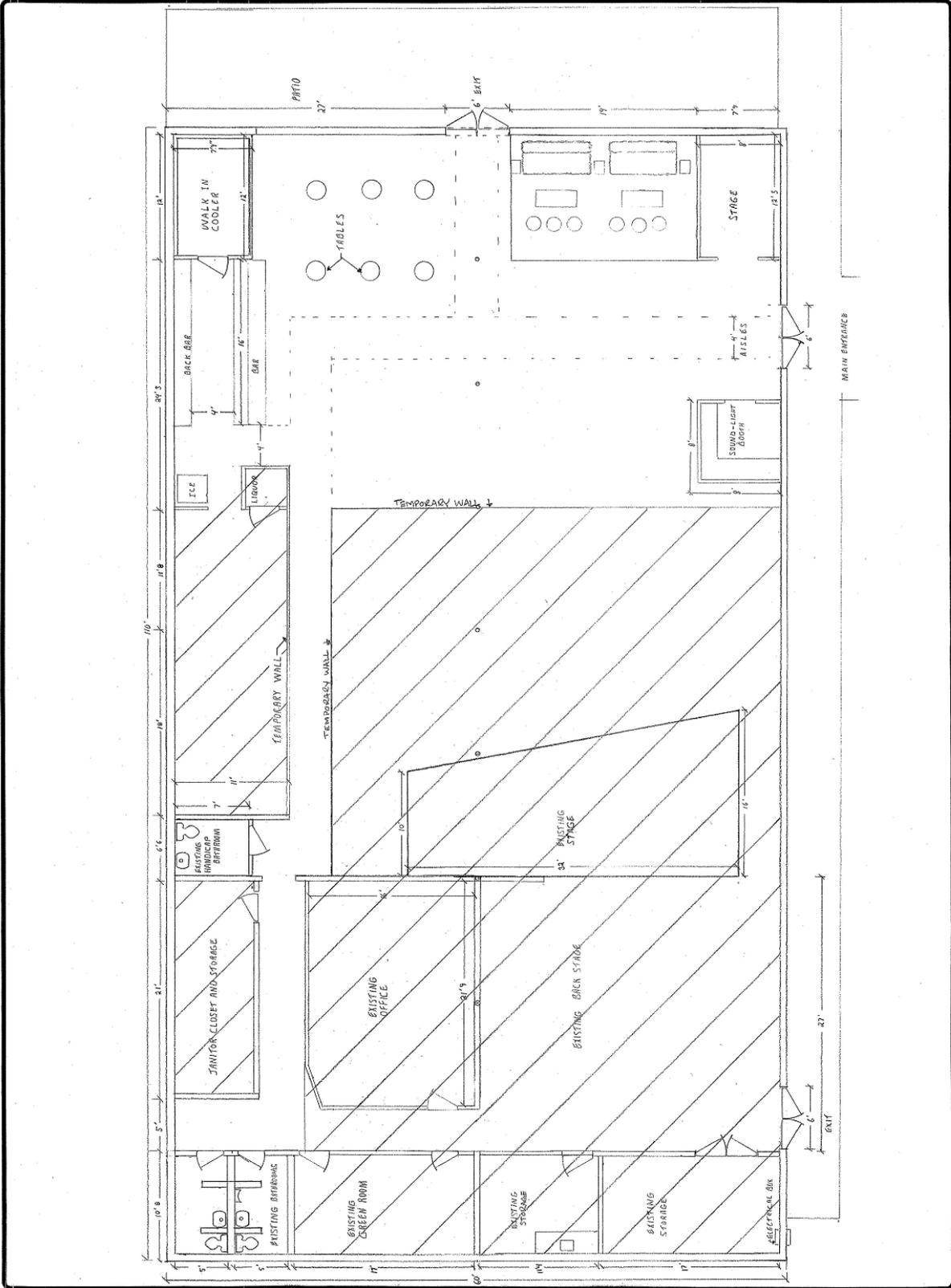


FLOOR PLAN

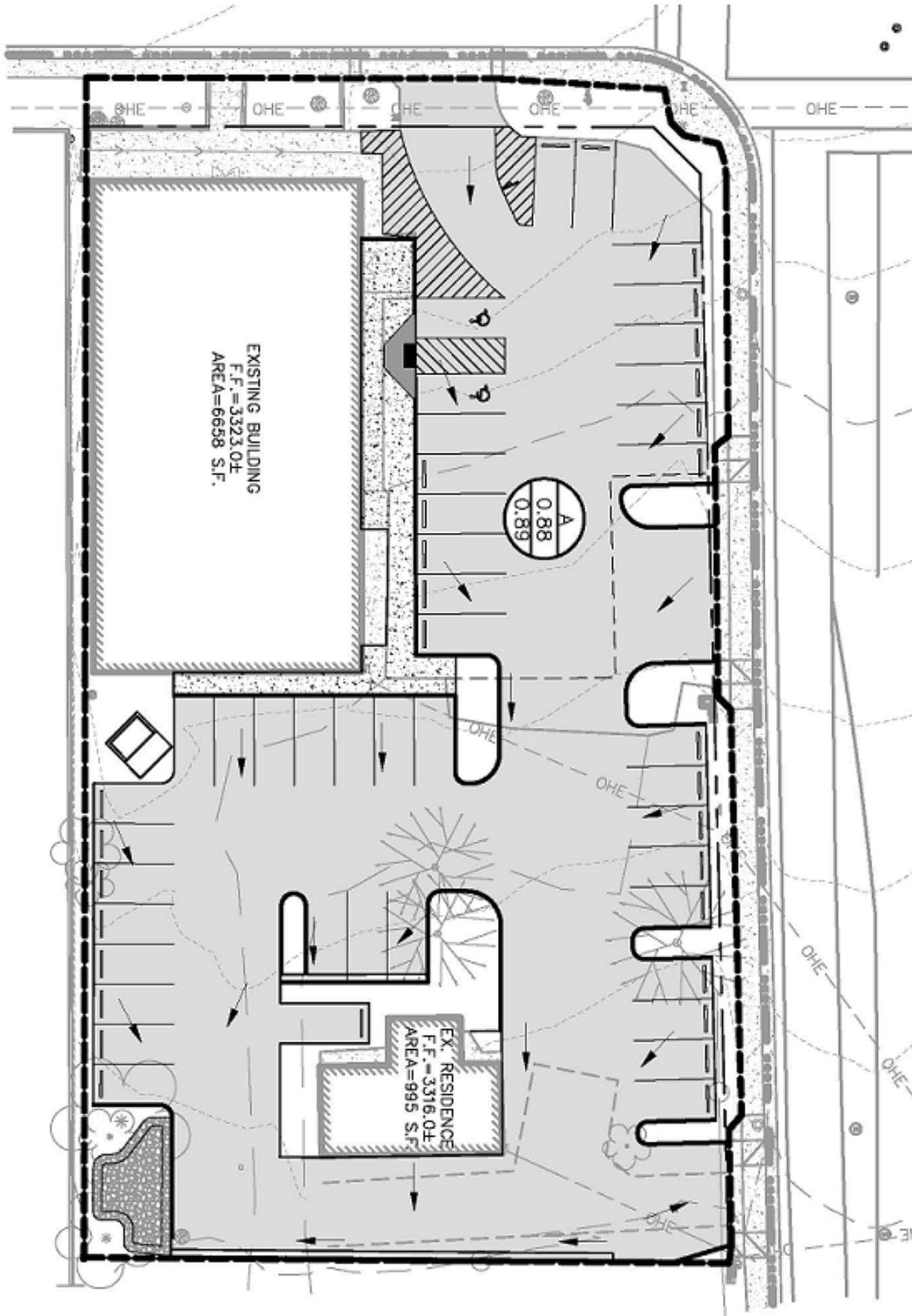
REVISIONS	BY

TENANT IMPROVEMENTS
 PARCEL # 406-43-18
 EILEEN M. RIFFEL - OWNER
 1 SOUTH MAIN ST COTTONWOOD
 USABLE SPACE 1474 SQ FT
 REQUIRED PARKING SPACES - 72

DATE	BY	DATE	BY
10/20/16			



GRADING / DRAINAGE PLAN





Main Stage
1 S. Main St
Cottonwood, AZ 86326

Letter of Intent

This letter is to state the intent for the property located at 1 South Main St. Cottonwood, AZ 86351 #406-43-18. This property is owned by Eileen Riffel. The exterior building on the property will remain "as is" with the exception of enclosing the existing patio area to meet smoking area requirements. The building on this commercial property has been in existence for over 40 years and has never had any issue meeting any requirements as per City of Cottonwood. Our proposal meets requirements for landscaping as seen in Landscape Plan.

We will be opening the property at 1 S. Main St as a small lounge called Main Stage featuring music and arts for the community. Our only significant issue identified during prior reviews has been our parking requirements. We do not foresee any further issues as our plan currently meets all parking requirements. Since code review we have significantly reduced our square footage of our building space to meet the parking requirements.

Sincerely,

Rebecca
Rebecca Riffel

A handwritten signature in cursive script that reads "Rebecca Riffel". The signature is written in black ink and is positioned to the right of the typed name.



Main Stage
1 S Main St
Cottonwood AZ 86326
406-43-018

Design Review

The proposed development applies to the exterior portion of all buildings, structures, signs, site plans, landscape plans and other plans which are to be hereafter erected, constructed, converted, established, or altered within the City of Cottonwood.

I. Planning

1. Elevations:

Exterior building will remain "as is". Exterior paint will remain "as is".

A fence will be constructed around the already existing patio on west end of building as seen in attached Exhibit I.

2. Landscaping:

A.) All disturbed portions of the property not in parking, landscaping or part of building footprint which are not already existing parking will include chip seal treatment (Sec. 407.B.4).

B.) Total acreage of site 38,285 sq ft.

Amount of acreage to be landscaped 3,200 sq ft.

Total number of plants: 70.

Type of plants: Cliffrose, Crape Myrtle, Texas Mountain Laurel, Texas Sage

C.) All existing trees, proposed plantings in Landscape Plan. Including landscaped islands at ends of stalls 8' wide (407.E.3.b). 1 tree and 2 shrubs each (407.E.3.d).

D.) Screened trash dumpster enclosure added as well as adjacent landscaping required (407.D8.). As shown in Landscape Plan.

E.) Parking area and landscaping will be curbed as per (407.E.3.d).

F.) Back-flow location and screening included as shown in Landscape Plan.

G.) Irrigation plan (407.C.2.a) as shown in Landscape Plan.

H.) Landscape strip along street will remain as existing with new plants and irrigation as shown in Landscape Plan.

I.) 10' Landscape buffer included along east boundary, adjacent to residential zone (407.E.3.d).

3.) Lighting:

All exterior lighting is "as is" which currently meets the provisions of the State's Dark Sky Laws as well as the City's Lighting Code.

4.) Mechanicals:

No changes all existing to building.

5.) Parking / Layout:

Turnaround easements shown in previous parking lot diagram has been omitted. Parking areas provide handicap accessible cross walks at logical points. Setback provided as to not allow car bumpers to overhang adjacent sidewalks. Parking area provides crosswalks with physical surface definition to define crosswalks. All Shown in Parking Layout Plan.

7.) Screening:

No outdoor storage on property.

8.) Signs:

No changes to existing sign on building. Current sign has no more than background color, one letter color and is flush mounted to the building.

9.) Traffic Visibility:

All height and setback issues associated with traffic visibility in placement of landscaping and signage observed. Two (2) foot height limit for all structures located within 25 foot vision triangle at street corners observed.

10.) Trash:

Dumpster to be screened with gated enclosure which compliments building. A concrete apron of sufficient width for garbage dumpster to be constructed to prevent damage to asphalt or parking lot surfaces. Shown in Parking Lot Plan.

11.) Unsightly Street side Impediments:

All back-flow devices shown in Landscape Plan.

Parking:

We have calculated our current floor plan at 1,474 sq ft.

Required parking: 42 spaces

Total parking on proposed plan: 53 spaces

Landscape Plan Identification Key:

	Common Name	Scientific Name	Size/Water	Notes
A	Existing Trees			
B	Cliffrose	<i>Cowania mexicana</i>	4-10'/very low	(will be in planters)
C	Crape Myrtle	<i>Lagerstroemia indica</i>	6-25'/low	
D	Texas Mountain Laurel	<i>Sophora secundiflora</i>	15-25'/very low	
E	Texas Sage	<i>Leucophyllum frutescens</i>	3-55'/very low	

Landscape Plan:

Total Acreage of Site 38,285 sq ft

Amount of acreage to be landscaped 3,200 sq ft

Total number of plants: 70

Type of plants: Cliffrose, Crape Myrtle, Texas Mountain Laurel, Texas Sage

Outdoor Patio:

Existing will keep "as is". Add fence



Fence design for existing west patio on Main St. 55 ft x 10 ft

Building Material:

Pine Wood



STAFF MEMO

TO: Planning and Zoning Commission

FROM: George Gehlert, Community Development

FOR: January 28, 2013

SUBJECT: Z 12-006 Quail Canyon PAD

Consideration of a zoning map change from the current Yavapai County Zoning designation of R1L-70 (Residential Single Family / Limited) to the City of Cottonwood zoning of PAD (Planned Area Development) following the recent annexation of the Quail Canyon Subdivision, Units I and II. The property includes 121 acres located south of the Quail Springs Ranch Rd. / South Quail Canyon Rd intersection. Applicant: Al Gradijan, Quail Canyon Partners.

The Quail Canyon subdivisions were originally platted by Yavapai County and zoned R1L-70, a site built single family residential zoning with a 70,000 square foot minimum lot size. Quail Canyon is a gated subdivision with full improvements, per Yavapai County standards.

The acreage is characterized by rolling terrain crossed by substantial FEMA wash corridors. As the subdivision was platted under the current R1L-70 zoning, there was no provision for any kind of special treatment of these drainage channels. As a result, several of the lots are partially encumbered by natural floodways.

The City of Cottonwood annexed the Quail Canyon properties in 2011 but has not yet established City zoning on the property. The owner has approached the City requesting variances for the affected ten (10) lots, most of which are gathered along the front portion of the subdivision within view of Quail Springs Ranch Road. The attached graphic identifies the affected lots in yellow. The red areas represent the proposed encroachments into what would otherwise be required setback areas. Most are located in the front yards and feature a reduction from 50 feet to 25 feet. By Statute, because these situations are self-imposed, the lots do not qualify for Variances. Therefore a site plan specific rezoning to PAD has been proposed as a means to adjust the allowable building area within the affected lots. There are no other components associated with this proposal.

Surrounding Zoning and Land Uses: Areas to the north, west and south east are part of an unincorporated large lot metes and bounds residential area, zoned R1L-70 and RCU-2A. Area to the north east is incorporated and owned by the State land Department, and zoned AR-70. Areas to the south, also zoned RCU-2A, are unincorporated and owned by the Prescott National Forest.

Public Involvement and Notification

A community meeting was held on December 27th. A summary is attached for your review. The meeting was attended by the project representatives, City staff and five property owners, two of which own property within the subdivision. Few concerns were offered regarding the proposal. Staff has received no other comments.

Notice regarding the community meeting, P&Z and Council hearings was mailed to all property owners within the Quail Canyon subdivision, as well as those within 300 feet of the subdivision boundary. The property frontage was also posted with 4x8 foot "Zoning Notice" signs and a legal advertisement was published.

ISSUES

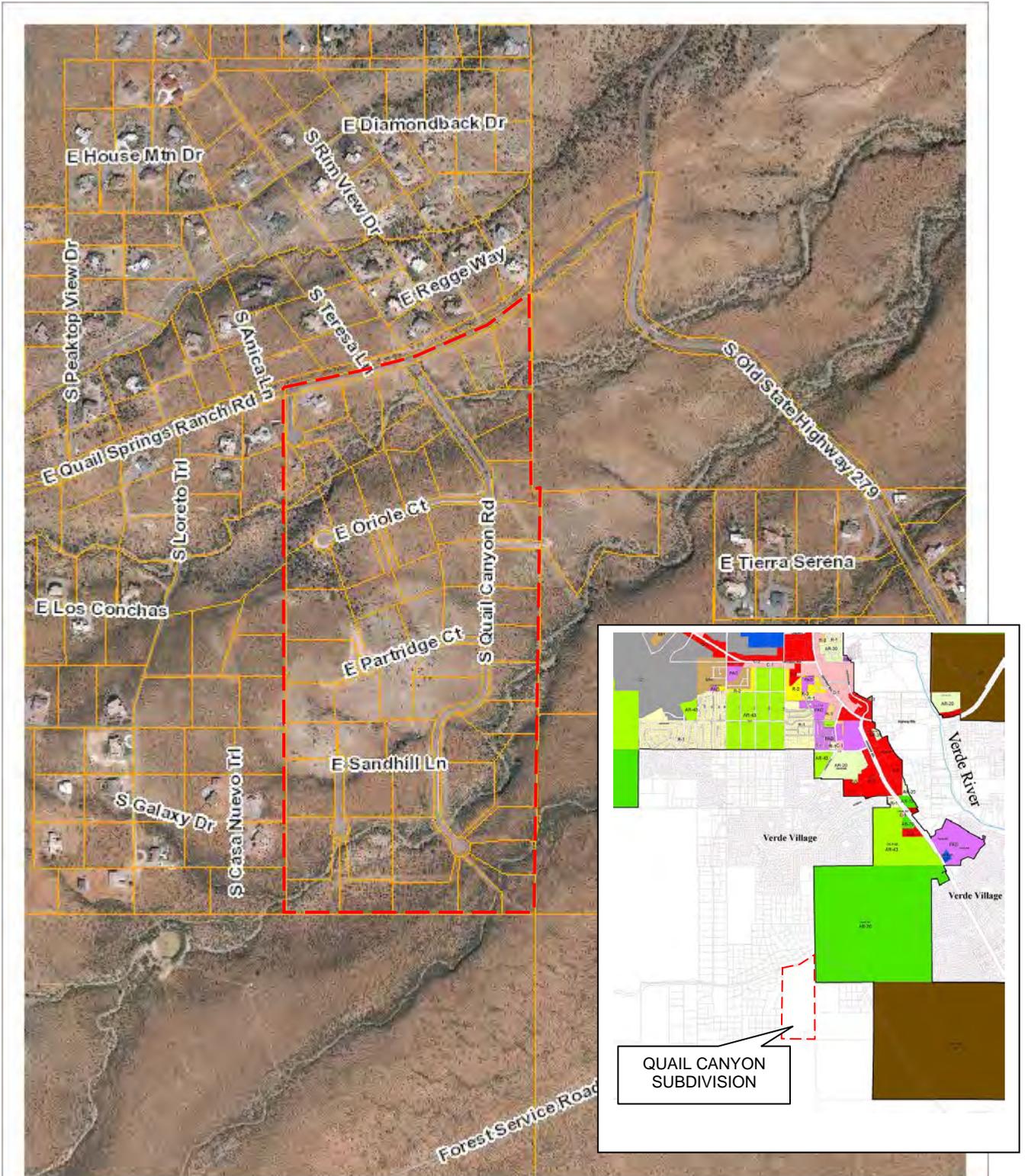
- **Exception to PAD Code:** Rezoning the property to Planned Area Development would provide an opportunity to establish custom building envelopes for the affected lots as part of an adopted site plan. The Commission would have to be willing approve an exception to the PAD Code (Section 424.D) which ordinarily requires the submittal of a Master Development Plan. Under Section 424.B.15., the Commission has the ability to relieve all or part of the code requirements (including special design standards, architectural requirements, landscaping/streetscape, open space, etc.), subject to a specific finding that those components are not necessary to promote the intent of the PAD Code in this instance. As the subdivision is already platted, the adjustment of the affected building envelopes would help to preserve the integrity of the wash corridors and associated slope areas.

RECOMMENDATION

Staff finds no conflict with the City's General Plan. Provided the Commission is in agreement with the reasoning for the code exception, staff recommends approval of Z/PAD 12-006 subject to the following:

1. That an exception is approved (subject to Sec. 424.B.15) relieving the requirement to submit a Master Development Plan on the basis that the subdivision is already platted and fully developed and was accepted by the City as part of the annexation which occurred in 2011; and in the interest of protecting the integrity of the existing wash corridors.
2. That the residential sites be developed in conformance with the letter of intent, dated 12-28-12; and with the associated site plan (as may be further modified by the Commission, or City Council).
3. Anything else the Commission deems necessary.

AERIAL PHOTO AND ZONING MAP



Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.

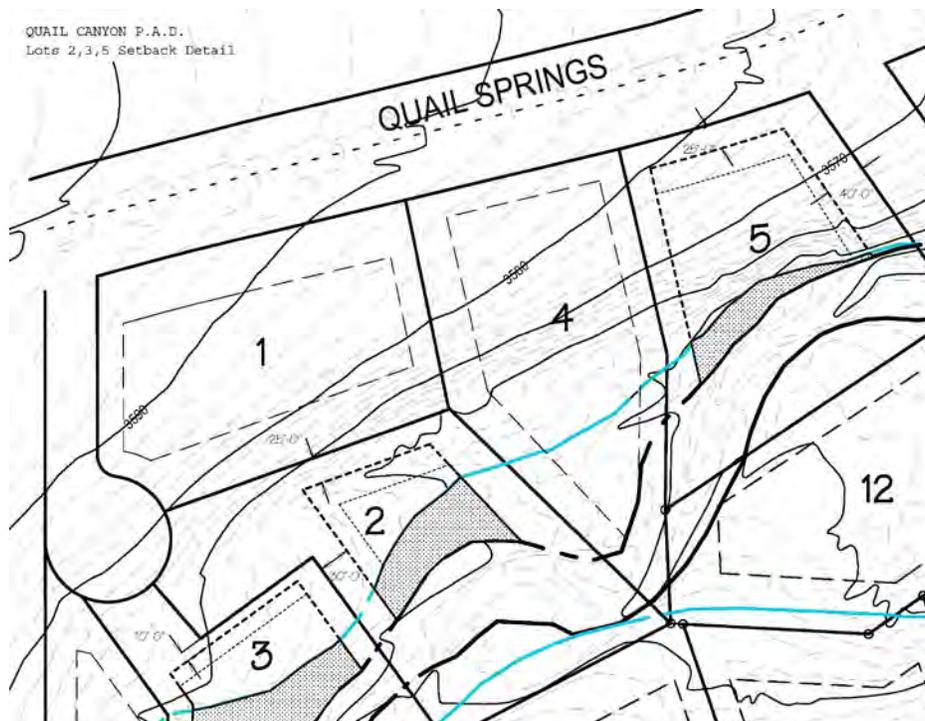
Map printed on: 1.23.2013

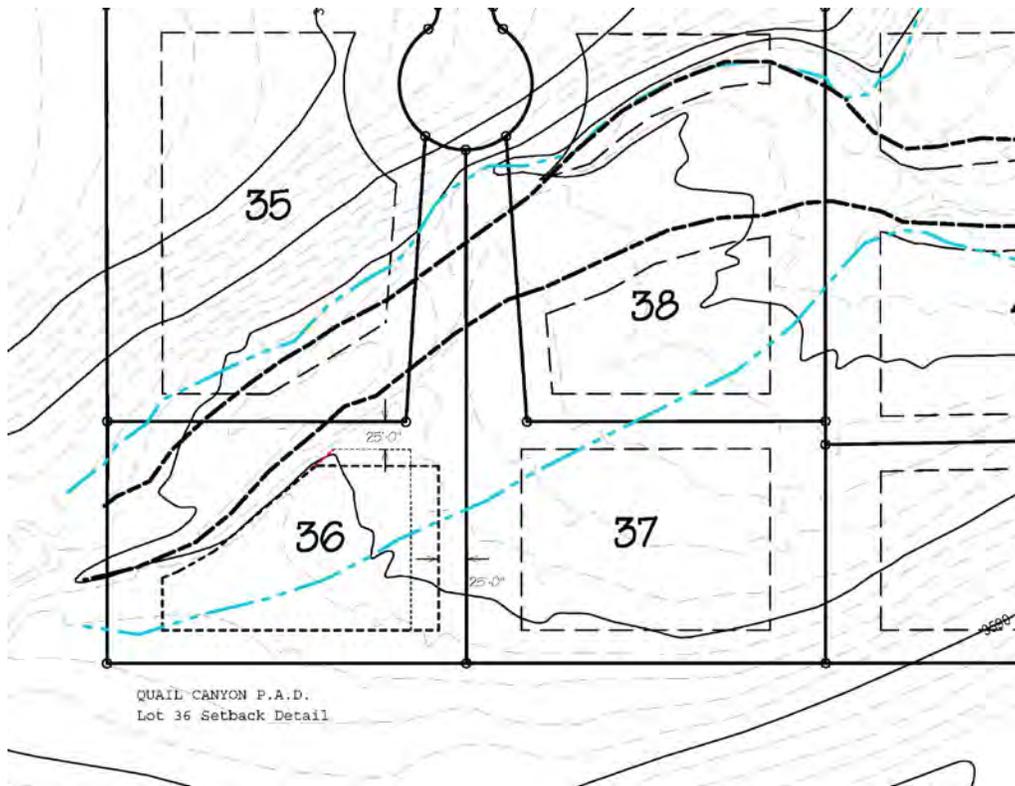
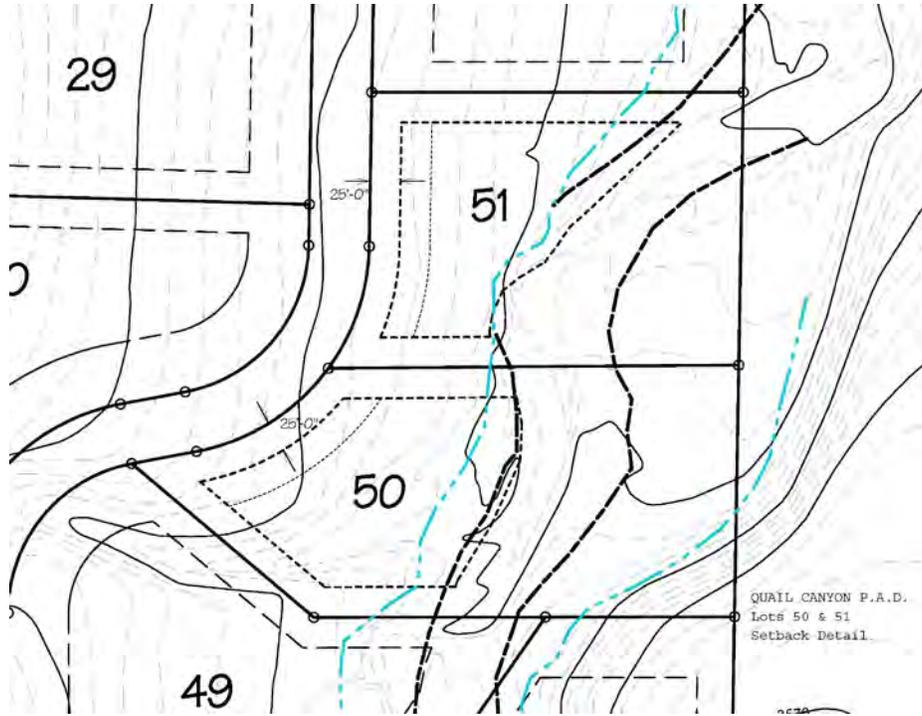
SITE PHOTOS





ENLARGEMENTS OF AFFECTED LOTS







VIA EMAIL
January 21, 2013

Mike Gardner
Casa Verde Consulting
Casaverde1800@q.com

Re: CRB # 12-031 Quail Canyon PAD / Quail Springs Ranch Road

Dear Mike,

Thank you for attending the January 15th Code Review Meeting.

The proposal as presented includes adjustments to building envelopes for 10 of the 59 lots located within the Quail Canyon subdivision, which are encumbered by stream channels. As discussed, this can only be accomplished with a zone change to PAD in tandem with the adoption of a final site plan which establishes the adjustments to the building setbacks.

As mentioned in my letter of 12/19/12, this request would require approval by the P&Z Commission and the City Council. I recommend you become acquainted with the Cottonwood Zoning Ordinance procedural codes for Zone Changes (Sec. 301); and Planned Area Development (Section 424). The zoning ordinance is on-line at <http://cottonwoodaz.gov/zoningord.php>

DEPARTMENT COMMENTS REGARDING SUBMITTAL

Planning – George Gehlert, ggehlert@cottonwoodaz.gov (928)634-5505 x3321

1. As part of this proposal, the Commission and Council must also waive Section 424.D which requires submittal of a Master Development Plan (as provided by Sec. 424.B.15). They have the option to require submittal of all or any portion of the Master Development Plan, as outlined by this portion of the code.

Engineering / Utilities– Troy Odell, todell@cottonwoodaz.gov. (928)634-0186 x3309

1. Engineering really has no problem with the proposed setback reduction which seems to allow for less intrusion upon the floodplains throughout the subdivision as long as those reductions do not take away or diminish any public or private utility or ingress/egress easements.

Engineering / Street Maint. – Morgan Scott, mScott@cottonwoodaz.gov. (928) 340-2777

1. A disclosure statement should be recorded in association with neighboring parcels as advisories that the building envelopes have been adjusted.

Fire Department- Rick Contreras, rcontreras@cottonwoodaz.gov (928) 634-2741

1. All residences to be sprinklered.
2. Several hydrants still need to be turned on.

Building Department- Joe Steinke, jsteinke@cottonwoodaz.gov (928) 634-5505 x3320

1. Addressing needs to be reviewed. There seems to be some disparity between County system and City addresses for this subdivision.

Please call if you have any questions.

Sincerely,



George Gehlert
Planner

C: Dan Lueder, Development Services General Manager
Code Review Board
Building / DR Files

CITY OF COTTONWOOD BUILDING & ZONING SUMMARY REPORT
2012 ACTIVITY REPORT FOR THE MONTH OF DECEMBER

USE	CODE	CURRENT MONTH		LY SAME MONTH		LAST FY TO DATE		THIS FY TO DATE	
		#	VALUATION	#	VALUATION	#	VALUATION	#	VALUATION
SINGLE FAM RES:									
DETACHED	101	0	0.00	0	0.00	17	2,490,306.27	35	5,283,431.69
ATTACHED	102	0	0.00	0	0.00	0	0.00	0	0.00
MULTI FAM RES:									
2 FAMILY	103	0	0.00	0	0.00	0	0.00	0	0.00
3-4 FAMILY	104	0	0.00	0	0.00	0	0.00	0	0.00
5 OR MORE	105	0	0.00	0	0.00	0	0.00	0	0.00
MOBILE HOMES	112	0	0.00	0	0.00	5	167,515.97	9	277,915.97
NEW RESIDENTIAL	213	0	0.00	0	0.00	1	374,247.00	1	374,247.00
NON HSKPNG RES	214	0	0.00	0	0.00	0	0.00	0	0.00
NEW NON-RES BLDG									
AMMUS/SOCIAL/REC	318	0	0.00	0	0.00	0	0.00	0	0.00
CHURCH/RELIGIOUS	319	0	0.00	0	0.00	1	502,218.40	3	1,029,274.40
INDUSTRIAL	320	0	0.00	0	0.00	0	0.00	0	0.00
PARKING GARAGES	321	0	0.00	0	0.00	0	0.00	0	0.00
SVC STA/REP GAR	322	0	0.00	0	0.00	0	0.00	1	33,228.20
HOSPITAL/INSTITU	323	0	0.00	0	0.00	0	0.00	0	0.00
OFFIC/BANK/PROF	324	0	0.00	1	2,500.00	2	649,450.00	3	651,250.00
PUB WORKS/UTILITY	325	0	0.00	0	0.00	0	0.00	0	0.00
SCHOOL/OTHER EDU	326	0	0.00	0	0.00	0	0.00	0	0.00
STORE/CUST SERVICE	327	0	0.00	0	0.00	4	502,140.00	5	995,281.80
OTHER NON-RES BLG	328	0	0.00	0	0.00	0	0.00	1	800.00
STRUCT-NON-BLDG	329	0	0.00	0	0.00	3	27,249.60	12	81,296.20
SPECIAL RES INSTAL	430	8	98,062.20	10	96,108.50	133	993,824.80	262	2,460,549.00
RESIDENTIAL SEWER	430A	1	3,500.00	0	0.00	23	41,100.00	34	54,900.00
ADD'S/ALT NON-RES									
HOUSEKEEP/ADD	433	0	0.00	0	0.00	0	0.00	0	0.00
HOUSEKEEP/NO CHG	434	0	0.00	1	86,817.00	8	218,165.70	18	402,988.00
HOUSEKEEP/DECRES	435	0	0.00	0	0.00	0	0.00	0	0.00
SPEC COMM'L INSTAL	436	5	474,040.00	4	44,000.00	107	1,843,130.15	170	4,582,859.95
COMMERCIAL SEWER	436A	0	0.00	0	0.00	1	500.00	1	500.00
ADDS/ALT NON-RES	437	0	0.00	0	0.00	1	25,843.20	1	25,843.20
GARAGE/CARPRT RES	438	0	0.00	1	1,500.00	6	305,754.40	21	689,662.20
CONVERSIONS	540	0	0.00	0	0.00	0	0.00	0	0.00
	541	0	0.00	0	0.00	0	0.00	0	0.00
DEMOLITONS									
RESIDENTIAL	645	1	5,000.00	0	0.00	4	6,700.00	8	12,600.00
ALL OTHER	649	0	0.00	0	0.00	4	5,800.00	8	54,900.00
GRADING	700	0	0.00	0	0.00	2	32,000.00	5	67,000.00
TOTALS		15	580,602.20	17	230,925.50	322	8,185,945.49	598	17,078,527.61
FEES									
CONST PERMITS (REG)		17	1,612.90	20	2,647.80	357	80,732.82	615	141,665.12
CONST PERMITS (SWR)		0	0.00	0	0.00	0	0.00	0	0.00
PLAN CHECKS		5	747.58	6	1,279.84	125	43,987.59	229	79,504.61
DRB		0	0.00	0	0.00	2	500.00	5	1,250.00
SIGNS		5	100.00	4	120.00	90	4,565.00	162	7,520.00
MAPS		0	0.00	0	0.00	3	90.00	5	145.00
ZONE MAP CHANGES		1	4,985.00	0	0.00	0	0.00	2	6,515.00
ZONING ORDINANCES		0	0.00	0	0.00	0	0.00	0	0.00
CPU'S/VARIANCE		0	0.00	0	0.00	6	1,150.00	14	3,430.00
OTHER		1	50.00	2	100.00	62	5,528.00	121	8,399.00
FIRE DEPT PLAN CHECK		4	80.00	3	60.00	92	1,960.00	149	3,420.00
ENG PLAN CHECK		0	0.00	0	0.00	8	8,120.00	9	9,120.00
ENGINR INSPECT FEE		0	0.00	0	0.00	10	8,200.00	12	10,240.00
TOTALS		33	7,575.48	35	4,207.64	755	154,833.41	1323	271,208.73